



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

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

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

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

Date
Thursday, May 13, 2021

Time
1:30 PM

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

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

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

WEBINAR LINK: <https://zoom.us/j/9015758091>

WEBINAR ID: 901 575 8091

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

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

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



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE
REGULAR MEETING**

Thursday, May 13, 2021 at 1:30 PM

LIVE ZOOM WEBINAR

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

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

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
 - a. Minutes of the April 8, 2021 Executive Committee meeting
- V. Administrative Report**
 - a. Reminders
 - b. FMS Project Update
 - c. LCSA Project Update
 - d. State of Michigan
 - e. Potential Projects
 - f. CEO Position
 - g. Monthly Financial Statements
- VI. Old Business**
- VII. New Business**
- VIII. Public Comment**
- IX. Other Business**
- X. Adjournment**

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



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE
REGULAR MEETING**

Thursday, April 8, 2021 at 1:30 p.m.

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

MINUTES

Proposed Minutes Approved

MEETING TYPE: Regular Special

I. Call to Order

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

II. Roll Call

Executive Committee Member Attendance:

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

*Participated via teleconference.

Other attendees:

- Jaymes Vettrano, MMSA*
- Kristen Delaney, MMSA*
- Steve Liedel, Dykema
- Brian Camiller, Plante Moran
- Kari Shea, Plante Moran
- Molly Clarin, Grand Rapids
- Dr. Sheryl L. Mitchell Theriot, City of Lathrup Village

III. Approval of Agenda

Moved by: DeLong
Supported by: Lomako

Yes: X No:

IV. Approval of Minutes

a. Minutes of the March 11, 2021 Executive Committee meeting.

Moved by: Cangemi
Supported by: DeLong

Yes: X No:

V. Administrative Report

The administrative report was delivered by CEO Vettrains.

Liedel gave the Committee an update on the emergency orders that need to be extended for them to keep meeting online. He noted that the Ingham County Board of Commissioners has extended a public health emergency through April 30, 2021. Because the MMSA's principal office is in Ingham County, the MMSA may continue to meet remotely through April 30, 2021.

Vettrains delivered an update on the status of the FMS project. He has met with all the parties since his administrative report was written. He stated that Kent County is moving towards implementing a new product within CGI. Whether they will continue to work with MMSA is still up for discussion and depends on pricing.

Clarín and DeLong gave an update on their progress with CGI. Clarín noted that they have issued an RFI to see what is available in the market. So far, they have received a total of 10 responses with CGI being one of those respondents.

Vettrains also delivered an update on work performed for the LCSA. He noted that he is in the process of reviewing bank fees charged by Comerica. He is also working on developing a closer partnership with MI CLASS. Vettrains stated that METRO Act invoices were sent out mid-March and right now about 40% have been returned. They are due at the end of April.

Vettrains delivered an update on Mark Wollenweber's work in Flint. He noted that Treasury seems to be happy with the partnership and he hopes it will lead to more work in the future.

Vettraino asked the board to bring ideas for the MMSA to the next meeting. Rogensue suggested thinking about what municipality's biggest expenses are and how the MMSA could collaborate to reduce some of these costs. Lomako suggested asking municipalities about what their biggest impediments to interlocal has been sharing in the past. Cangemi noted the importance that these suggestions also provide sources of income for the MMSA. Theriot suggested the MMSA investigate providing technical software resources.

Vettraino discussed the CEO position noting that his appointment was intended to be temporary. Based on his experience so far, he does not think that the MMSA can be properly served by a 15 hour per week CEO. The board engaged in a discussion about the characteristics and skill set that the new CEO will need to possess.

DeLong noted that the transition with Vettraino has been very good and he has done an exceptional job. DeLong stated that he would like for Vettraino to continue working 15 hours per week. Vettraino noted that he will keep this topic on the agenda moving forward.

VI. Old Business

None.

VII. New Business

None.

