



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

**EXECUTIVE COMMITTEE
REGULAR MEETING**

Monday, September 26, 2022 at 1:30 PM
Dykema
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 17, 2022 Executive Committee regular meeting
- V. Old Business**
 - None.
- VI. New Business**
 - a. Resolution 2022-01 FYE 2022 MMSA Budget Amendment
 - b. Resolution 2022-02 FYE 2022-2023 MMSA Proposed Budget Timeline
 - c. FYE 2022-2023 MMSA Proposed Budget
 - d. Resolution 2202-03 General Appropriations Act
 - e. Professional Services Agreement with Plante Moran
- VII. Administrative Report**
- 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 17, 2022 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 2:10 p.m.

II. Roll Call

Executive Committee Member Attendance:

	LOCATION	PRESENT	ABSENT
Angela Rogensues, Chair*	Warren, Macomb County	X	
Eric DeLong, Treasurer			X
Kathleen Lomako, Secretary*	Livonia, Oakland County	X	
Donna Cangemi*	Sterling Heights, Macomb County	X	
Scott Erbsich*	Marquette, Marquette County	X	
Aaron Wagner			X

*Participated via teleconference.

Other attendees:

- Samantha Harkins, MMSA*
- Kristen Delaney, MMSA*
- Kari Shea, Plante Moran*
- Penny Hill*

- Molly Clarin*

III. Approval of Agenda

Moved by: Erbisch
Supported by: Cangemi

Yes: X No:

IV. Approval of Minutes

- a. Approval of the minutes from the regular January 20, 2022 Executive Committee meeting.

Moved by: Erbisch
Supported by: Cangemi

Yes: X No:

V. Administrative Report & New Business

CEO Harkins delivered the administrative report.

VI. Old Business

None.

VII. New Business

None.

VIII. Public Comment

None.

IX. Other Business

Lomako stated that if the board is going back to meeting in-person they should consider a meeting place which is centrally located for most members. The Dykema Ann Arbor offices were suggested. Harkins noted that if there was an April meeting it would likely be held virtually.

X. Adjournment

Motion to adjourn the meeting 2:16 p.m.

Moved by: Lomako
Supported by: Erbisch

Yes: No:

Certification of Minutes

Approved by the Executive Committee on September 26, 2022.

Authority Secretary

Date



Michigan Municipal Services Authority Re

RESOLUTION 2022-01
Fiscal Year 2022 Budget Amendment 1

August 2022

Fund: General Fund

Recommended Amendment

Revenues

Total net proposed amendment to revenues = \$10,000

Account Number	Account Name	Original Budget	Recommended Budget	Proposed Amendment Change
671000 [1]	Contract Revenue	\$150,000	\$160,000	\$10,000
	Total Revenues			<u>\$10,000</u>

Expenditures

Total net proposed amendment to expenditures = \$3,366

Account Number	Account Name	Original Budget	Recommended Budget	Proposed Amendment Change
701000 [2]	Personal Services	\$57,200	\$58,000	\$800
710000 [3]	FUTA Taxes	375	110	(265)
715000 [4]	Social Security & Medicare	4,376	4,550	174
718000 [5]	Insurance – Health	9,180	5,650	(3,530)
801000 [6]	Professional and Contractual Services	80,028	98,200	18,172
804000 [7]	Bank Service Charges	1,200	875	(325)
801500 [8]	Office Rent	8,820	6,060	(2,760)
805000 [9]	HR and Benefits Consulting	250	0	(250)

806000 [10]	Program Development	5,000	0	(5,000)
840000 [11]	Insurance	7,500	6,100	(1,400)
910000 [12]	Professional Development	1,500	0	(1,500)
913000 [13]	Conference Expenses	750	0	(750)
	Total Expenditures			\$3,366

Transfers

Total net proposed amendment to transfers = \$3,862

Account Number	Account Name	Original Budget	Recommended Budget	Proposed Amendment Change
699273 [14]	Interfund Transfer In-FMS	\$135,893	\$139,755	\$3,862
	Total Revenues			\$3,862

Tickmark Legend

[1] Increase to reflect Lincoln Institute payment

[2] Increase to reflect actual expenditures

[3] Decrease to reflect actual expenditures

[4] Increase to reflect actual expenditures

[5] Decrease to reflect actual expenditures

[6] Increase to reflect Samantha Harkins and Jaymes Vettraino agreements

[7] Decrease to reflect actual expenditures

[8] Decrease to reflect cancellation of rental agreement

[9] Decrease to reflect actual expenditures

[10] Decrease to reflect actual expenditures

[11] Decrease to reflect credit utilized that was on file with insurance company

[12] Decrease to reflect actual expenditures

[13] Decrease to reflect actual expenditures

[14] Increase to reflect actual revenues transferred when closing out FMS fund at year end.

Fund: Financial Management System Fund

Recommended Amendment

Revenues

Total net proposed amendment to revenues = \$69,697

Account Number	Account Name	Original Budget	Recommended Budget	Proposed Amendment Change
671000 [15]	Contract Revenue	\$2,077,223	\$2,146,290	\$69,697
	Total Revenues			<u>\$69,697</u>

Expenditures

Total net proposed amendment to expenditures = \$65,840

Account Number	Account Name	Original Budget	Recommended Budget	Proposed Amendment Change
801000 [16]	Professional and Contractual Services	\$1,941,330	\$2,007,170	\$65,840
	Total Expenditures			<u>\$65,137</u>

Transfers

Total net proposed amendment to transfers = \$3,862

Account Number	Account Name	Original Budget	Recommended Budget	Proposed Amendment Change
995101 [17]	Transfer Out – GF	\$135,893	\$139,755	\$3,862
	Total Revenues			<u>\$3,862</u>

Tickmark Legend

[15] Increase to reflect actual revenue received in excess of original budget.

[16] Increase to reflect actual expenditures.

[17] Increase to reflect actual revenues transferred when closing out FMS fund at year end.

Michigan Municipal Services Authority
 REVENUE AND EXPENDITURE REPORT
 As of August 31, 2022

This is the 11th month of operation - 92.0%

Fund:

General Fund

	Year Ending 09/30/2021		Year Ending 09/30/2022		Year To Date 08/31/2022		
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT		
Revenue							
671000 - Contract Revenue	208,078	150,000	150,000	160,000	106.67 %	NEEDS AMENDMENT	
Total Revenue	208,078	150,000	150,000	160,000	106.67 %		
Expenses							
Salary and Fringes							
701000 - Personal Services	145,398	57,200	57,200	51,056	89.26 %	NEEDS AMENDMENT	57,656
710000 - FUTA Taxes	365	375	375	110	29.39 %	NEEDS AMENDMENT	Done
715000 - Social Security & Medicare	11,073	4,376	4,376	3,871	88.46 %	NEEDS AMENDMENT	4437
718000 - Insurance - Health	10,246	9,180	9,180	5,108	55.64 %	NEEDS AMENDMENT	5,629
Total Salary and Fringes	167,082	71,131	71,131	60,145	84.55 %		
Operating							
752000 - Office Expense	2,871	2,000	2,000	1,049	52.48 %		
801000 - Professional and Contractual Services	57,543	80,028	80,028	82,530	103.13 %	NEEDS AMENDMENT	98,130
801500 - Office Rent	8,996	8,820	8,820	6,057	68.67 %	NEEDS AMENDMENT	Done
802000 - Legal	16,303	18,000	18,000	1,249	6.94 %	Last invoice was in March 2022	
803000 - Accounting	17,359	16,500	16,500	9,824	59.54 %		
803500 - Audit	11,000	11,400	11,400	11,400	100.00 %		
804000 - Bank Service Charges	1,018	1,200	1,200	711	59.22 %	NEEDS AMENDMENT	871
805000 - HR and Benefits Consulting	0	250	250	0	0.00 %	NEEDS AMENDMENT	
806000 - Program Development	0	5,000	5,000	0	0.00 %	NEEDS AMENDMENT	
840000 - Insurance	6,353	7,500	7,500	6,026	80.35 %	NEEDS AMENDMENT	Done
861000 - Mileage Reimbursement	45	500	500	189	37.70 %		
910000 - Professional Development	985	1,500	1,500	0	0.00 %	NEEDS AMENDMENT	
913000 - Conference Expenses	195	750	750	0	0.00 %	NEEDS AMENDMENT	
955000 - Miscellaneous	0	2,000	2,000	0	0.00 %		
Total Operating	122,668	155,448	155,448	119,035	76.58 %		
Total Expenses	289,750	226,579	226,579	179,180	79.08 %		
Revenue in Excess of Expenses	(81,672)	(76,579)	(76,579)	(19,180)	25.05 %		
Transfers							
699273 - Interfund Transfer In - FMS	135,125	135,893	135,893	139,755	102.84 %	NEEDS AMENDMENT	
Total Transfers	135,125	135,893	135,893	139,755	102.84 %		
Change in Equity	53,453	59,314	59,314	120,575	203.28 %		

These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.
 Created on: 08/28/2022 12:19 PM EDT

Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT

As of August 31, 2022

Fund:

Financial Management System Fund

	Year Ending 09/30/2021	Year Ending 09/30/2022	Year To Date 08/31/2022			
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT	
Revenue						
671000 - Contract Revenue	2,076,154	2,077,223	2,077,223	2,146,920	103.36 %	NEEDS AMENDMENT (69,697)
Total Revenue	2,076,154	2,077,223	2,077,223	2,146,920	103.36 %	
Expenses						
Operating						
801000 - Professional and Contractual Services	1,941,029	1,941,330	1,941,330	2,007,165	103.39 %	NEEDS AMENDMENT (65,835)
Total Operating	1,941,029	1,941,330	1,941,330	2,007,165	103.39 %	
Total Expenses	1,941,029	1,941,330	1,941,330	2,007,165	103.39 %	
Revenue in Excess of Expenses	135,125	135,893	135,893	139,755	102.84 %	
Transfers						
995101 - Transfer Out - GF	(135,125)	135,893	135,893	(139,755)	(102.84) %	NEEDS AMENDMENT (3,862)
Total Transfers	(135,125)	135,893	135,893	(139,755)	(102.84) %	
Change in Equity	0	271,786	271,786	0	0.00 %	

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

Created on: 08/28/2022 12:19 PM EDT



Michigan Municipal Services Authority

RESOLUTION 2022-02

FY 2022-2023 Budget Time Schedule

The Executive Committee (the “**Executive Committee**”) of the Michigan Municipal Services Authority (the “**Authority**”) hereby resolves that the following budget time schedule is approved for the Authority in compliance with the Uniform Budgeting and Accounting Act, 1968 PA 2, as amended, MCL 141.421 to 141.440a, for the fiscal year ending on September 30, 2023:

On or About	Budget Process Item
April 15, 2022	Chief administrative officer requests the Authority’s provider of administrative services to provide information necessary and essential for preparation of recommended FY 2022-2023 budget, including for any budgetary centers of the Authority.
June 1, 2022	Authority’s provider of administrative services on behalf of any budgetary centers of the Authority present the chief administrative officer with information requested relating to FY 2022-2023 budget.
September 26, 2022	Chief administrative officer presents recommended FY 2022-2023 Budget and draft general appropriations act to the Executive Committee.
September 26, 2022	Public hearing on budget at regular meeting of the Executive Committee.
September 26, 2022	Executive Committee adopts budget.

Secretary’s Certification:

I certify that this resolution was duly adopted by the authority of the Executive Committee of the Michigan Municipal Services Authority at a properly noticed open meeting held with a quorum present on September 26, 2022.