VIII. Public Comment

None.

IX. Other Business

Motion to receive and file the February and March 2021 financial reports.

Moved by: Cangemi
Supported by: Lomako

Yes: X No:

X. Adjournment

Motion to adjourn the meeting at 2:32 PM.

Moved by: Lomako
Supported by: Cangemi

Yes: X No:

Certification of Minutes

Approved by the Executive Committee on May 13, 2021.

Authority Secretary

Date



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

May 6, 2021

TO: MMSA Executive Committee Members

RE: Executive Committee Meeting Report – May 13, 2021

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

a. Reminders –

Zoom Meeting - May 13, 2021 Executive Committee Meeting

Consistent with the opinion received from Steve Liedel during the April, 2021 Executive Committee meeting, the MMSA may continue to meet via Zoom and be compliant with State law. The link for our May 13, 2021 meeting is: <https://zoom.us/j/9015758091>

Full Board Meeting, June 10th at Livonia City Hall

I am looking forward to working with the Executive Committee during the full-board meeting schedule for June 10, 2021 at 1:30 p.m. This meeting will be **in person** at Livonia City Hall, 33000 Civic Center Drive, 5th Floor, Livonia, MI 48154. We will be in the large 5th Floor Conference Room and do our best to social distance.

A survey will be sent to Board Members next week in preparation for the meeting (draft attached to this report).

The Executive Committee will meet in person immediately after the Board Meeting.

b. FMS Project Update

During the past month, I continue to communicate with our FMS partners, CGI – Grand Rapids – Kent.

Grand Rapids is in the process of reviewing FMS solutions, including CGI. They have scheduled demos with seven (7) companies between the dates of April 26 and May 21. Grand Rapids kindly invited MMSA Board Members to sit in on the demos (invitations sent via email on April 22). It is expected that Grand Rapids

will continue its review over the next several months. The city will remain on CGI during this period. If the awarded firm is CGI, it is expected that MMSA will continue to assist with contract terms and service. MMSA and the city have also had some discussion regarding the potential of MMSA continuing to partner with a FMS contract, if the awarded firm is not CGI.

MMSA has attempted to facilitate some discussion of technical/service issues between Grand Rapids and CGI. However, it is not clear that MMSA's assistance has caused the issues to move toward resolution.

Kent County has stated that they plan to start the install CGI's new product, "Advantage Cloud," in June. Steve Liedel has been asked to work with County attorney Craig Paull to develop an amendment to the MMSA/CGI agreement to incorporate Kent's intent to upgrade and extend its relationship with CGI.

Jeff Dood from the County informed me that he has engaged in conversations with CGI to directly contract. He also indicated the County will still consider purchasing through the MMSA but asked if the MMSA would consider reducing the fee charged to administer the CGI for Kent County (and Grand Rapids). Since the inception of the MMSA FSM contract, the MMSA has received a fee of 7% of the total annual software fee from the municipalities. I expressed to Mr. Dood that I understood his request and that I would take it the MMSA Executive Committee for discussion.

c. LCSA Project Update

On March 15, LCSA sent 98 Metro Act invoices to ILECs and CLECs companies totaling \$28.9 million. The due date for payment was April 30, 2021. As of May 3, 2021, the LCSA closed the 2021 collection period. A total of \$27.2 million was collected. After adding in 2020 fees collected during the current period, the LCSA will distribute \$28.4 million to approximately 2,350 CVTs after the LCSA Board meeting scheduled for May 18.

In 2020, a software proposal was considered by the LCSA to improve the Metro Act process. The proposal was rejected based on price. I have requested KLM, the company LCSA uses to assist with the Metro Act calculation, to develop a new proposal to automate the Metro Act process utilizing a less expensive option. The new proposal will be based on the Google suit, rather than a fully customized solution. I will be meeting with KLM on May 13 to review the company's proposal.