By: _____
MMSA Secretary



Michigan Municipal Services Authority

RECOMMENDED BUDGET
Fiscal Year 2022-2023

September 26, 2022

The chief administrative officer of the Michigan Municipal Services Authority (the “Authority”) presents this recommended budget for the Authority for its fiscal year beginning on October 1, 2022 and ending on September 30, 2023:

General Fund

	FY 2020-2021 Actual	FY 2021-2022 Projected	FY 2022-2023
<i>REVENUE</i>			
671000 Contract Revenue	\$208,078	\$150,000	\$166,000
699273 Transfer In	135,125	71,843	71,840
Total Revenue and Other Sources	\$343,203	\$222,843	\$237,840
<i>EXPENDITURES</i>			
701000 Personal Services	\$145,398	\$57,750	\$57,740
715000 FUTA Taxes	365	110	375
715000 Social Security & Medicare	11,073	4,376	4,380
718000 Insurance – Health	10,246	6,255	6,255
Total Salary and Fringes	\$167,082	\$68,491	\$68,750
752000 Office Expense	\$2,871	\$2,000	\$2,000
801000 Professional and Contractual Services	57,543	95,000	93,600
801500 Office Rent	8,996	4,545	0
802000 Legal Services	16,303	18,000	18,000
803000 Accounting Services	17,359	16,500	16,500
803500 Audit	11,000	11,400	11,800
804000 Bank Service Charges	1,018	1,200	1,200
805000 HR and Benefits Consulting	0	250	250
806000 Program Development	0	5,000	5,000
840000 Insurance	6,353	8,000	8,000
861000 Mileage Reimbursement	45	500	500

910000 Professional Development	985	0	0
913000 Conference Expense	195	0	0
950000 Miscellaneous	0	2,000	2,000
Total Operating Expenses	\$122,668	\$164,395	\$158,850
Total Expenditures and Other Uses	\$289,750	\$232,886	\$227,600
Net Revenues (Expenditures)	\$53,453	(\$11,043)	\$10,240
Beginning Fund Balance	\$300,590	\$354,043	\$343,000
Ending Fund Balance	\$354,043	\$343,000	\$353,240

Financial Management Services Fund (special revenue)

	FY 2020-2021 Actual	FY 2021-2022 Projected	FY 2022-2023
<i>REVENUE</i>			
671000 Contract Revenue	\$2,076,154	\$2,079,010	\$2,079,010
Total Revenue and Other Sources	\$2,076,154	\$2,079,010	\$2,079,010
<i>EXPENDITURES</i>			
801000 Professional and Contractual Services	\$1,941,029	\$2,007,170	\$2,007,170
995101 Transfer Out – GF	135,125	71,840	71,840
Total Expenditures and Other Sources	\$2,076,154	\$2,079,010	\$2,079,010
Net Revenues (Expenditures)	\$0	\$0	\$0
Beginning Fund Balance	\$0	\$0	\$0
Ending Fund Balance	\$0	\$0	\$0

**Michigan Municipal Services Authority
General Fund**

General Fund	Year Ending 9/30/2018	Year Ending 9/30/2019	Year Ending 9/30/2020	Year Ending 9/30/2021	Year Ending 9/30/2022	Year Ending 9/30/2022	Year Ending 9/30/2022	Year Ending 9/30/2023
	END BALANCE	END BALANCE	END BALANCE	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	ESTIMATED BUDGET	RECOMMENDATION
OPERATING REVENUES								
Intergovernmental	150,000	150,000	164,755	208,078	150,000	150,000	150,000	166,000
TOTAL OPERATING REVENUES	150,000	150,000	164,755	208,078	150,000	150,000	150,000	166,000
EXPENDITURES								
SALARY AND FRINGES								
701000 - Personal Services	197,947	152,089	197,103	145,398	57,200	57,750	57,750	57,740
702000 - Wages - Administrative Staff	0	0	0	0	0	0	0	0
703000 - Salary Director	0	0	0	0	0	0	0	0
708000 - MESC Taxes	0	0	0	0	0	0	0	0
710000 - FUTA Taxes	0	0	0	365	375	110	110	375
715000 - Social Security & Medicare	0	0	15,249	11,073	4,376	4,376	4,376	4,380
718000 - Insurance - Health	0	0	12,293	10,246	9,180	6,255	6,255	6,255
TOTAL SALARY AND FRINGES	197,947	152,089	224,645	167,082	71,131	68,491	68,491	68,750
OPERATING EXPENSES								
752000 - Office Expense	0	0	4,010	2,871	2,000	2,000	2,000	2,000
801000 - Professional and Contractual Services	0	0	7,195	57,543	80,028	95,000	95,000	93,600
801500 - Office Rent	0	0	7,365	8,996	8,820	4,545	4,545	0
802000 - Legal	30,198	13,519	15,297	16,303	18,000	18,000	18,000	18,000
803000 - Accounting	26,973	14,930	12,181	17,359	16,500	16,500	16,500	16,500
803500 - Audit		10,600	11,000	11,000	11,400	11,400	11,400	11,800
804000 - Bank Service Charges		2,311	783	1,018	1,200	1,200	1,200	1,200
805000 - HR and Benefits Consulting	11,027	12,133	859	0	250	250	250	250
806000 - Program Development	0	0	0	0	5,000	5,000	5,000	5,000
840000 - Insurance	3,298	2,160	4,951	6,353	7,500	8,000	8,000	8,000
861000 - Mileage Reimbursement		0	2,744	45	500	500	500	500
910000 - Professional Development		1,170	2,615	985	1,500	0	0	0
913000 - Conference Expenses		0	616	195	750	0	0	0
955000 - Miscellaneous	2,107	10,954	1,013	0	2,000	2,000	2,000	2,000
TOTAL OPERATING EXPENSES	73,603	67,777	70,629	122,668	155,448	164,395	164,395	158,850
TOTAL EXPENDITURES	271,550	219,866	295,274	289,750	226,579	232,886	232,886	227,600
OPERATING INCOME (LOSS)	(121,550)	(69,866)	(130,519)	(81,672)	(76,579)	(82,886)	(82,886)	(61,600)
TRANSFERS								
Transfers in	140,157	119,637	135,125	135,125	135,893	71,843	71,843	71,840
Transfers out	(143,910)	0	0	0	0	0	0	0
CHANGE IN NET POSITION	(125,303)	49,771	4,606	53,453	59,314	(11,043)	(11,043)	10,240
BEGINNING NET POSITION	371,515	246,212	295,983	300,590	354,043	354,043	354,043	343,000
ENDING NET POSITION	246,212	295,983	300,590	354,043	413,357	343,000	343,000	353,240

Michigan Municipal Services Authority
VHWM

VHWM	Year Ending 9/30/2018	Year Ending 9/30/2019	Year Ending 9/30/2020	Year Ending 9/30/2021		Year Ending 9/30/2022
	END BALANCE	END BALANCE	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	RECOMMENDATION
OPERATING REVENUES						
Intergovernmental	57,225	0	0	0	0	0
TOTAL OPERATING REVENUES	57,225	0	0	0	0	0
EXPENDITURES						
OPERATING EXPENSES						
801000 - Professional and Contractual Services	201,135	0	0	0	0	0
TOTAL OPERATING EXPENSES	201,135	0	0	0	0	0
TOTAL EXPENDITURES	201,135	0	0	0	0	0
OPERATING INCOME (LOSS)	(143,910)	0	0	0	0	0
TRANSFERS						
Transfers in	143,910	0	0	0	0	0
Transfers out	0	0	0	0	0	0
CHANGE IN NET POSITION	0	0	0	0	0	0
BEGINNING NET POSITION	0	0	0	0	0	0
ENDING NET POSITION	0	0	0	0	0	0

**Michigan Municipal Services Authority
FMS**

Financial Management Services Fund	Year Ending 9/30/2018	Year Ending 9/30/2019	Year Ending 9/30/2020	Year Ending 9/30/2021		Year Ending 9/30/2022		Year Ending 9/30/2023
	END BALANCE	END BALANCE	END BALANCE	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	ESTIMATED BUDGET	RECOMMENDATION
OPERATING REVENUES								
Intergovernmental	2,362,025	1,885,941	1,105,988	2,076,154	2,077,223	2,079,010	2,079,010	2,079,010
TOTAL OPERATING REVENUES	2,362,025	1,885,941	1,105,988	2,076,154	2,077,223	2,079,010	2,079,010	2,079,010
EXPENDITURES								
OPERATING EXPENSES								
801000 - Professional and Contractual Services	2,221,868	1,766,304	970,863	1,941,029	1,941,330	2,007,170	2,007,170	2,007,170
TOTAL OPERATING EXPENSES	2,221,868	1,766,304	970,863	1,941,029	1,941,330	2,007,170	2,007,170	2,007,170
TOTAL EXPENDITURES	2,221,868	1,766,304	970,863	1,941,029	1,941,330	2,007,170	2,007,170	2,007,170
OPERATING INCOME (LOSS)	140,157	119,637	135,125	135,125	135,893	71,840	71,840	71,840
TRANSFERS								
Transfers in								
Transfers out	(140,157)	(119,637)	(135,125)	(135,125)	(135,893)	(71,840)	(71,840)	(71,840)
CHANGE IN NET POSITION	0	0	0	0	0	0	0	0
BEGINNING NET POSITION	0	0	0	0	0	0	0	0
ENDING NET POSITION	0	0	0	0	0	0	0	0

Michigan Municipal Services Authority
All Funds

All Funds	Year Ending	Year Ending	Year Ending	Year Ending	Year Ending			Year Ending
	9/30/2018	9/30/2019	9/30/2020	9/30/2021	ORIGINAL BUDGET	AMENDED BUDGET	ESTIMATED BUDGET	9/30/2023
	END BALANCE	END BALANCE	END BALANCE	END BALANCE				RECOMMENDATION
OPERATING REVENUES								
Intergovernmental	2,569,250	2,035,941	1,270,743	2,285,301	2,227,223	2,229,010	2,229,010	2,245,010
TOTAL OPERATING REVENUES	2,569,250	2,035,941	1,270,743	2,285,301	2,227,223	2,229,010	2,229,010	2,245,010
EXPENDITURES								
TOTAL SALARY AND FRINGES	197,947	152,089	224,645	167,082	71,131	68,491	68,491	68,750
TOTAL OPERATING EXPENSES	2,496,606	1,834,081	1,041,492	2,063,998	2,096,778	2,171,565	2,171,565	2,166,020
TOTAL EXPENDITURES	2,694,553	1,986,170	1,266,137	2,231,080	2,167,909	2,240,056	2,240,056	2,234,770
OPERATING INCOME (LOSS)	(125,303)	49,771	4,606	54,221	59,314	(11,046)	(11,046)	10,240
TRANSFERS								
Transfers in	284,067	119,637	135,125	135,125	135,893	71,843	71,843	71,840
Transfers out	(284,067)	(119,637)	(135,125)	(135,893)	(135,893)	(71,840)	(71,840)	(71,840)
BEGINNING NET POSITION	371,515	246,212	295,983	300,589	354,042	354,042	354,042	342,999
ENDING NET POSITION	246,212	295,983	300,589	354,042	413,356	342,999	342,999	353,239

MICHIGAN MUNICIPAL SERVICES AUTHORITY
EXECUTIVE COMMITTEE

RESOLUTION 2022-03
FY 2022-2023 General Appropriations Act

The Executive Committee of the Michigan Municipal Services Authority ("Authority") resolves:

Section 1. Title. This resolution shall be known and may be cited as the "Michigan Municipal Services FY 2022-2023 General Appropriations Act".

Section 2. Public Hearing. In compliance with 1963 PA 43 (2nd Ex Sess), MCL 141.411 to 141.415, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on August 26, 2022 and a public hearing on the proposed budget was held by the Executive Committee on September 26, 2022.

Section 3. Millage Levy. The Authority is not authorized to levy property taxes.

Section 4. Adoption of Budget by Activity. The Executive Committee adopts the budget for the Authority for the fiscal year ending on September 30, 2023 by activity. Authority officials responsible for the expenditures authorized in the budget may expend Authority funds up to, but not to exceed, the total appropriation authorized for each activity.

Section 5. Payment of Bills. All claims or bills against the Authority must be approved by the Executive Committee before payment by the Authority. However, the treasurer may pay certain claims or bills before payment is approved by the Executive Committee to avoid late penalties, service charges, or interest. Any claims or bills paid before approval by the Executive Committee must be reported by the treasurer to the Executive Committee for approval at the next meeting of the Executive Committee.

Section 6. Estimated Revenues and Expenditures. Estimated total revenues and expenditures for the various funds of the Authority are:

<u>Fund</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>Transfers</u>
General Operating Fund	\$166,000	\$227,600	\$71,840
Financial Management Services Fund (special revenue)	\$2,079,010	\$2,007,170	(\$71,840)

General Fund	Year Ending 9/30/2023
	RECOMMENDATION
OPERATING REVENUES	
Intergovernmental	166,000
TOTAL OPERATING REVENUES	<u>166,000</u>
EXPENDITURES	
SALARY AND FRINGES	
701000 - Personal Services	57,740
710000 - FUTA Taxes	375
715000 - Social Security & Medicare	4,380
718000 - Insurance - Health	6,255
TOTAL SALARY AND FRINGES	<u>68,750</u>
OPERATING EXPENSES	
752000 - Office Expense	2,000
801000 - Professional and Contractual Services	93,600
802000 - Legal	18,000
803000 - Accounting	16,500
803500 - Audit	11,800
804000 - Bank Service Charges	1,200
805000 - HR and Benefits Consulting	250
806000 - Program Development	5,000
840000 - Insurance	8,000
861000 - Mileage Reimbursement	500
910000 - Professional Development	0
913000 - Conference Expenses	0
955000 - Miscellaneous	2,000
TOTAL OPERATING EXPENSES	<u>158,850</u>
TOTAL EXPENDITURES	<u>227,600</u>
OPERATING INCOME (LOSS)	<u>(61,600)</u>
TRANSFERS	
Transfers in	71,840
Transfers out	0
CHANGE IN NET POSITION	10,240
BEGINNING NET POSITION	340,750
ENDING NET POSITION	350,990

Financial Management Services Fund	Year Ending 9/30/2023
	RECOMMENDATION
OPERATING REVENUES	
Intergovernmental	2,079,010
TOTAL OPERATING REVENUES	2,079,010
EXPENDITURES	
OPERATING EXPENSES	
801000 - Professional and Contractual Services	2,007,170
TOTAL OPERATING EXPENSES	2,007,170
TOTAL EXPENDITURES	2,007,170
OPERATING INCOME (LOSS)	71,840
TRANSFERS	
Transfers in	
Transfers out	(71,840)
CHANGE IN NET POSITION	0
BEGINNING NET POSITION	0
ENDING NET POSITION	0

Section 7. Periodic Financial Reports. The treasurer shall provide the Executive Committee at its meeting immediately following the end of each fiscal quarter, and at the final meeting of the Executive Committee of the fiscal year, a report of fiscal year to date revenues and expenditures compared to the budgeted amounts for the fiscal year.

Section 8. Budget Monitoring. Whenever it appears to the MMSA Administrator of the Authority that the actual and probable revenues in any fund of the Authority will be less than the estimated revenues upon which appropriations from the fund were based, and when it appears that expenditures will exceed an appropriation, the MMSA Administrator shall present recommendations to the Executive Committee to prevent expenditures from exceeding available revenues or appropriations for the fiscal year. The recommendations must include proposals for reducing appropriations, increasing revenues, or both.

Section 10. Adoption. Motion made by _____. Seconded by _____ to adopt this resolution as the general appropriations act for the Authority for the fiscal year ending September 30, 2023. Upon a roll call vote, the following members of the Executive Committee voted yes:

The following noted voted no:

Secretary's Certification:

I certify that this resolution was duly adopted by the Executive Committee of the Michigan Municipal Services Authority at a properly noticed open meeting held with a quorum present on September 26, 2022.

MMSA Secretary

September 7, 2022

Ms. Samantha Harkins
Michigan Municipal Services Authority
P.O. Box 12012
Lansing, MI 48901

Dear Samantha:

Thank you for your selection of Plante & Moran, PLLC ("PM") to assist you. This letter and the accompanying Professional Services Agreement, which is hereby incorporated as part of this engagement letter, confirms our understanding of the nature, limitations, and terms of the services PM will provide to Michigan Municipal Services Authority ("Client").

Scope of Services

Based on our previous discussions, we will provide financial and accounting assistance at your discretion. Our consulting services will be provided to assist the MMSA in connection with accounting and finance related tasks that may include, as time permits, but are not limited to:

- Maintaining the MMSA general ledger, including recording of receipts and disbursements from bank statements and other MMSA internal documentation.
- Monthly bank reconciliations and budget to actual reports
- Preparation of audit workpapers
- Assist management with preparation of the annual MMSA budget
- Preparing checks for MMSA disbursements previously approved by MMSA management
- Other accounting and financial analysis as necessary to be requested by MMSA management and performed by Plante Moran

It should be noted that we will not be responsible for making investment decisions, signing checks, making bank transfers, initiating ACH or wire transfers, and handling cash in any way. We will also not be responsible for the preparation, printing, or submitting to the State of Michigan the audited financial statement as this is the responsibility of the MMSA's external auditors.

Due to our geographic location in comparison to yours, we expect our work will all be performed remotely. While working remotely, we will rely on the Michigan Municipal Services Authority to provide any electronic documents we require, and remote access to the general ledger and other electronic systems. Meetings and presentations between PM and the Michigan Municipal Services Authority will be conducted by telephone, Microsoft Teams, or another video conferencing software. If additional work will be requested by the Michigan Municipal Services Authority that is not specified above, we will confirm in writing in the aforementioned addendum to this letter.

Fees and Payment Terms

The fee for our services, subject to the terms and conditions of the accompanying Professional Services Agreement, will be based on the actual time that staff expend and will be billed at the following discounted hourly rates:

Accounting Consultant	\$145
Senior Accounting Consultant	\$165
Manager	\$220
Partner/Principal	\$340

The majority of our work will be performed by either a Consultant or Senior Consultant. We strive to be as efficient as possible and delegate work to the most cost-effective member of our team.

The rates listed above will increase by CPI inflation on July 1, 2023 and annually thereafter should you continue to utilize this service. We reserve the right to make additional changes to our hourly rates given prevailing market conditions; however, you will be notified before incurring time at the new adjusted rate.

Any other projects or consulting services in addition to the ones noted above may be requested by Client management. Fees for those additional services will be negotiated and included in a separate engagement letter.

As you probably realize, our primary cost is salaries that are paid currently. Accordingly, our invoices, which will be rendered as services are provided are due when received. In the event an invoice is not paid timely, a late charge in the amount of 1.25 percent per month will be added, beginning 30 days after the date of the invoice.

For your convenience, payments can be made via domestic wire or ACH to the following account:

Domestic Wire

Bank of America
100 West 33rd Street
New York, NY 10001
Account No. 9890996003
Routing/ABA No. 026009593
Account Name: Plante & Moran, PLLC
Account Address: 3000 Town Center
Suite 400
Southfield, MI 48075

ACH

Bank of America
1401 Elm Street 2nd Floor
Dallas TX 75202
Account No. 9890996003
Routing/ABA No. 071000039
Account Name: Plante & Moran, PLLC
Account Address 3000 Town Center
Suite 400
Southfield, MI 48075

If you are in agreement with our understanding of this engagement, as set forth in this engagement letter and the accompanying Professional Services Agreement, please sign the enclosed copy of this letter and return it to us with the accompanying Professional Services Agreement.

Ms. Samantha Harkins
Michigan Municipal Services Authority

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September 7, 2022

Thank you for the opportunity to serve you.

Very truly yours,

Plante & Moran, PLLC



Brian J. Camiller, CPA
Partner

Agreed and Accepted

We accept this engagement letter and the accompanying Professional Services Agreement (collectively "Agreement"), which set forth the entire agreement between Michigan Municipal Services Authority and Plante & Moran, PLLC with respect to the services specified in the Scope of Services section of this engagement letter.

Michigan Municipal Services Authority

Samantha Harkins

Date

Title

Professional Services Agreement – Temporary Finance Assistance Addendum to Plante & Moran, PLLC Engagement Letter

This Professional Services Agreement is part of the engagement letter for our temporary finance assistance services dated September 7, 2022 between Plante & Moran, PLLC (referred to herein as “PM”) and Michigan Municipal Services Authority (referred to herein as “Client”).

1. **Management Responsibilities** – The temporary finance services PM will provide are advisory in nature. While providing these services, PM will have no authority or responsibility for any management decisions or management functions. Further, Client acknowledges that Client is solely responsible for all such management decisions and management functions. Client will also be responsible for evaluating the adequacy and results of the services PM will provide and accepting responsibility for the results of those services. Client has designated Samantha Harkins to oversee the services PM will provide.

Client is responsible for the design, implementation, and maintenance of internal controls, including monitoring ongoing activities in connection with our engagement.

PM accepts no responsibility as a responsible party for the payment of taxes of any nature, including, but not limited to income, withholding, sales, excess of other taxes assessed at the Federal, State or local levels that may be owed or otherwise arise.

Client represents and warrants that any and all information that it transmits to PM will be done so in full compliance with all applicable federal, state, local, and foreign privacy and data protection laws, as well as all other applicable regulations and directives, as may be amended from time to time (collectively, “Data Privacy Laws”). Client shall not disclose personal data of data subjects (“Personal Data”) who are entitled to certain rights and protections afforded by Data Privacy Laws to PM without prior notification to PM. Client shall make reasonable efforts to limit the disclosure of Personal Data to PM to the minimum necessary to accomplish the intended purpose of the disclosure to PM.

2. **Review and Supervision** – Client understands and acknowledges that all PM staff assigned to this project are working solely at Client’s direction and agree that all work performed will be subject to the same supervision, review and approval practices that Client undertakes with its own staff. It is understood that, in accordance with the terms of this Agreement, the work of PM staff assigned to this project will not be reviewed by any other person at PM. Client is solely responsible for supervision, review and approval of the work performed, including review and approval of any journal entries prepared by PM staff prior to posting.
3. **Nature and Limitations of Services** – PM’s project activities will be based on information and records provided by Client. PM will rely on such underlying information and records and PM’s project activities will not include audit or verification of the information and records provided to PM in connection with PM’s project activities.

The project activities PM will perform will not constitute an examination or audit of any Client financial statements or any other items, including Client’s internal controls. If Client requires financial statements or other financial information for third-party use, or if Client requires tax preparation or consulting services, a separate engagement letter will be required. Accordingly, Client agrees not to associate or make reference to PM in connection with any financial statements or other financial information of Client. In addition, PM’s engagement is not designed and cannot be relied upon to disclose errors, fraud or illegal acts that may exist. However, PM will inform Client of any such matters that come to PM’s attention.

4. **Project Deliverables** – At the conclusion of PM’s project activities and periodically as the project progresses, PM will review the results of the project work with Client and provide Client with any observations related to PM’s services that PM believes warrant Client’s attention. PM also will provide Client with copies of analyses, tax filings, or other materials that PM may develop in the course of this engagement upon Client’s request. PM will not issue a written report as a result of this engagement and Client agrees that the nature and extent of the work product that PM will provide, as outlined in this Agreement, are sufficient for Client’s purposes.
5. **Confidentiality, Ownership, and Retention of Workpapers** – During the course of this engagement, PM and PM staff may have access to proprietary information of Client, including, but not limited to, information regarding general ledger balances, financial transactions, trade secrets, business methods, plans, or projects. PM acknowledges that such information, regardless of its form, is confidential and proprietary to Client. PM will comply with all applicable ethical standards, laws, and regulations as to the retention, protection, use and distribution of such confidential client information. Except to the extent set forth herein, PM will not disclose such information to any third party without the prior written consent of Client.

Professional Services Agreement – Temporary Finance Assistance

In the interest of facilitating PM's services to Client, PM may communicate or exchange data by internet, e-mail, facsimile transmission, or other electronic methods. While PM will use its best efforts to keep such communications and transmissions secure in accordance with PM's obligations under applicable laws and professional standards, Client recognizes and accepts that PM has no control over the unauthorized interception of these communications or transmissions once they have been sent, and consents to PM's use of these electronic devices during this engagement.

Because the work performed under this Agreement is subject solely to Client's review and supervision, we do not expect that we will need to retain detailed workpapers supporting our work. Workpapers and documentation created will become part of Client's accounting records. If, however, we conclude to retain copies of such workpapers or documentation, such workpapers retained in the course of this engagement are and shall remain the property of PM. PM will maintain the confidentiality of all such workpapers as long as they remain in PM's possession.

Both Client and PM acknowledge, however, that PM may be required to make its workpapers available to regulatory authorities or by court order or subpoena in a legal, administrative, arbitration, or similar proceeding in which PM is not a party. Disclosure of confidential information in accordance with requirements of regulatory authorities or pursuant to court order or subpoena shall not constitute a breach of the provisions of this Agreement. In the event that a request for any confidential information or workpapers covered by this Agreement is made by regulatory authorities or pursuant to a court order or subpoena, PM agrees to inform Client in a timely manner of such request and to cooperate with Client should Client attempt, at Client's cost, to limit such access. This provision will survive the termination of this Agreement. PM's efforts in complying with such requests will be deemed billable to Client as a separate engagement. PM shall be entitled to compensation for its time and reasonable reimbursement of its expenses (including legal fees) in complying with the request.

PM reserves the right to destroy, and it is understood that PM will destroy, workpapers created in the course of this engagement in accordance with PM's record retention and destruction policies, which are designed to meet all relevant regulatory requirements for retention of workpapers. PM has no obligation to maintain workpapers other than for its own purposes or to meet those regulatory requirements.

6. **Consent to Disclosures to Service Providers** – In some circumstances, PM may use third-party service providers to assist with its services, including affiliates of PM within or outside the United States. In those circumstances, PM will be solely responsible for the provision of any services by any such third-party service providers and for the protection of any information provided to such third-party service providers. PM will require any such third-party service provider to: (i) maintain the confidentiality of any information furnished; and (ii) not use any information for any purpose unrelated to assisting with PM's services for Client. In order to enable these third party service providers to assist PM in this capacity, Client, by its duly authorized signature on the accompanying engagement letter, consents to PM's disclosure of all or any portion of Client's information, including tax return information, to such third party service providers, including affiliates of PM outside of the United States, if and to the extent such information is relevant to the services such third party service providers may provide and agrees that PM's disclosure of such information for such purposes shall not constitute a breach of the provisions of this Agreement. Client's consent shall be continuing until the services provided for this Agreement are completed.
7. **Fee Quotes** – In any circumstance where PM has provided estimated fees, fixed fees, or not-to-exceed fees ("Fee Quotes"), these Fee Quotes are based on responsibilities under the scope of services. PM's services frequently depend upon the availability and cooperation of those Client personnel relevant to PM's project activities and providing needed information to PM in a timely and orderly manner. In the event that undisclosed or unforeseeable facts regarding these matters causes the actual work required for this engagement to vary from PM's estimates, the estimated fees will be adjusted for the additional time PM incurs as a result.

In any circumstance where PM's work is rescheduled due to Client's failure to provide information or assistance necessary for the engagement, PM offers no guarantee, express or implied, that PM will be able to meet any previously established deadline related to the completion of the work. Because rescheduling work imposes additional costs on PM, in any circumstance where PM has provided estimated fees, those estimated fees may be adjusted for additional time PM incurs as a result of rescheduling its work. PM will endeavor to advise Client in the event any circumstances occur which would require PM's work to be rescheduled. However it is acknowledged that the exact impact on the Fee Quote may not be determinable until the conclusion of the engagement. Such fee adjustments will be determined in accordance with the Fee Adjustments provision of this Agreement.

8. **Payment Terms** – PM invoices for professional services are due upon receipt unless otherwise specified in this engagement letter. In the event any of PM's invoices are not paid in accordance with the terms of this Agreement, PM may elect, at PM's sole discretion, to suspend work until PM receives payment in full for all amounts due or terminate this engagement. In the event that work is suspended, for nonpayment or other reasons, and subsequently resumed, PM offers no guarantee, express or implied, that PM will be able to meet any previously established deadlines related to the completion of PM's consulting work. Client agrees that in the event that work

Professional Services Agreement – Temporary Finance Assistance

is suspended, for non-payment or other reasons, PM shall not be liable for any damages that occur as a result of PM ceasing to render services.