A PPT payment will be made during the month of May. LSCA is waiting for the distribution amounts from the State before it can proceed with preparing the payments (distribution to be made on or about May 20).

As noted last month, I have engaged MiClass in conversations to see if it might be possible to expand LCSA's use of their services. During a meeting on May 6, I

received a positive report from MiClass that they are moving towards the ability to provide the ACH and check writing/sending services LCSA requires. I will continue to update the Executive Committee on this matter.

d. State of Michigan

- 1) City of Flint – MMSA received notice on May 5, that the new Treasurer for the city has requested the State continue to provide the services of the MMSA through Mark Wollenweber. Mr. Wollenweber’s first day back serving the city will be May 10, 2021.
- 2) Additional Services – I worked with Larry Steckelberg, Administrator, Community Services Division for the Michigan Department of Treasury (SOM) on an amended services agreement with the SOM and MMSA to expand the options for MMSA to provide services to the SOM. Please find attached to this report a draft agreement (tracked changes version) for review and comment.

The amended (new) agreement is similar to the Flint/Wollenweber agreement but will allow SOM to fund the MMSA to provide services to any city, village or township and to assign any qualified individual to provide services at a rate of pay to be determined based on the CVT, project and qualifications of the individual.

Recommended Executive Committee Action:

Approve a new agreement with the SOM substantially consistent with the draft agreement presented to the Executive Committee during its meeting of May 13, 2021.

e. Potential Projects

- 1) Pension Projection Software – Over the past few weeks I have had conversations with a company, [GovInvest](#) about the possibility of partnering with the MMSA. I worked a bit with GovInvest in the past and think they have very useful software for projecting Pension and OPEB liabilities, and demonstrating “what if” scenarios for managers. GovInvest has a recent agreement with MERS to provide a “basic” level of their software to MERS (and their clients). The details are still being working out with MERS, but my thought would be that MMSA could work with GovInvest to develop master software agreements for municipalities to implement more robust versions of the Pension/OPEB software. In short, MERS communities could enhance their software through MMSA negotiated pricing. The software would also be available for non-MERS communities through the MMSA. This is in the very initial idea/discussion stage.
- 2) Potential Projects to Discuss at the June Board Meeting (that have been raised in the past couple of months): Health Insurance, Workers Comp, Tax Tribunal Assistance, Online/mobile payment software.

f. CEO Position

As noted last month, I appreciate the opportunity to serve the MMSA on a part-time (15 hour) basis. My contract with the MMSA goes through July 31, 2021. During its June meeting, the Executive Committee should discuss advertising for a full-time CEO and/or continuing its services contract with Vettraino Consulting.

g. Monthly Financial Statements

Please find attached the monthly financial statements for March and April 2021.

Note: The FYE 2021 budget amendments and FYE 2022 budget will be presented at the next Executive Committee meeting (MMSA is an October 1 fiscal year)

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

Sincerely,



Jaymes Vettraino
CEO, Michigan Municipal Services Authority

DRAFT - MMSA Board Member Survey

Thank you for your service on the MMSA Board. During its June 10, 2021 meeting (hosted by the City of Livonia) the MMSA Board will discuss its direction for 2022 (and beyond), including projects and services it will assign staff to research.

Currently, the MMSA has three main projects/services:

- 1) Administration of a joint Financial Services software solution for the City of Grand Rapids and Kent County
- 2) Administration of the responsibilities of the LCSA
- 3) Coordination of professional services funded by the State of Michigan

Historically, the MMSA has had two full-time employees, a CEO and an administrator. As of February 2021, the CEO duties have been contracted to an individual (15 hours per week) and we continue to have a full-time admin.

For more information about the services and history of the MMSA, please review:

https://docs.google.com/document/d/1g5styMPAs-5Z7PvTQ8zQiHmg72O533AEAJ9_o86VpRw/edit?usp=sharing

* Required

1. Name *

2. First date of appointment to the MMSA *

3. Municipality/organization you are affiliated with *

- 4. In your experience, what municipal services might be suitable for inter-municipal collaboration (that the MMSA could consider providing/facilitating)?