9. **Fee Adjustments** – Any fee adjustments for reasons described elsewhere in this Agreement will be determined based on the actual time expended by PM staff at PM's current hourly rates, plus all reasonable and necessary travel and out-of-pocket costs incurred, and included as an adjustment to PM's invoices related to this engagement. Client acknowledges and agrees that payment for all such fee adjustments will be made in accordance with the payment terms provided in this Agreement.
10. **Conditions of PM Visit to Client Facilities** – Client agrees that some or all of PM's services may be provided remotely. In order to facilitate the provision of services remotely, Client agrees to provide documentation and other information reasonably required by PM for PM's performance of the engaged services electronically to the extent possible throughout the course of the engagement. In the event in-person visits to Client's facility(ies) are requested by Client or otherwise determined by PM to be necessary for the performance of the engaged services, Client agrees, upon PM's request, to provide to PM Client's policies and procedures that Client has implemented relating to workplace safety and the prevention of the transmission of disease at its facility(ies). In addition, Client affirms that it is in compliance with applicable Centers for Disease Control and Prevention and OSHA guidance pertaining to the prevention of the transmission of disease (collectively, "Applicable Preventative Guidance") and agrees that it shall continue to comply with Applicable Preventative Guidance throughout any in-person visits by PM to Client's facility(ies). Notwithstanding the foregoing, PM reserves the right to suspend or refrain from any in-person visit by PM to Client's facility(ies) or impose further conditions on any such in-person visit if and as PM deems necessary. Client agrees and acknowledges that any determination by PM to visit Client's facility(ies) is not and shall not be construed to be or relied on by Client as a determination by PM of Client's compliance with Applicable Preventative Guidance.
11. **Exclusion of Certain Damages** – Except to the extent finally determined to have resulted from PM's gross negligence or willful misconduct, Client agrees to limit the liability of PM or any of PM's officers, directors, partners, members, managers, employees, affiliated, parent or subsidiary entities, and approved third party service providers (collectively, "PM Persons") for any and all claims, losses, costs, and damages of any nature whatsoever so that the total aggregate liability of PM and/or the PM Persons to Client shall not exceed the total fees paid by Client to PM for the services provided in connection with this Agreement. Client and PM agree that these limitations on PM's maximum liability are reasonable in view of, among other things, the scope of the services PM is to provide, Client's responsibility for the management functions associated with PM's consulting services, and the fees PM is to receive under this engagement. In no event shall PM be liable to Client, whether a claim be in tort, contract, or otherwise, for any consequential, indirect, lost profit, punitive, exemplary, or other special damages. PM and Client agree that these limitations apply to any and all liabilities or causes of action against PM, however alleged or arising, unless to the extent otherwise prohibited by law. This provision shall survive the termination of this engagement.

In the event this Agreement expressly identifies multiple phases of services, the total aggregate liability of PM to Client shall be limited to no more than the total amount of fees paid by Client for the particular phase of services alleged to have given rise to any such liability.
12. **Receipt of Legal Process** – In the event PM is required to respond to a subpoena, court order, or other legal process (in a matter involving Client but not PM) for the production of documents and/or testimony relative to information PM obtained and/or prepared during the course of this engagement, Client agrees to compensate PM for the affected PM staff's time at such staff's current hourly rates, and to reimburse PM for all of PM's out-of-pocket costs incurred associated with PM's response unless otherwise reimbursed by a third party.
13. **Termination of Engagement** – This Agreement may be terminated by either party upon written notice. Upon notification of termination, PM's services will cease and PM's engagement will be deemed to have been completed. Client will be obligated to compensate PM for all time expended and to reimburse PM for all out-of-pocket expenditures through the date of termination of this engagement.
14. **Time Limits** – Except for actions to enforce payment of PM's invoices and without limiting any claims for indemnification hereunder, any claim or cause of action arising under or otherwise relating to this engagement must be filed within two years from the completion of the engagement without regard to any statutory provision to the contrary.
15. **Entire Agreement** – This Agreement is contractual in nature and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this Agreement supersede any prior oral or written representations or commitments by or between the parties regarding the subject matter hereof. Any material changes or additions to the terms set forth in this Agreement will only become effective if evidenced by a written amendment to this Agreement, signed by all of the parties.
16. **Severability** – If any provision of this Agreement (in whole or part) is held to be invalid or otherwise unenforceable, the other provisions shall remain in full force and effect.

Professional Services Agreement – Temporary Finance Assistance

17. **Defense, Indemnification, and Hold Harmless** – As a condition of PM's willingness to perform the services provided for in the engagement letter, Client agrees to defend, indemnify and hold PM and the PM Persons harmless against any claims by third parties for losses, claims, damages, or liabilities, to which PM or the PM Persons may become subject in connection with or related to the services performed in the engagement, unless a court having jurisdiction shall have determined in a final judgment that such loss, claim, damage, or liability resulted primarily from the willful misconduct or gross negligence of PM, or one of the PM Persons. This defense, indemnity and hold harmless obligation includes the obligation to reimburse PM and/or the PM Persons for any legal or other expenses incurred by PM or the PM Persons, as incurred, in connection with investigating or defending any such losses, claims, damages, or liabilities
18. **Conflicts of Interest** – PM's engagement acceptance procedures include a check as to whether any conflicts of interest exist that would prevent acceptance of this engagement. No such conflicts have been identified. Client understands and acknowledges that PM may be engaged to provide professional services, now or in the future, unrelated to this engagement to parties whose interests may not be consistent with interests of Client.
19. **Agreement Not to Influence** – Client and PM each agree that each respective organization and its employees will not endeavor to influence the other's employees to seek any employment or other contractual arrangement with it, during this engagement or for a period of one year after termination of the engagement. Client agrees that PM employees are not "contract for hire." PM may release Client from these restrictions if Client agrees to reimburse PM for its recruiting, training, and administrative investment in the applicable employee. In such event, the reimbursement amount shall be equal to four hundred hours of billings at the current standard hourly rate for the PM employee.
20. **Force Majeure** – Neither party shall be deemed to be in breach of this Agreement as a result of any delays or non-performance directly or indirectly resulting from circumstances or causes beyond its reasonable control, including, without limitation, fire or other casualty, acts of God, war, other violence, epidemic, pandemic or other public health emergency or government mandated shut down (each individually a "Force Majeure Event"). A Force Majeure Event shall not excuse any payment obligation relating to fees or costs incurred prior to any such Force Majeure Event.
21. **Signatures** – Any electronic signature transmitted through DocuSign or manual signature on this Agreement transmitted by facsimile or by electronic mail in portable document format may be considered an original signature.
22. **Governing Law** – This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, and jurisdiction over any action to enforce this Agreement, or any dispute arising from or relating to this Agreement shall reside exclusively within the State of Michigan.

End of Professional Services Agreement –Temporary Finance Assistance Services



Michigan Municipal Services Authority

September 7, 2022

TO: MMSA Executive Committee Members

RE: Executive Committee meeting report – September 26, 2022

1. Program update
 - a. Rapid response teams/GovTEC
 - i. Virtual Conference
 - ii. Michigan Infrastructure Council (MIC)
 - iii. Webinar
 - b. FMS system
2. Monthly Financial Statements
Please find attached monthly financial statements for August 2022

Sincerely,

A handwritten signature in black ink, appearing to read "Samantha Harkins", written in a cursive style.

Samantha Harkins
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

June 6, 2022

To: Samantha Harkins, CEO
Michigan Municipal Services Authority (MMSA) Board of Directors

Re: May 2022 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, 2022

	Year Ending 09/30/2021	Year Ending 09/30/2022		Year To Date 05/31/2022	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT
Revenue					
671000 - Contract Revenue	208,078	150,000	150,000	122,500	81.67 %
Total Revenue	<u>208,078</u>	<u>150,000</u>	<u>150,000</u>	<u>122,500</u>	<u>81.67 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	145,398	57,200	57,200	37,721	65.95 %
710000 - FUTA Taxes	365	375	375	110	29.39 %
715000 - Social Security & Medicare	11,073	4,376	4,376	2,861	65.38 %
718000 - Insurance - Health	10,246	9,180	9,180	4,066	44.29 %
Total Salary and Fringes	<u>167,082</u>	<u>71,131</u>	<u>71,131</u>	<u>44,758</u>	<u>62.92 %</u>
Operating					
752000 - Office Expense	2,871	2,000	2,000	851	42.58 %
801000 - Professional and Contractual Services	57,543	80,028	80,028	58,458	73.05 %
801500 - Office Rent	8,996	8,820	8,820	0	0.00 %
802000 - Legal	16,303	18,000	18,000	1,250	6.94 %
803000 - Accounting	17,359	16,500	16,500	8,173	49.54 %
803500 - Audit	11,000	11,400	11,400	11,400	100.00 %
804000 - Bank Service Charges	1,018	1,200	1,200	662	55.19 %
805000 - HR and Benefits Consulting	0	250	250	0	0.00 %
806000 - Program Development	0	5,000	5,000	0	0.00 %
840000 - Insurance	6,353	7,500	7,500	6,001	80.01 %
861000 - Mileage Reimbursement	45	500	500	0	0.00 %
910000 - Professional Development	985	1,500	1,500	0	0.00 %
913000 - Conference Expenses	195	750	750	0	0.00 %
955000 - Miscellaneous	0	2,000	2,000	0	0.00 %
Total Operating	<u>122,668</u>	<u>155,448</u>	<u>155,448</u>	<u>86,795</u>	<u>55.84 %</u>
Total Expenses	<u>289,750</u>	<u>226,579</u>	<u>226,579</u>	<u>131,553</u>	<u>58.06 %</u>
Revenue in Excess of Expenses	<u>(81,672)</u>	<u>(76,579)</u>	<u>(76,579)</u>	<u>(9,053)</u>	<u>11.82 %</u>
Transfers					
699273 - Interfund Transfer In - FMS	135,125	135,893	135,893	0	0.00 %
Total Transfers	<u>135,125</u>	<u>135,893</u>	<u>135,893</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u>53,453</u>	<u>59,314</u>	<u>59,314</u>	<u>(9,053)</u>	<u>(15.26) %</u>

These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them. 31

Michigan Municipal Services Authority REVENUE AND EXPENDITURE REPORT As of May 31, 2022

	Year Ending 09/30/2021	Year Ending 09/30/2022		Year To Date 05/31/2022	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT
Revenue					
671000 - Contract Revenue	2,076,154	2,077,223	2,077,223	2,079,009	100.09 %
Total Revenue	<u>2,076,154</u>	<u>2,077,223</u>	<u>2,077,223</u>	<u>2,079,009</u>	<u>100.09 %</u>
Expenses					
Operating					
801000 - Professional and Contractual Services	1,941,029	1,941,330	1,941,330	2,007,166	103.39 %
Total Operating	<u>1,941,029</u>	<u>1,941,330</u>	<u>1,941,330</u>	<u>2,007,166</u>	<u>103.39 %</u>
Total Expenses	<u>1,941,029</u>	<u>1,941,330</u>	<u>1,941,330</u>	<u>2,007,166</u>	<u>103.39 %</u>
Revenue in Excess of Expenses	<u>135,125</u>	<u>135,893</u>	<u>135,893</u>	<u>71,843</u>	<u>52.87 %</u>
Transfers					
995101 - Transfer Out - GF	(135,125)	135,893	135,893	0	0.00 %
Total Transfers	<u>(135,125)</u>	<u>135,893</u>	<u>135,893</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u><u>0</u></u>	<u><u>271,786</u></u>	<u><u>271,786</u></u>	<u><u>71,843</u></u>	<u><u>26.43 %</u></u>

Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
As of May 31, 2022

	Year Ending 09/30/2021	Year Ending 09/30/2022		Year To Date 05/31/2022	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT
Revenue					
671000 - Contract Revenue	2,284,231	2,227,223	2,227,223	2,201,509	98.85 %
Total Revenue	<u>2,284,231</u>	<u>2,227,223</u>	<u>2,227,223</u>	<u>2,201,509</u>	<u>98.85 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	145,398	57,200	57,200	37,721	65.95 %
710000 - FUTA Taxes	365	375	375	111	29.39 %
715000 - Social Security & Medicare	11,072	4,376	4,376	2,861	65.38 %
718000 - Insurance - Health	10,247	9,180	9,180	4,065	44.29 %
Total Salary and Fringes	<u>167,082</u>	<u>71,131</u>	<u>71,131</u>	<u>44,758</u>	<u>62.92 %</u>
Operating					
752000 - Office Expense	2,870	2,000	2,000	852	42.58 %
801000 - Professional and Contractual Services	1,998,572	2,021,358	2,021,358	2,065,623	102.19 %
801500 - Office Rent	8,996	8,820	8,820	0	0.00 %
802000 - Legal	16,303	18,000	18,000	1,250	6.94 %
803000 - Accounting	17,359	16,500	16,500	8,173	49.54 %
803500 - Audit	11,000	11,400	11,400	11,400	100.00 %
804000 - Bank Service Charges	1,018	1,200	1,200	662	55.19 %
805000 - HR and Benefits Consulting	0	250	250	0	0.00 %
806000 - Program Development	0	5,000	5,000	0	0.00 %
840000 - Insurance	6,353	7,500	7,500	6,001	80.01 %
861000 - Mileage Reimbursement	45	500	500	0	0.00 %
910000 - Professional Development	985	1,500	1,500	0	0.00 %
913000 - Conference Expenses	195	750	750	0	0.00 %
955000 - Miscellaneous	0	2,000	2,000	0	0.00 %
Total Operating	<u>2,063,696</u>	<u>2,096,778</u>	<u>2,096,778</u>	<u>2,093,961</u>	<u>99.87 %</u>
Total Expenses	<u>2,230,778</u>	<u>2,167,909</u>	<u>2,167,909</u>	<u>2,138,719</u>	<u>98.65 %</u>
Revenue in Excess of Expenses	<u>53,453</u>	<u>59,314</u>	<u>59,314</u>	<u>62,790</u>	<u>105.86 %</u>
Transfers					
699273 - Interfund Transfer In - FMS	135,125	135,893	135,893	0	0.00 %
995101 - Transfer Out - GF	(135,125)	135,893	135,893	0	0.00 %
Total Transfers	<u>0</u>	<u>271,786</u>	<u>271,786</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u>53,453</u>	<u>331,100</u>	<u>331,100</u>	<u>62,790</u>	<u>18.96 %</u>