- 5. Are there specific services/expenditures in your community that you think the MMSA could assist by encouraging cooperative agreements/purchases with other municipalities?

- 6. Through its line of communication with the State of Michigan, what services could the State of Michigan consider funding for municipalities (which the MMSA could facilitate) that would be a "win-win" for the State and the municipalities?

7. The MMSA must produce revenue to fund its operations. Please provide any ideas for revenue producing services the MMSA could provide.

8. Anything else you would like to share!

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Google Forms

GRANT AGREEMENT

This grant agreement is dated ~~May ___~~ July 22, 2021~~0~~ and is between the DEPARTMENT OF TREASURY, a principal department of Michigan state government (the “**Department**”) and the MICHIGAN MUNICIPAL SERVICES AUTHORITY, a Michigan public body corporate (the “**Authority**”).

The Department and Authority entered into a Grant Agreement dated July 22, 2020, this agreement is intended to update and replace that Agreement.

The Department is a principal department of Michigan state government and performs functions and responsibilities relating to local governments in Michigan, including cities. The Department works with local governments experiencing financial or programmatic challenges to assist with actions that can improve a local-government’s stability and long-term success. As part of those efforts, the Department periodically contracts for expertise to assist local governments and ~~complement~~complement the work of local government staff and other partners.

The Authority is a Michigan public body corporate created under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA 7, as amended, MCL 124. 501 to 124.512 (the “**Act**”), pursuant to an interlocal agreement between the City of Grand Rapids, Michigan and the City of Livonia, Michigan, and is authorized to exercise the joint and common functions of a Michigan county and city.

Money has been appropriated to the Department for the purpose of granting assistant to fiscally distressed communities.

The Department seeks to financially support the Authority in providing professional services relating to assisting ~~cities, villages and townships the City of Flint~~ (the “**CVTsCity**”) and complimenting the work of ~~CVTsCity~~ staff and other partners. ~~The City has indicated that it needs increased capacity with its financial operations to instill long term processes and procedures that reflect the existing workforce and can increase efficiencies throughout the City.~~

The parties therefore agree as follows:

1. **Services.** (a) The Department hereby grants to the Authority from the State of Michigan’s SIGMA accounting template number 271W3918 and the Authority hereby accepts the grant (the “**Community Grant**”) in an amount not to exceed \$100,000.00 for purposes of assisting the ~~City~~CVTs by providing the professional services described in schedule 1 to the ~~CVTsCity~~ in a manner consistent with this grant agreement and the work schedule detailed in schedule 2. The Authority shall ~~identify a professional local government individual or firm to provide the described services. The Department shall agree in writing to the individual or firm selected by the Authority. The Authority shall not use the services of a person or firm other than as agreed to in writing by the Department~~Mark Wollenweber without the prior written approval of the Department when ~~expending the Community Grant.~~

(b) The Authority shall perform its obligations under this grant agreement in a professional and workmanlike manner in accordance with prevailing industry standards and practices.

(c) The Authority shall re-perform any work not in compliance with section 1(b) brought to its attention within a reasonable time after the work is performed at no additional cost to the Department.

(d) The Authority shall provide the Department with timely updates of its work under this grant agreement as requested by ~~the~~ Department.

(e) The parties intend that the Authority's relationship to the Department in providing services under this grant agreement be one of an grant recipient. The Authority shall be responsible for paying any taxes relating to the Community Grant paid to the Authority under this grant agreement. The Authority will not be an employee of the Department. The Authority may not commit the Department to any non-party agreement without the Department's prior written consent.