These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them. 33

Michigan Municipal Services Authority COMPARATIVE BALANCE SHEET

	PERIOD ENDED 09/30/2021	PERIOD ENDED 05/31/2022	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts	371,469	1,312,485	941,016	253.32 %
Other Current Assets				
040000 - Accounts Receivable	0	1,113,843	1,113,843	100.00 %
123000 - Prepaid Expenses	1,562	0	(1,561)	(100.00) %
Total Other Assets	1,562	1,113,843	1,112,282	71,231.62 %
Total Current Assets	373,031	2,426,328	2,053,298	550.43 %
TOTAL ASSETS	373,031	2,426,328	2,053,298	550.43 %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
202000 - Accounts Payable	18,988	2,009,495	1,990,507	10,482.97 %
Total Accounts Payable	18,988	2,009,495	1,990,507	10,482.97 %
Total Current Liabilities	18,988	2,009,495	1,990,507	10,482.97 %
Total Liabilities	18,988	2,009,495	1,990,507	10,482.97 %
Equity				
390000 - Fund Balance - Unassigned	300,589	354,043	53,454	17.78 %
Net Revenue	53,454	62,790	9,337	17.46 %
Total Equity	354,043	416,833	62,791	17.73 %
TOTAL LIABILITIES AND EQUITY	373,031	2,426,328	2,053,298	550.43 %

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

Created on: 06/01/2022, 9:53 PM EDT

Michigan Municipal Services Authority Check Register

Date	Vendor	Document No	Amount Cleared
Bank: Bill.com Clearing - Bill.com Clearing		Account No:	
05/03/2022	10032--Hundred Place Consulting, LLC		4,680.00 In Transit
05/03/2022	10029--Vettraino Consulting, LLC		3,120.00 In Transit
05/04/2022	10003--Dykema Gossett, PLLC		1,249.20 In Transit
05/05/2022	10009--Kristen Delaney		27.57 In Transit
05/05/2022	10002--Plante Moran		1,119.75 In Transit
05/05/2022	10032--Hundred Place Consulting, LLC		72.00 In Transit
Total for Bill.com Clearing			10,268.52
Bank: Fifth Third - 1244 - Firth Third		Account No: 7169301244	
05/02/2022	10015--Gusto		45.00 05/31/2022
05/12/2022	10015--Gusto		713.95 05/31/2022
05/26/2022	10015--Gusto		713.95 05/31/2022
05/31/2022	10005--BCBSM		520.95 05/31/2022
Total for Fifth Third - 1244			1,993.85

Michigan Municipal Services Authority Reconciliation Report

As Of 05/31/2022
Account: 5/3 Checking

Statement Ending Balance	1,312,484.84
Deposits in Transit	0.00
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	1,312,484.84
Book Balance	1,312,484.84
Adjustments*	0.00
Adjusted Book Balance	1,312,484.84

Total Checks and Charges Cleared	15,617.53	Total Deposits Cleared	42,500.00
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Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
Lincoln Institute	Lincoln Institute - 1st of 2 pmts	05/04/2022		5,000.00	
Local Community Stabilization Authority	LCSA 3rd Qtr Pmt FY22	05/09/2022		37,500.00	
Total Deposits				42,500.00	0.00

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
Gusto	April 2022 Invoice	05/02/2022		45.00	
General Ledger Entry	Bill.com 05/03/22 Payables Funding	05/03/2022		7,800.00	
General Ledger Entry	Bill.com 05/04/22 Payables Funding	05/04/2022		1,249.20	
General Ledger Entry	Bill.com 05/05/22 Payables Funding	05/05/2022		1,219.32	
Gusto	May 2022 Bank Fee	05/11/2022		46.46	
General Ledger Entry	05.12.2022 Payroll	05/12/2022		713.95	
General Ledger Entry	05.12.22 Payroll	05/12/2022		1,654.35	
General Ledger Entry	05.26.22 Payroll	05/26/2022		1,654.35	
Gusto	05.26.2022 Payroll	05/26/2022		713.95	
BCBSM	Health Care Premium June 2022	05/31/2022		520.95	
Total Checks and Charges				15,617.53	0.00



FIFTH THIRD BANK
(WESTERN MICHIGAN)
P.O. BOX 630900 CINCINNATI OH 45263-0900

MICHIGAN MUNICIPAL SERVICE
200 TOWNSEND ST STE 900
LANSING MI 48933



0

4727

Statement Period Date: 5/1/2022 - 5/31/2022

Account Type: COMM'L 53 ANALYZED

Account Number: [REDACTED]

Banking Center: Grand Rapids

Banking Center Phone: 616-653-5440

Commercial Client Services: 866-475-0729

Account Summary - [REDACTED]

05/01	Beginning Balance	\$1,285,602.37	Number of Days in Period	31
	Checks			
10	Withdrawals / Debits	\$(15,617.53)		
2	Deposits / Credits	\$42,500.00		
05/31	Ending Balance	\$1,312,484.84		

Withdrawals / Debits

10 items totaling \$15,617.53

Date	Amount	Description
05/03	45.00	GUSTO 6semjmg6fkj FEE 858003 6semjrlvmr MICHIGAN MUNICIPAL SER 050322
05/03	7,800.00	Bill.com Payables 016HUWWLV27M7TC Michigan Municipal Ser Multiple Payments Bill.com Payables 016HUWWLV27M7TC 050322
05/04	1,249.20	Bill.com Payables 016OFOXXO27Q6XM Michigan Municipal Ser Dykema Gossett PLLC Bill.com 016OFOXXO27Q6XM Inv #3449976 050422
05/05	1,219.32	Bill.com Payables 016VWODVU27QZEU Michigan Municipal Ser Multiple Payments Bill.com Payables 016VWODVU27QZEU 050522
05/11	713.95	GUSTO 6SEMJMGD5DT TAX 076925 6semjrn8ar MICHIGAN MUNICIPAL SER 051122
05/11	1,654.35	GUSTO 6SEMJMGD5DR NET 076923 6semjrn8a3 MICHIGAN MUNICIPAL SER 051122
05/11	46.46	SERVICE CHARGE
05/25	713.95	GUSTO 6SEMJMGR0TM TAX 531062 6semjrqa6rv MICHIGAN MUNICIPAL SER 052522
05/25	1,654.35	GUSTO 6SEMJMGR0TF NET 531055 6semjrqa6r9 MICHIGAN MUNICIPAL SER 052522
05/31	520.95	BCBS Michigan PREMIUM MS283851 MICHIGAN MUNICIPAL SER 053122

Deposits / Credits

2 items totaling \$42,500.00

Date	Amount	Description
05/04	5,000.00	DEPOSIT
05/09	37,500.00	Local Community Receivable 016PRCLOT27WSWQ Michigan Municipal Ser 016PRCLOT27WSWQ Local Community Bill.com Inv #FYE 2022-03 050922

Daily Balance Summary

Date	Amount	Date	Amount	Date	Amount
05/03	1,277,757.37	05/09	1,317,788.85	05/25	1,313,005.79
05/04	1,281,508.17	05/11	1,315,374.09	05/31	1,312,484.84
05/05	1,280,288.85				

PLEASE NOTE THAT WE HAVE UPDATED OUR ACCOUNT RULES AND TERMS & CONDITIONS. DISCLOSURES CAN BE VIEWED ONLINE AT: COMMERCIAL ACCOUNT RULES: 53.COM/TM-CA-RULES TREASURY MANAGEMENT TERMS & CONDITIONS: 53.COM/TM-TC



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

July 11, 2022

To: Samantha Harkins, CEO
Michigan Municipal Services Authority (MMSA) Board of Directors

Re: June 2022 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 June 30, 2022

	Year Ending 09/30/2021	Year Ending 09/30/2022		Year To Date 06/30/2022	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT
Revenue					
671000 - Contract Revenue	208,078	150,000	150,000	122,500	81.67 %
Total Revenue	<u>208,078</u>	<u>150,000</u>	<u>150,000</u>	<u>122,500</u>	<u>81.67 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	145,398	57,200	57,200	42,166	73.72 %
710000 - FUTA Taxes	365	375	375	110	29.39 %
715000 - Social Security & Medicare	11,073	4,376	4,376	3,198	73.07 %
718000 - Insurance - Health	10,246	9,180	9,180	4,586	49.96 %
Total Salary and Fringes	<u>167,082</u>	<u>71,131</u>	<u>71,131</u>	<u>50,060</u>	<u>70.38 %</u>
Operating					
752000 - Office Expense	2,871	2,000	2,000	935	46.71 %
801000 - Professional and Contractual Services	57,543	80,028	80,028	66,258	82.79 %
801500 - Office Rent	8,996	8,820	8,820	6,056	68.67 %
802000 - Legal	16,303	18,000	18,000	1,249	6.94 %
803000 - Accounting	17,359	16,500	16,500	8,978	54.41 %
803500 - Audit	11,000	11,400	11,400	11,400	100.00 %
804000 - Bank Service Charges	1,018	1,200	1,200	662	55.19 %
805000 - HR and Benefits Consulting	0	250	250	0	0.00 %
806000 - Program Development	0	5,000	5,000	0	0.00 %
840000 - Insurance	6,353	7,500	7,500	6,000	80.01 %
861000 - Mileage Reimbursement	45	500	500	115	22.82 %
910000 - Professional Development	985	1,500	1,500	0	0.00 %
913000 - Conference Expenses	195	750	750	0	0.00 %
955000 - Miscellaneous	0	2,000	2,000	0	0.00 %
Total Operating	<u>122,668</u>	<u>155,448</u>	<u>155,448</u>	<u>101,653</u>	<u>65.39 %</u>
Total Expenses	<u>289,750</u>	<u>226,579</u>	<u>226,579</u>	<u>151,713</u>	<u>66.96 %</u>
Revenue in Excess of Expenses	<u>(81,672)</u>	<u>(76,579)</u>	<u>(76,579)</u>	<u>(29,213)</u>	<u>38.15 %</u>
Transfers					
699273 - Interfund Transfer In - FMS	135,125	135,893	135,893	139,755	102.84 %
Total Transfers	<u>135,125</u>	<u>135,893</u>	<u>135,893</u>	<u>139,755</u>	<u>102.84 %</u>
Change in Equity	<u>53,453</u>	<u>59,314</u>	<u>59,314</u>	<u>110,542</u>	<u>186.37 %</u>

These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them. 39

Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
As of June 30, 2022

	Year Ending 09/30/2021	Year Ending 09/30/2022		Year To Date 06/30/2022	% BDGT
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
671000 - Contract Revenue	2,076,154	2,077,223	2,077,223	2,079,009	100.09 %
Total Revenue	<u>2,076,154</u>	<u>2,077,223</u>	<u>2,077,223</u>	<u>2,079,009</u>	<u>100.09 %</u>
Expenses					
Operating					
801000 - Professional and Contractual Services	1,941,029	1,941,330	1,941,330	1,939,254	99.89 %
Total Operating	<u>1,941,029</u>	<u>1,941,330</u>	<u>1,941,330</u>	<u>1,939,254</u>	<u>99.89 %</u>
Total Expenses	<u>1,941,029</u>	<u>1,941,330</u>	<u>1,941,330</u>	<u>1,939,254</u>	<u>99.89 %</u>
Revenue in Excess of Expenses	<u>135,125</u>	<u>135,893</u>	<u>135,893</u>	<u>139,755</u>	<u>102.84 %</u>
Transfers					
995101 - Transfer Out - GF	(135,125)	135,893	135,893	(139,755)	(102.84) %
Total Transfers	<u>(135,125)</u>	<u>135,893</u>	<u>135,893</u>	<u>(139,755)</u>	<u>(102.84) %</u>
Change in Equity	<u><u>0</u></u>	<u><u>271,786</u></u>	<u><u>271,786</u></u>	<u><u>0</u></u>	<u><u>(0.00) %</u></u>

Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
As of June 30, 2022

	Year Ending 09/30/2021	Year Ending 09/30/2022		Year To Date 06/30/2022	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT
Revenue					
671000 - Contract Revenue	2,284,231	2,227,223	2,227,223	2,201,509	98.85 %
Total Revenue	<u>2,284,231</u>	<u>2,227,223</u>	<u>2,227,223</u>	<u>2,201,509</u>	<u>98.85 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	145,398	57,200	57,200	42,166	73.72 %
710000 - FUTA Taxes	365	375	375	111	29.39 %
715000 - Social Security & Medicare	11,072	4,376	4,376	3,197	73.07 %
718000 - Insurance - Health	10,247	9,180	9,180	4,587	49.96 %
Total Salary and Fringes	<u>167,082</u>	<u>71,131</u>	<u>71,131</u>	<u>50,061</u>	<u>70.38 %</u>
Operating					
752000 - Office Expense	2,870	2,000	2,000	934	46.71 %
801000 - Professional and Contractual Services	1,998,572	2,021,358	2,021,358	2,005,512	99.22 %
801500 - Office Rent	8,996	8,820	8,820	6,057	68.67 %
802000 - Legal	16,303	18,000	18,000	1,249	6.94 %
803000 - Accounting	17,359	16,500	16,500	8,977	54.41 %
803500 - Audit	11,000	11,400	11,400	11,400	100.00 %
804000 - Bank Service Charges	1,018	1,200	1,200	662	55.19 %
805000 - HR and Benefits Consulting	0	250	250	0	0.00 %
806000 - Program Development	0	5,000	5,000	0	0.00 %
840000 - Insurance	6,353	7,500	7,500	6,001	80.01 %
861000 - Mileage Reimbursement	45	500	500	114	22.82 %
910000 - Professional Development	985	1,500	1,500	0	0.00 %
913000 - Conference Expenses	195	750	750	0	0.00 %
955000 - Miscellaneous	0	2,000	2,000	0	0.00 %
Total Operating	<u>2,063,696</u>	<u>2,096,778</u>	<u>2,096,778</u>	<u>2,040,906</u>	<u>97.34 %</u>
Total Expenses	<u>2,230,778</u>	<u>2,167,909</u>	<u>2,167,909</u>	<u>2,090,967</u>	<u>96.45 %</u>
Revenue in Excess of Expenses	<u>53,453</u>	<u>59,314</u>	<u>59,314</u>	<u>110,542</u>	<u>186.37 %</u>
Transfers					
699273 - Interfund Transfer In - FMS	135,125	135,893	135,893	139,755	102.84 %
995101 - Transfer Out - GF	(135,125)	135,893	135,893	(139,755)	(102.84) %
Total Transfers	<u>0</u>	<u>271,786</u>	<u>271,786</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u>53,453</u>	<u>331,100</u>	<u>331,100</u>	<u>110,542</u>	<u>33.39 %</u>

These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them. 41

Michigan Municipal Services Authority COMPARATIVE BALANCE SHEET

	PERIOD ENDED 09/30/2021	PERIOD ENDED 06/30/2022	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts	371,469	459,585	88,116	23.72 %
Other Current Assets				
040000 - Accounts Receivable	0	5,000	5,000	100.00 %
123000 - Prepaid Expenses	1,562	0	(1,562)	(100.00) %
Total Other Assets	1,562	5,000	3,438	220.20 %
Total Current Assets	373,031	464,585	91,554	24.54 %
TOTAL ASSETS	373,031	464,585	91,554	24.54 %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
202000 - Accounts Payable	18,988	0	(18,988)	(100.00) %
Total Accounts Payable	18,988	0	(18,988)	(100.00) %
Total Current Liabilities	18,988	0	(18,988)	(100.00) %
Total Liabilities	18,988	0	(18,988)	(100.00) %
Equity				
390000 - Fund Balance - Unassigned	300,589	354,043	53,453	17.78 %
Net Revenue	53,454	110,542	57,089	106.80 %
Total Equity	354,043	464,585	110,542	31.22 %
TOTAL LIABILITIES AND EQUITY	373,031	464,585	91,554	24.54 %

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

Created on: 07/05/2022, 2:07 PM EDT

Michigan Municipal Services Authority Check Register

Date	Payee	Document No	Amount Cleared
Bank: Bill.com Clearing - Bill.com Clearing		Account No:	
06/02/2022	10032--Hundred Place Consulting, LLC		4,680.00 In Transit
06/03/2022	10029--Vettrains Consulting, LLC		3,234.08 In Transit
06/07/2022	10012--CGI - Technologies and Solutions		902,253.65 In Transit
06/22/2022	10032--Hundred Place Consulting, LLC		72.00 In Transit
06/22/2022	10009--Kristen Delaney		10.59 In Transit
06/22/2022	10002--Plante Moran		803.75 In Transit
06/22/2022	10003--Dykema Gossett, PLLC		9,084.60 In Transit
06/30/2022	10012--CGI - Technologies and Solutions		1,036,302.16 In Transit
	Total for Bill.com Clearing		1,956,440.83
Bank: Fifth Third - 1244 - Firth Third		Account No: 7169301244	
06/02/2022	10015--Gusto		45.00 06/30/2022
06/07/2022	10015--Gusto		713.95 06/30/2022
06/23/2022	10015--Gusto		713.95 06/30/2022
06/28/2022	10005--BCBSM		520.95 06/30/2022
	Total for Fifth Third - 1244		1,993.85

Michigan Municipal Services Authority Reconciliation Report

As Of 06/30/2022
Account: 5/3 Checking

Statement Ending Balance	459,584.77
Deposits in Transit	0.00
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	459,584.77
Book Balance	459,584.77
Adjustments*	0.00
Adjusted Book Balance	459,584.77

Total Checks and Charges Cleared	1,961,743.38	Total Deposits Cleared	1,108,843.31
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Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
City of Grand Rapids	Annual Invoice FY22	06/27/2022		1,108,843.31	
Total Deposits				1,108,843.31	0.00

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
General Ledger Entry	Bill.com 06/02/22 Payables Funding	06/02/2022		4,680.00	
Gusto	May 2022 Invoice	06/02/2022		45.00	
General Ledger Entry	Bill.com 06/03/22 Payables Funding	06/03/2022		3,234.08	
General Ledger Entry	Bill.com 06/07/22 Payables Funding	06/07/2022		902,253.65	
General Ledger Entry	06.09.22 Payroll	06/07/2022		1,654.35	
Gusto	06.09.2022 Payroll	06/07/2022		713.95	
General Ledger Entry	Bill.com 06/22/22 Payables Funding	06/22/2022		9,970.94	
Gusto	06.23.2022 Payroll	06/23/2022		713.95	
General Ledger Entry	06.23.22 Payroll	06/23/2022		1,654.35	
BCBSM	Health Care Premium July 2022	06/28/2022		520.95	
General Ledger Entry	Bill.com 06/30/22 Payables Funding	06/30/2022		1,036,302.16	
Total Checks and Charges				1,961,743.38	0.00



FIFTH THIRD BANK
 (WESTERN MICHIGAN)
 P.O. BOX 630900 CINCINNATI OH 45263-0900

MICHIGAN MUNICIPAL SERVICE
 200 TOWNSEND ST STE 900
 LANSING MI 48933



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4731

Statement Period Date: 6/1/2022 - 6/30/2022

Account Type: COMM'L 53 ANALYZED

Account Number: [REDACTED]

Banking Center: Grand Rapids

Banking Center Phone: 616-653-5440

Commercial Client Services: 866-475-0729

Account Summary - [REDACTED]

06/01	Beginning Balance	\$1,312,484.84	Number of Days in Period	30
	Checks			
11	Withdrawals / Debits	\$(1,961,743.38)		
1	Deposits / Credits	\$1,108,843.31		
06/30	Ending Balance	\$459,584.77		

Withdrawals / Debits

11 items totaling \$1,961,743.38

Date	Amount	Description
06/02	45.00	GUSTO 6semjmh2rk6 FEE 787782 6semjrsue6 MICHIGAN MUNICIPAL SER 060222
06/02	4,680.00	Bill.com Payables 016ZMEKLO28XYU0 Michigan Municipal Ser Hundred Place Consulting, LLC Bill.com 016ZMEKLO28XYU0 Inv #1050 060222
06/03	3,234.08	Bill.com Payables 016SPXYGT290P0W Michigan Municipal Ser Jaymes Vettraino Bill.com 016SPXYGT290P0W Inv #2299 060322
06/07	902,253.65	Bill.com Payables 016IKIKAF295SUX Michigan Municipal Ser CGI - Technologies and Solutions Bill.com 016IKIKAF295SUX Inv #US002093554 060
06/08	713.95	GUSTO 6SEMJMh93NB TAX 992683 6semjrtajes MICHIGAN MUNICIPAL SER 060822
06/08	1,654.35	GUSTO 6SEMJMh920F NET 990927 6semjrtajdr MICHIGAN MUNICIPAL SER 060822
06/22	713.95	GUSTO 6SEMJMHL4JR TAX 386811 6semjrsvs4l4 MICHIGAN MUNICIPAL SER 062222
06/22	1,654.35	GUSTO 6SEMJMHL4JL NET 386805 6semjrsvs4ka MICHIGAN MUNICIPAL SER 062222
06/22	9,970.94	Bill.com Payables 016YVKXfV29RZCF Michigan Municipal Ser Multiple Payments Bill.com Payables 016YVKXfV29RZCF 062222
06/28	520.95	BCBS Michigan PREMIUM MS283851 MICHIGAN MUNICIPAL SER 062822
06/30	1,036,302.16	Bill.com Payables 016ESHCBM2A5Q5P Michigan Municipal Ser CGI - Technologies and Solutions Bill.com 016ESHCBM2A5Q5P Inv #US002093557 063

Deposits / Credits

1 item totaling \$1,108,843.31

Date	Amount	Description
06/27	1,108,843.31	DEPOSIT

Daily Balance Summary

Date	Amount	Date	Amount	Date	Amount
06/02	1,307,759.84	06/08	399,903.81	06/28	1,495,886.93
06/03	1,304,525.76	06/22	387,564.57	06/30	459,584.77
06/07	402,272.11	06/27	1,496,407.88		

PLEASE NOTE THAT WE HAVE UPDATED OUR ACCOUNT RULES AND TERMS & CONDITIONS. DISCLOSURES CAN BE VIEWED ONLINE AT: COMMERCIAL ACCOUNT RULES: 53.COM/TM-CA-RULES TREASURY MANAGEMENT TERMS & CONDITIONS: 53.COM/TM-TC



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

August 8, 2022

To: Samantha Harkins, CEO
Michigan Municipal Services Authority (MMSA) Board of Directors

Re: July 2022 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 July 31, 2022

	Year Ending 09/30/2021	Year Ending 09/30/2022		Year To Date 07/31/2022	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT
Revenue					
671000 - Contract Revenue	208,078	150,000	150,000	160,000	106.67 %
Total Revenue	<u>208,078</u>	<u>150,000</u>	<u>150,000</u>	<u>160,000</u>	<u>106.67 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	145,398	57,200	57,200	46,611	81.49 %
710000 - FUTA Taxes	365	375	375	110	29.39 %
715000 - Social Security & Medicare	11,073	4,376	4,376	3,535	80.77 %
718000 - Insurance - Health	10,246	9,180	9,180	5,107	55.64 %
Total Salary and Fringes	<u>167,082</u>	<u>71,131</u>	<u>71,131</u>	<u>55,363</u>	<u>77.83 %</u>
Operating					
752000 - Office Expense	2,871	2,000	2,000	1,050	52.48 %
801000 - Professional and Contractual Services	57,543	80,028	80,028	74,058	92.54 %
801500 - Office Rent	8,996	8,820	8,820	6,056	68.67 %
802000 - Legal	16,303	18,000	18,000	1,249	6.94 %
803000 - Accounting	17,359	16,500	16,500	9,339	56.60 %
803500 - Audit	11,000	11,400	11,400	11,400	100.00 %
804000 - Bank Service Charges	1,018	1,200	1,200	711	59.22 %
805000 - HR and Benefits Consulting	0	250	250	0	0.00 %
806000 - Program Development	0	5,000	5,000	0	0.00 %
840000 - Insurance	6,353	7,500	7,500	6,001	80.01 %
861000 - Mileage Reimbursement	45	500	500	188	37.70 %
910000 - Professional Development	985	1,500	1,500	0	0.00 %
913000 - Conference Expenses	195	750	750	0	0.00 %
955000 - Miscellaneous	0	2,000	2,000	0	0.00 %
Total Operating	<u>122,668</u>	<u>155,448</u>	<u>155,448</u>	<u>110,052</u>	<u>70.80 %</u>
Total Expenses	<u>289,750</u>	<u>226,579</u>	<u>226,579</u>	<u>165,415</u>	<u>73.01 %</u>
Revenue in Excess of Expenses	<u>(81,672)</u>	<u>(76,579)</u>	<u>(76,579)</u>	<u>(5,415)</u>	<u>7.07 %</u>
Transfers					
699273 - Interfund Transfer In - FMS	135,125	135,893	135,893	139,755	102.84 %
Total Transfers	<u>135,125</u>	<u>135,893</u>	<u>135,893</u>	<u>139,755</u>	<u>102.84 %</u>
Change in Equity	<u>53,453</u>	<u>59,314</u>	<u>59,314</u>	<u>134,340</u>	<u>226.49 %</u>

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Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
As of July 31, 2022