2. Compensation. (a) The Department shall pay the Community Grant to the Authority according to schedule 3.

(b) The Authority shall keep detailed records of its time involved in performing services and expending the Community Grant under this grant agreement. By the 10th day of each month the Authority shall submit to the Department a statement of services performed during the preceding month requesting disbursement of Community Grant money. Each statement must include a detailed, itemized billing indicating on a daily basis the appropriate time, description of services performed, and the hourly rate. The Department may reject and refuse to pay Community Grant money for any non conforming services and expenses. Within 30 days of receiving a statement, the Department shall remit payment to the Authority.

(c) The Department's payment of the Authority's statement will constitute full distribution of Community Grant money for services provided under this grant agreement. The Department may withhold payment of the final statement from the Authority until the Department receives delivery of any final work product from the Authority.

3. Statements of Fact. (a) The Authority states that the Authority has the necessary knowledge, experience, abilities, skills, and resources to perform its obligations under this grant agreement.

(b) The verb used to introduce a statement of fact in this grant agreement does not affect the remedies available for an inaccuracy of that statement of fact.

4. Term. (a) This grant agreement is effective beginning on the date of this grant agreement and continues through December 30, 2020 unless terminated earlier pursuant to section 4(b). **If both parties agree in writing to extend the agreement, this agreement may continue for an additional one (1) year term(s).**

(b) The Department may terminate this grant agreement at any time, with or without cause, upon written notice to the Authority. The Department shall pay the Authority for all work performed by the Authority up to the date of termination.

5. Insurance. The Authority shall provide and maintain, at its own expense, and to the satisfaction of the Department, insurance against claims for injuries to person or damages to property which may arise from or in connection with the performance of the work under this grant agreement, including general liability coverage, automobile liability coverage, worker's compensation insurance, and any applicable professional liability insurance covering all negligent acts, errors and omissions. The Authority shall provide proof of insurance described in this section 5 upon request by Department.

6. Catastrophic Event. (a) If a Catastrophic Event prevents a party from complying with any one or more obligations under this grant agreement, that inability to comply will not constitute breach if (1) that party uses reasonable efforts to perform those obligations, (2) that party's inability to

perform those obligations is not due to its failure to (A) take reasonable measures to protect itself against events or circumstances of the same type as that Force Majeure Event or (B) develop and maintain a reasonable contingency plan to respond to events or circumstances of the same type as that Catastrophic Event.

(b) For purposes of this grant agreement, “**Catastrophic Event**” means, with respect to a party, any event or circumstance, whether or not foreseeable, that was not caused by that party (other than a strike or other labor unrest that affects only that party, an increase in prices or other change in general economic conditions, a change in law, or an event or circumstance that results in that party’s not having sufficient funds to comply with an obligation to pay money and any consequences of that event or circumstance.

(c) If a Catastrophic Event occurs, the non-complying party shall promptly notify the other party of occurrence of that Catastrophic Event, its effect on performance, and how long the non-complying party expects it to last. Thereafter the non-complying party shall update that information as reasonably necessary. During a Catastrophic Event, the non-complying party shall use reasonable efforts to limit damages to the other party and to resume its performance under this grant agreement.

7. **Non-assignment.** Neither party may assign any of its rights or delegate any of its obligations under this grant agreement without the prior written consent of the other party.

8. **Modification; Waiver.** No amendment of this grant agreement will be effective unless it is in writing and signed by the parties. No waiver of satisfaction of a condition or failure to comply with an obligation under this grant agreement will be effective unless it is in writing and signed by the party granting the waiver, and no such waiver will constitute a waiver of satisfaction of any other condition or failure to comply with any other obligation. To be valid, any document signed by a party under this section 8 must be signed by an officer of the party authorized to do so by the party.

9. **Notices.** (a) For a notice or other communication under this grant agreement to be valid, it must be in writing and delivered (1) by hand, (2) by a national transportation company with all fees prepaid, (3) by registered or certified mail, return receipt requested and postage prepaid, or (4) by email.

(b) Subject to section 9(d), a valid notice or other communication under this section will be effective when received by the party to which it was addressed. It will be deemed to have been received as follows:

- (1) if it is delivered by hand, delivered by a national transportation company with all fees prepaid, or delivered by registered or certified mail, return receipt requested and postage prepaid, upon receipt as indicated by the date on the signed receipt;
- (2) if the party to which it is addressed rejects or otherwise refused to accept it, or if it cannot be delivered because of a change in address for which no notice was given, then upon that rejection, refusal, or inability to deliver;
- (3) if it is delivered by email and the sender does not use RPost, when the recipient, by an email sent to the email address for the sender stated in section 9(c) or by a notice delivered by another method in accordance with this section 9, acknowledges having received that email, with an automatic “read receipt” not constituting acknowledgment of an email for purposes of this

section 9; and

- (4) if it is delivered by email and the sender uses RPost, when the authorized electronic mail agent of the recipient accepted that email message, with the delivery status of at least “delivered to mail server,” as stated in the RPost “Registered Receipt” received by the sender with respect to that email message.

(c) For a notice or communication to a party under this grant agreement to be valid, it must be addressed using the information specified below for that party or any other information specified by that party in a notice in accordance with this section

To Department: Joyce Parker

Deputy State Treasurer
Michigan Department of Treasury
430 W. Allegan St.
Lansing, Michigan 48922
Email: parkerj24@michigan.gov

To the Authority: Chief Executive Officer

Michigan Municipal Services Department
P.O. Box 12012
Lansing, MI 48909
Email: ceo@michiganmsa.org

(d) If a notice or other communication addressed to a party is received after 5:00 p.m. on a business day at the location specified in the address for that party, or on a day that is not a business day, then the notice will be deemed received at 9:00 a.m. on the next business day

10. **Severability.** The parties acknowledge that if a dispute between the parties arises out of this grant agreement or the subject matter of this grant agreement, they would want a court to interpret this grant agreement as follows:

- (1) with respect a provision it holds unenforceable, by modifying that provision to the minimum extent necessary to make it enforceable or, if that modification is not permitted by law, by disregarding that provision;
- (2) if an unenforceable provision is modified or disregarded in accordance with this section 10, by holding that the rest of the agreement will remain in effect as written;
- (3) by holding that any unenforceable provision will remain as written in any circumstances other than those in which the provision is held to be unenforceable;
- (4) if modifying or disregarding the unenforceable provision would result in failure of an essential purpose of this grant agreement, by holding the entire agreement unenforceable.

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

12. **Governing law.** Michigan law governs all adversarial proceedings brought by one party against the other arising out of this grant agreement.

13. **Entire Agreement.** This grant agreement constitutes the entire understanding between the parties with respect to the subject matter of this grant agreement and supersedes all other

agreements, whether written or oral, between the parties.

14. **Effectiveness; Date.** This grant agreement will be effective on the date stated in the introductory paragraph.

Each party is signing this grant agreement on the date indicated in the introductory paragraph.

[signature pages follow]

MICHIGAN DEPARTMENT OF TREASURY

By:

Joyce Parker
Deputy State Treasurer

MICHIGAN MUNICIPAL SERVICES AUTHORITY

By: Chief Executive Officer

SCHEDULE 1
SCOPE OF SERVICES

The Authority shall provide assistance to the management of the CVTs City for a range of improvement activities in CVTs City's organization and procedures, including:

- (1) assisting the City's executive team in long-term planning and system restructuring, including financial projections and budgeting;
- (2) assisting the City with hiring, human resources and personnel processes and activities;
- (3) assisting the City with purchasing and changes to purchasing systems; and
- (4) assisting the City with grants administration and related record-keeping.

The Authority shall complete a work plan in consultation with the Department and the City consistent with the work schedule detailed in schedule 2.