	Year Ending	Year Ending		Year To Date	% BDGT
	09/30/2021	09/30/2022	09/30/2022	07/31/2022	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
671000 - Contract Revenue	2,076,154	2,077,223	2,077,223	2,146,920	103.36 %
Total Revenue	<u>2,076,154</u>	<u>2,077,223</u>	<u>2,077,223</u>	<u>2,146,920</u>	<u>103.36 %</u>
Expenses					
Operating					
801000 - Professional and Contractual Services	1,941,029	1,941,330	1,941,330	2,007,165	103.39 %
Total Operating	<u>1,941,029</u>	<u>1,941,330</u>	<u>1,941,330</u>	<u>2,007,165</u>	<u>103.39 %</u>
Total Expenses	<u>1,941,029</u>	<u>1,941,330</u>	<u>1,941,330</u>	<u>2,007,165</u>	<u>103.39 %</u>
Revenue in Excess of Expenses	<u>135,125</u>	<u>135,893</u>	<u>135,893</u>	<u>139,755</u>	<u>102.84 %</u>
Transfers					
995101 - Transfer Out - GF	(135,125)	135,893	135,893	(139,755)	(102.84) %
Total Transfers	<u>(135,125)</u>	<u>135,893</u>	<u>135,893</u>	<u>(139,755)</u>	<u>(102.84) %</u>
Change in Equity	<u>0</u>	<u>271,786</u>	<u>271,786</u>	<u>0</u>	<u>(0.00) %</u>

Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
As of July 31, 2022

	Year Ending 09/30/2021	Year Ending 09/30/2022		Year To Date 07/31/2022	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT
Revenue					
671000 - Contract Revenue	2,284,231	2,227,223	2,227,223	2,306,920	103.58 %
Total Revenue	<u>2,284,231</u>	<u>2,227,223</u>	<u>2,227,223</u>	<u>2,306,920</u>	<u>103.58 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	145,398	57,200	57,200	46,611	81.49 %
710000 - FUTA Taxes	365	375	375	110	29.39 %
715000 - Social Security & Medicare	11,072	4,376	4,376	3,534	80.77 %
718000 - Insurance - Health	10,247	9,180	9,180	5,108	55.64 %
Total Salary and Fringes	<u>167,082</u>	<u>71,131</u>	<u>71,131</u>	<u>55,363</u>	<u>77.83 %</u>
Operating					
752000 - Office Expense	2,870	2,000	2,000	1,049	52.48 %
801000 - Professional and Contractual Services	1,998,572	2,021,358	2,021,358	2,081,224	102.96 %
801500 - Office Rent	8,996	8,820	8,820	6,056	68.67 %
802000 - Legal	16,303	18,000	18,000	1,250	6.94 %
803000 - Accounting	17,359	16,500	16,500	9,339	56.60 %
803500 - Audit	11,000	11,400	11,400	11,400	100.00 %
804000 - Bank Service Charges	1,018	1,200	1,200	710	59.22 %
805000 - HR and Benefits Consulting	0	250	250	0	0.00 %
806000 - Program Development	0	5,000	5,000	0	0.00 %
840000 - Insurance	6,353	7,500	7,500	6,001	80.01 %
861000 - Mileage Reimbursement	45	500	500	188	37.70 %
910000 - Professional Development	985	1,500	1,500	0	0.00 %
913000 - Conference Expenses	195	750	750	0	0.00 %
955000 - Miscellaneous	0	2,000	2,000	0	0.00 %
Total Operating	<u>2,063,696</u>	<u>2,096,778</u>	<u>2,096,778</u>	<u>2,117,217</u>	<u>100.97 %</u>
Total Expenses	<u>2,230,778</u>	<u>2,167,909</u>	<u>2,167,909</u>	<u>2,172,580</u>	<u>100.22 %</u>
Revenue in Excess of Expenses	<u>53,453</u>	<u>59,314</u>	<u>59,314</u>	<u>134,340</u>	<u>226.49 %</u>
Transfers					
699273 - Interfund Transfer In - FMS	135,125	135,893	135,893	139,755	102.84 %
995101 - Transfer Out - GF	(135,125)	135,893	135,893	(139,755)	(102.84) %
Total Transfers	<u>0</u>	<u>271,786</u>	<u>271,786</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u>53,453</u>	<u>331,100</u>	<u>331,100</u>	<u>134,340</u>	<u>40.57 %</u>

These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them. 49

Michigan Municipal Services Authority COMPARATIVE BALANCE SHEET

	PERIOD ENDED 09/30/2021	PERIOD ENDED 07/31/2022	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts	371,469	445,882	74,413	20.03 %
Other Current Assets				
040000 - Accounts Receivable	0	42,500	42,500	100.00 %
123000 - Prepaid Expenses	1,562	0	(1,561)	(100.00) %
Total Other Assets	1,562	42,500	40,939	2,621.74 %
Total Current Assets	373,031	488,382	115,352	30.92 %
TOTAL ASSETS	373,031	488,382	115,352	30.92 %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
202000 - Accounts Payable	18,988	0	(18,988)	(100.00) %
Total Accounts Payable	18,988	0	(18,988)	(100.00) %
Total Current Liabilities	18,988	0	(18,988)	(100.00) %
Total Liabilities	18,988	0	(18,988)	(100.00) %
Equity				
390000 - Fund Balance - Unassigned	300,589	354,043	53,453	17.78 %
Net Revenue	53,454	134,339	80,887	151.32 %
Total Equity	354,043	488,382	134,340	37.94 %
TOTAL LIABILITIES AND EQUITY	373,031	488,382	115,352	30.92 %

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Created on: 08/01/2022, 5:23 PM EDT

Michigan Municipal Services Authority Check Register

Date	Payee	Document No	Amount Cleared
	Bank: Bill.com Clearing - Bill.com Clearing	Account No:	
07/05/2022	10032--Hundred Place Consulting, LLC		4,680.00 In Transit
07/06/2022	10029--Vettrano Consulting, LLC		3,120.00 In Transit
07/18/2022	10012--CGI - Technologies and Solutions		67,911.57 In Transit
07/21/2022	10002--Plante Moran		362.00 In Transit
07/21/2022	10032--Hundred Place Consulting, LLC		72.00 In Transit
07/21/2022	10009--Kristen Delaney		117.74 In Transit
	Total for Bill.com Clearing		76,263.31
	Bank: Fifth Third - 1244 - Firth Third	Account No: 7169301244	
07/05/2022	10015--Gusto		45.00 07/31/2022
07/06/2022	10015--Gusto		713.95 07/31/2022
07/21/2022	10015--Gusto		713.95 07/31/2022
07/28/2022	10005--BCBSM		520.95 07/31/2022
	Total for Fifth Third - 1244		1,993.85

Michigan Municipal Services Authority Reconciliation Report

As Of 07/31/2022
Account: 5/3 Checking

Statement Ending Balance	445,882.14
Deposits in Transit	0.00
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	445,882.14
Book Balance	445,882.14
Adjustments*	0.00
Adjusted Book Balance	445,882.14

Total Checks and Charges Cleared	2,160,623.01	Total Deposits Cleared	2,146,920.38
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Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
General Ledger Entry	Clear up accounts at year end	06/30/2022		1,939,253.81	
General Ledger Entry	Transfer from Fund 273 to Fund 101	06/30/2022		139,755.00	
Kent County	Annual Invoice FY22	07/28/2022		67,911.57	
Total Deposits				2,146,920.38	0.00

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
General Ledger Entry	Clear up accounts at year end	06/30/2022		1,939,253.81	
General Ledger Entry	Transfer from Fund 273 to Fund 101	06/30/2022		139,755.00	
Gusto	June 2022 Invoice	07/05/2022		45.00	
General Ledger Entry	Bill.com 07/05/22 Payables Funding	07/05/2022		4,680.00	
Gusto	07.06.2022 Payroll	07/06/2022		713.95	
General Ledger Entry	Bill.com 07/06/22 Payables Funding	07/06/2022		3,120.00	
General Ledger Entry	07.07.22 Payroll	07/07/2022		1,654.35	
General Ledger Entry	July 2022 Bank Fee	07/13/2022		48.34	
General Ledger Entry	Bill.com 07/18/22 Payables Funding	07/18/2022		67,911.57	
Gusto	07.21.2022 Payroll	07/21/2022		713.95	
General Ledger Entry	07.21.22 Payroll	07/21/2022		1,654.35	
General Ledger Entry	Bill.com 07/21/22 Payables Funding	07/21/2022		551.74	
BCBSM	Health Care Premium August 2022	07/28/2022		520.95	
Total Checks and Charges				2,160,623.01	0.00



FIFTH THIRD BANK
(WESTERN MICHIGAN)
P.O. BOX 630900 CINCINNATI OH 45263-0900

MICHIGAN MUNICIPAL SERVICE
200 TOWNSEND ST STE 900
LANSING MI 48933



0

4928

Statement Period Date: 7/1/2022 - 7/31/2022

Account Type: COMM'L 53 ANALYZED

Account Number [REDACTED]

Banking Center: Grand Rapids

Banking Center Phone: 616-653-5440

Commercial Client Services: 866-475-0729

Account Summary - [REDACTED]

07/01	Beginning Balance	\$459,584.77	Number of Days in Period	31
	Checks			
11	Withdrawals / Debits	\$(81,614.20)		
1	Deposits / Credits	\$67,911.57		
07/31	Ending Balance	\$445,882.14		

Withdrawals / Debits

11 items totaling \$81,614.20

Date	Amount	Description
07/05	45.00	GUSTO 6semjmi2vit FEE 840413 6semjs2h2tg MICHIGAN MUNICIPAL SER 070522
07/05	4,680.00	Bill.com Payables 016FBNNYH2AAVNX Michigan Municipal Ser Hundred Place Consulting, LLC Bill.com 016FBNNYH2AAVNX Inv #1052 070522
07/06	713.95	GUSTO 6SEMJMI3GLU TAX 857918 6semjs2v88u MICHIGAN MUNICIPAL SER 070622
07/06	1,654.35	GUSTO 6SEMJMI3GLS NET 857916 6semjs2v881 MICHIGAN MUNICIPAL SER 070622
07/06	3,120.00	Bill.com Payables 016SSQVBJ2ADBZD Michigan Municipal Ser Jaymes Vettraino Bill.com 016SSQVBJ2ADBZD Inv #2307 070622
07/13	48.34	SERVICE CHARGE
07/18	67,911.57	Bill.com Payables 016QETMSZ2AVTVQ Michigan Municipal Ser CGI - Technologies and Solutions Bill.com 016QETMSZ2AVTVQ Inv #002093554a 0718
07/20	713.95	GUSTO 6SEMJMIV7M TAX 397110 6semjs62rvv MICHIGAN MUNICIPAL SER 072022
07/20	1,654.35	GUSTO 6SEMJMIV7I NET 397106 6semjs62rur MICHIGAN MUNICIPAL SER 072022
07/21	551.74	Bill.com Payables 016FUDHPR2B27K3 Michigan Municipal Ser Multiple Payments Bill.com Payables 016FUDHPR2B27K3 072122
07/28	520.95	BCBS Michigan PREMIUM MS283851 MICHIGAN MUNICIPAL SER 072822

Deposits / Credits

1 item totaling \$67,911.57

Date	Amount	Description
07/13	67,911.57	Kent County 0000217159 CTXEDI820 072400052 MICHIGAN MUNICI 071322

Daily Balance Summary

Date	Amount	Date	Amount	Date	Amount
07/05	454,859.77	07/18	449,323.13	07/21	446,403.09
07/06	449,371.47	07/20	446,954.83	07/28	445,882.14
07/13	517,234.70				

PLEASE NOTE THAT WE HAVE UPDATED OUR ACCOUNT RULES AND TERMS & CONDITIONS. DISCLOSURES CAN BE VIEWED ONLINE AT: COMMERCIAL ACCOUNT RULES: 53.COM/TM-CA-RULES TREASURY MANAGEMENT TERMS & CONDITIONS: 53.COM/TM-TC



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

September 6, 2022

To: Samantha Harkins, CEO
Michigan Municipal Services Authority (MMSA) Board of Directors

Re: August 2022 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.