SCHEDULE 2
WORK SCHEDULE

The Authority shall work with the ~~CVT~~City and the Department to review ~~and modify as needed~~ the scope of services detailed in schedule 1 and establish a schedule of activity to accomplish the agreed upon activities as approved by the Department.

The Authority shall provide services ~~as agreed to in writing by the Department, Authority and the CVT receiving service. up to four days per week, which could be a combination of onsite and remote activity through December 31, 2020.~~

First Month

The Authority shall work with the ~~CVT~~City and the Department to establish a work plan to positively impact areas of the ~~CVT's~~City's operations, including timelines for deliverables for the implementation of the work plan implementation

Second Month to Completion

The Authority shall provide monthly reports to the Department and the ~~CVT~~City on progress in implementing the work plan.

The Authority shall recommend periodic adjustments to the work plan as needed, and make modify the work plan as requested by or in consultation with the Department.

SCHEDULE 3
COMMUNITY GRANT DISBURSEMENT SCHEDULE

The Authority will bill hourly on a time and materials basis, to the nearest 1/10th of an hour, at ~~the rate agreed to by the Authority and the Department~~ ~~of to be agreed to by the Authority and the Department~~ ~~\$130.00 per hour~~, based on the ~~individual/firm assigned to the project and the~~ actual time engaged in performing services under this grant agreement. The Department shall reimburse the Authority for reasonable travel expenses incurred in Michigan in the performance of services under this grant agreement.

Total professional fees payable under ~~to~~ this grant agreement must not exceed \$100,000.00 without the prior written approval of the Department, after written notification by the Authority to the Department that includes an estimate of additional services, hours, and costs.



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

April 9, 2021

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

Re: March 2021 Monthly Statements

Enclosed are the following Monthly Statements for your review:

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

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

Thank you.

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

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

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

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

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

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

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

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

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

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

Michigan Municipal Services Authority COMPARATIVE BALANCE SHEET

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

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

Michigan Municipal Services Authority Check Register

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

Michigan Municipal Services Authority Reconciliation Report

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

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

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

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

Checks and Charges

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

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



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

5239

Account Summary - [REDACTED]

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

Withdrawals / Debits

11 items totaling \$25,805.76

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

Deposits / Credits

1 item totaling \$6,760.00

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

Daily Balance Summary

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



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

May 14, 2021

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

Re: April 2021 Monthly Statements

Enclosed are the following Monthly Statements for your review:

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

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

Thank you.

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Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
As of April 30, 2021

	Year Ending	Year Ending		Year To Date	% BDGT
	09/30/2020	09/30/2021	09/30/2021	04/30/2021	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
671000 - Contract Revenue	164,755	150,000	150,000	153,840	102.56 %
Total Revenue	<u>164,755</u>	<u>150,000</u>	<u>150,000</u>	<u>153,840</u>	<u>102.56 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	197,103	181,000	181,000	106,729	58.97 %
710000 - FUTA Taxes	0	0	0	365	0.00 %
715000 - Social Security & Medicare	15,249	13,847	13,847	8,138	58.77 %
718000 - Insurance - Health	12,293	24,798	24,798	8,217	33.13 %
Total Salary and Fringes	<u>224,645</u>	<u>219,645</u>	<u>219,645</u>	<u>123,449</u>	<u>56.20 %</u>
Operating					
752000 - Office Expense	4,010	2,000	2,000	2,399	119.97 %
801000 - Professional and Contractual Services	7,195	0	0	15,390	0.00 %
801500 - Office Rent	7,365	10,740	10,740	2,940	27.37 %
802000 - Legal	15,297	18,000	18,000	0	0.00 %
803000 - Accounting	12,181	16,000	16,000	9,234	57.71 %
803500 - Audit	11,000	11,000	11,000	11,000	100.00 %
804000 - Bank Service Charges	783	2,500	2,500	614	24.56 %
805000 - HR and Benefits Consulting	859	5,000	5,000	0	0.00 %
840000 - Insurance	4,951	2,810	2,810	4,983	177.33 %
861000 - Mileage Reimbursement	2,744	2,500	2,500	0	0.00 %
910000 - Professional Development	2,615	5,000	5,000	0	0.00 %
913000 - Conference Expenses	616	4,000	4,000	195	4.88 %
955000 - Miscellaneous	1,013	2,000	2,000	0	0.00 %
Total Operating	<u>70,629</u>	<u>81,550</u>	<u>81,550</u>	<u>46,755</u>	<u>57.33 %</u>
Total Expenses	<u>295,274</u>	<u>301,195</u>	<u>301,195</u>	<u>170,204</u>	<u>56.51 %</u>
Revenue in Excess of Expenses	<u>(130,519)</u>	<u>(151,195)</u>	<u>(151,195)</u>	<u>(16,364)</u>	<u>10.82 %</u>
Transfers					
699273 - Interfund Transfer In - FMS	135,125	101,168	101,168	0	0.00 %
Total Transfers	<u>135,125</u>	<u>101,168</u>	<u>101,168</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u>4,606</u>	<u>(50,027)</u>	<u>(50,027)</u>	<u>(16,364)</u>	<u>32.71 %</u>