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Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
As of August 31, 2022

	Year Ending 09/30/2021	Year Ending 09/30/2022		Year To Date 08/31/2022	% BDGT
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
671000 - Contract Revenue	208,078	150,000	150,000	160,000	106.67 %
Total Revenue	<u>208,078</u>	<u>150,000</u>	<u>150,000</u>	<u>160,000</u>	<u>106.67 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	145,398	57,200	57,200	53,256	93.10 %
710000 - FUTA Taxes	365	375	375	110	29.39 %
715000 - Social Security & Medicare	11,073	4,376	4,376	4,039	92.30 %
718000 - Insurance - Health	10,246	9,180	9,180	5,629	61.31 %
Total Salary and Fringes	<u>167,082</u>	<u>71,131</u>	<u>71,131</u>	<u>63,034</u>	<u>88.62 %</u>
Operating					
752000 - Office Expense	2,871	2,000	2,000	1,121	56.08 %
801000 - Professional and Contractual Services	57,543	80,028	80,028	82,458	103.04 %
801500 - Office Rent	8,996	8,820	8,820	6,057	68.67 %
802000 - Legal	16,303	18,000	18,000	1,249	6.94 %
803000 - Accounting	17,359	16,500	16,500	9,824	59.54 %
803500 - Audit	11,000	11,400	11,400	11,400	100.00 %
804000 - Bank Service Charges	1,018	1,200	1,200	719	59.90 %
805000 - HR and Benefits Consulting	0	250	250	0	0.00 %
806000 - Program Development	0	5,000	5,000	0	0.00 %
840000 - Insurance	6,353	7,500	7,500	6,027	80.35 %
861000 - Mileage Reimbursement	45	500	500	188	37.70 %
910000 - Professional Development	985	1,500	1,500	0	0.00 %
913000 - Conference Expenses	195	750	750	0	0.00 %
955000 - Miscellaneous	0	2,000	2,000	0	0.00 %
Total Operating	<u>122,668</u>	<u>155,448</u>	<u>155,448</u>	<u>119,043</u>	<u>76.58 %</u>
Total Expenses	<u>289,750</u>	<u>226,579</u>	<u>226,579</u>	<u>182,077</u>	<u>80.36 %</u>
Revenue in Excess of Expenses	<u>(81,672)</u>	<u>(76,579)</u>	<u>(76,579)</u>	<u>(22,077)</u>	<u>28.83 %</u>
Transfers					
699273 - Interfund Transfer In - FMS	135,125	135,893	135,893	139,755	102.84 %
Total Transfers	<u>135,125</u>	<u>135,893</u>	<u>135,893</u>	<u>139,755</u>	<u>102.84 %</u>
Change in Equity	<u>53,453</u>	<u>59,314</u>	<u>59,314</u>	<u>117,678</u>	<u>198.40 %</u>

These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them. 55

Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
As of August 31, 2022

	Year Ending 09/30/2021	Year Ending 09/30/2022		Year To Date 08/31/2022	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT
Revenue					
671000 - Contract Revenue	2,076,154	2,077,223	2,077,223	2,146,920	103.36 %
Total Revenue	<u>2,076,154</u>	<u>2,077,223</u>	<u>2,077,223</u>	<u>2,146,920</u>	<u>103.36 %</u>
Expenses					
Operating					
801000 - Professional and Contractual Services	1,941,029	1,941,330	1,941,330	2,007,165	103.39 %
Total Operating	<u>1,941,029</u>	<u>1,941,330</u>	<u>1,941,330</u>	<u>2,007,165</u>	<u>103.39 %</u>
Total Expenses	<u>1,941,029</u>	<u>1,941,330</u>	<u>1,941,330</u>	<u>2,007,165</u>	<u>103.39 %</u>
Revenue in Excess of Expenses	<u>135,125</u>	<u>135,893</u>	<u>135,893</u>	<u>139,755</u>	<u>102.84 %</u>
Transfers					
995101 - Transfer Out - GF	(135,125)	135,893	135,893	(139,755)	(102.84) %
Total Transfers	<u>(135,125)</u>	<u>135,893</u>	<u>135,893</u>	<u>(139,755)</u>	<u>(102.84) %</u>
Change in Equity	<u><u>0</u></u>	<u><u>271,786</u></u>	<u><u>271,786</u></u>	<u><u>0</u></u>	<u><u>(0.00) %</u></u>

Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
As of August 31, 2022

	Year Ending 09/30/2021	Year Ending 09/30/2022		Year To Date 08/31/2022	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT
Revenue					
671000 - Contract Revenue	2,284,231	2,227,223	2,227,223	2,306,920	103.58 %
Total Revenue	<u>2,284,231</u>	<u>2,227,223</u>	<u>2,227,223</u>	<u>2,306,920</u>	<u>103.58 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	145,398	57,200	57,200	53,256	93.10 %
710000 - FUTA Taxes	365	375	375	110	29.39 %
715000 - Social Security & Medicare	11,072	4,376	4,376	4,039	92.30 %
718000 - Insurance - Health	10,247	9,180	9,180	5,629	61.31 %
Total Salary and Fringes	<u>167,082</u>	<u>71,131</u>	<u>71,131</u>	<u>63,034</u>	<u>88.62 %</u>
Operating					
752000 - Office Expense	2,870	2,000	2,000	1,121	56.08 %
801000 - Professional and Contractual Services	1,998,572	2,021,358	2,021,358	2,089,624	103.38 %
801500 - Office Rent	8,996	8,820	8,820	6,056	68.67 %
802000 - Legal	16,303	18,000	18,000	1,249	6.94 %
803000 - Accounting	17,359	16,500	16,500	9,825	59.54 %
803500 - Audit	11,000	11,400	11,400	11,400	100.00 %
804000 - Bank Service Charges	1,018	1,200	1,200	718	59.90 %
805000 - HR and Benefits Consulting	0	250	250	0	0.00 %
806000 - Program Development	0	5,000	5,000	0	0.00 %
840000 - Insurance	6,353	7,500	7,500	6,027	80.35 %
861000 - Mileage Reimbursement	45	500	500	188	37.70 %
910000 - Professional Development	985	1,500	1,500	0	0.00 %
913000 - Conference Expenses	195	750	750	0	0.00 %
955000 - Miscellaneous	0	2,000	2,000	0	0.00 %
Total Operating	<u>2,063,696</u>	<u>2,096,778</u>	<u>2,096,778</u>	<u>2,126,208</u>	<u>101.40 %</u>
Total Expenses	<u>2,230,778</u>	<u>2,167,909</u>	<u>2,167,909</u>	<u>2,189,242</u>	<u>100.98 %</u>
Revenue in Excess of Expenses	<u>53,453</u>	<u>59,314</u>	<u>59,314</u>	<u>117,678</u>	<u>198.40 %</u>
Transfers					
699273 - Interfund Transfer In - FMS	135,125	135,893	135,893	139,755	102.84 %
995101 - Transfer Out - GF	(135,125)	135,893	135,893	(139,755)	(102.84) %
Total Transfers	<u>0</u>	<u>271,786</u>	<u>271,786</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u>53,453</u>	<u>331,100</u>	<u>331,100</u>	<u>117,678</u>	<u>35.54 %</u>

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Michigan Municipal Services Authority COMPARATIVE BALANCE SHEET

	PERIOD ENDED 09/30/2021	PERIOD ENDED 08/31/2022	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts	371,469	466,720	95,251	25.64 %
Other Current Assets				
040000 - Accounts Receivable	0	5,000	5,000	100.00 %
123000 - Prepaid Expenses	1,562	0	(1,561)	(100.00) %
Total Other Assets	1,562	5,000	3,439	220.20 %
Total Current Assets	373,031	471,720	98,690	26.45 %
TOTAL ASSETS	373,031	471,720	98,690	26.45 %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
202000 - Accounts Payable	18,988	0	(18,988)	(100.00) %
Total Accounts Payable	18,988	0	(18,988)	(100.00) %
Total Current Liabilities	18,988	0	(18,988)	(100.00) %
Total Liabilities	18,988	0	(18,988)	(100.00) %
Equity				
390000 - Fund Balance - Unassigned	300,589	354,043	53,453	17.78 %
Net Revenue	53,454	117,677	64,225	120.15 %
Total Equity	354,043	471,720	117,678	33.23 %
TOTAL LIABILITIES AND EQUITY	373,031	471,720	98,690	26.45 %

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Created on: 09/01/2022, 9:35 PM EDT

Michigan Municipal Services Authority Check Register

Date	Payee	Document No	Amount Cleared
Bank: Bill.com Clearing - Bill.com Clearing		Account No:	
08/02/2022	10032--Hundred Place Consulting, LLC		4,680.00 In Transit
08/09/2022	10029--Vettraino Consulting, LLC		3,120.00 In Transit
08/24/2022	10020--Revize LLC		600.00 In Transit
08/24/2022	10019--Grand River Insurance Agency, LLC		26.00 In Transit
08/24/2022	10002--Plante Moran		485.00 In Transit
08/24/2022	10032--Hundred Place Consulting, LLC		72.00 In Transit
Total for Bill.com Clearing			<u>8,983.00</u>
Bank: Fifth Third - 1244 - Firth Third		Account No: 7169301244	
08/02/2022	10015--Gusto		45.00 08/31/2022
08/04/2022	10015--Gusto		713.95 08/31/2022
08/18/2022	10015--Gusto		713.95 08/31/2022
08/30/2022	10015--Gusto		713.95 08/31/2022
08/30/2022	10005--BCBSM		520.95 08/31/2022
Total for Fifth Third - 1244			<u>2,707.80</u>

Michigan Municipal Services Authority Reconciliation Report

As Of 08/31/2022
Account: 5/3 Checking

Statement Ending Balance	466,720.11
Deposits in Transit	0.00
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	466,720.11
Book Balance	466,720.11
Adjustments*	0.00
Adjusted Book Balance	466,720.11

Total Checks and Charges Cleared	16,662.03	Total Deposits Cleared	37,500.00
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Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
Local Community Stabi- lization Authority	LCSA 4th Qtr Pmt FY22	08/03/2022		37,500.00	
Total Deposits				37,500.00	0.00

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
General Ledger Entry	Bill.com 08/02/22 Payables Funding	08/02/2022		4,680.00	
Gusto	July 2022 Invoice	08/02/2022		45.00	
Gusto	08.04.2022 Payroll	08/04/2022		713.95	
General Ledger Entry	08.04.22 Payroll	08/04/2022		1,654.35	
General Ledger Entry	Bill.com 08/09/22 Payables Funding	08/09/2022		3,120.00	
Gusto	08.18.2022 Payroll	08/18/2022		713.95	
General Ledger Entry	08.18.22 Payroll	08/18/2022		1,654.35	
General Ledger Entry	Bill.com 08/24/22 Payables Funding	08/24/2022		1,183.00	
General Ledger Entry	09.01.22 Payroll	08/30/2022		1,654.35	
BCBSM	Health Care Premium September 2022	08/30/2022		520.95	
Gusto	09.01.2022 Payroll	08/30/2022		713.95	
	August 2022 Bank Fee	08/31/2022		8.18	
Total Checks and Charges				16,662.03	0.00



FIFTH THIRD BANK
(WESTERN MICHIGAN)
P.O. BOX 630900 CINCINNATI OH 45263-0900

MICHIGAN MUNICIPAL SERVICE
200 TOWNSEND ST STE 900
LANSING MI 48933



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4703

Statement Period Date: 8/1/2022 - 8/31/2022
Account Type: COMM'L 53 ANALYZED
Account Number: 7169301244

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

Account Summary - 7169301244

08/01	Beginning Balance	\$445,882.14	Number of Days in Period	31
	Checks			
12	Withdrawals / Debits	\$(16,662.03)		
1	Deposits / Credits	\$37,500.00		
08/31	Ending Balance	\$466,720.11		

Withdrawals / Debits

12 items totaling \$16,662.03

Date	Amount	Description
08/02	45.00	GUSTO 6semjnj60sc FEE 988620 6semjs8m76o MICHIGAN MUNICIPAL SER 080222
08/02	4,680.00	Bill.com Payables 016QSUUPC2BJFZI Michigan Municipal Ser Hundred Place Consulting, LLC Bill.com 016QSUUPC2BJFZI Inv #1054 080222
08/03	713.95	GUSTO 6SEMJMJ6SBT TAX 016765 6semjs985nu MICHIGAN MUNICIPAL SER 080322
08/03	1,654.35	GUSTO 6SEMJMJ6SBR NET 016763 6semjs985np MICHIGAN MUNICIPAL SER 080322
08/09	3,120.00	Bill.com Payables 016BXYPTD2BUWIO Michigan Municipal Ser Jaymes Vettraino Bill.com 016BXYPTD2BUWIO Inv #2313 080922
08/10	8.18	SERVICE CHARGE
08/17	713.95	GUSTO 6SEMJMJOI8G TAX 596240 6semjsc1tp4 MICHIGAN MUNICIPAL SER 081722
08/17	1,654.35	GUSTO 6SEMJMJOI8B NET 596235 6semjsc1tp0 MICHIGAN MUNICIPAL SER 081722
08/24	1,183.00	Bill.com Payables 016ZYDCIJ2CHVLC Michigan Municipal Ser Multiple Payments Bill.com Payables 016ZYDCIJ2CHVLC 082422
08/30	520.95	BCBS Michigan PREMIUM MS283851 MICHIGAN MUNICIPAL SER 083022
08/31	713.95	GUSTO 6SEMJMK9QAK TAX 161556 6semjseo276 MICHIGAN MUNICIPAL SER 083122
08/31	1,654.35	GUSTO 6SEMJMK9QAI NET 161554 6semjseo26k MICHIGAN MUNICIPAL SER 083122

Deposits / Credits

1 item totaling \$37,500.00

Date	Amount	Description
08/03	37,500.00	Local Community Receivable 016BYAPCJ2BN3GQ Michigan Municipal Ser 016BYAPCJ2BN3GQ Local Community Bill.com Inv #FYE 2022-04 080322

Daily Balance Summary

Date	Amount	Date	Amount	Date	Amount
08/02	441,157.14	08/10	473,160.66	08/30	469,088.41
08/03	476,288.84	08/17	470,792.36	08/31	466,720.11
08/09	473,168.84	08/24	469,609.36		

PLEASE NOTE THAT WE HAVE UPDATED OUR ACCOUNT RULES AND TERMS & CONDITIONS. DISCLOSURES CAN BE VIEWED ONLINE AT:
COMMERCIAL ACCOUNT RULES: 53.COM/TM-CA-RULES TREASURY MANAGEMENT TERMS & CONDITIONS: 53.COM/TM-TC