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Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
As of April 30, 2021

	Year Ending 09/30/2020	Year Ending 09/30/2021		Year To Date 04/30/2021	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT
Revenue					
671000 - Contract Revenue	1,105,988	1,557,114	1,557,114	0	0.00 %
Total Revenue	<u>1,105,988</u>	<u>1,557,114</u>	<u>1,557,114</u>	<u>0</u>	<u>0.00 %</u>
Expenses					
Operating					
801000 - Professional and Contractual Services	970,863	1,455,946	1,455,946	698	0.05 %
Total Operating	<u>970,863</u>	<u>1,455,946</u>	<u>1,455,946</u>	<u>698</u>	<u>0.05 %</u>
Total Expenses	<u>970,863</u>	<u>1,455,946</u>	<u>1,455,946</u>	<u>698</u>	<u>0.05 %</u>
Revenue in Excess of Expenses	<u>135,125</u>	<u>101,168</u>	<u>101,168</u>	<u>(698)</u>	<u>(0.69) %</u>
Transfers					
995101 - Transfer Out - GF	(135,125)	(101,168)	(101,168)	0	0.00 %
Total Transfers	<u>(135,125)</u>	<u>(101,168)</u>	<u>(101,168)</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>(698)</u></u>	<u><u>0.00 %</u></u>

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

Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
As of April 30, 2021

	Year Ending	Year Ending		Year To Date	% BDGT
	09/30/2020	09/30/2021	09/30/2021	04/30/2021	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
671000 - Contract Revenue	1,270,743	1,707,114	1,707,114	153,840	9.01 %
Total Revenue	<u>1,270,743</u>	<u>1,707,114</u>	<u>1,707,114</u>	<u>153,840</u>	<u>9.01 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	197,102	181,000	181,000	106,729	58.97 %
710000 - FUTA Taxes	0	0	0	365	0.00 %
715000 - Social Security & Medicare	15,249	13,847	13,847	8,138	58.77 %
718000 - Insurance - Health	12,293	24,798	24,798	8,217	33.13 %
Total Salary and Fringes	<u>224,644</u>	<u>219,645</u>	<u>219,645</u>	<u>123,449</u>	<u>56.20 %</u>
Operating					
752000 - Office Expense	4,010	2,000	2,000	2,399	119.97 %
801000 - Professional and Contractual Services	978,059	1,455,946	1,455,946	16,088	1.10 %
801500 - Office Rent	7,365	10,740	10,740	2,940	27.37 %
802000 - Legal	15,297	18,000	18,000	0	0.00 %
803000 - Accounting	12,181	16,000	16,000	9,234	57.71 %
803500 - Audit	11,000	11,000	11,000	11,000	100.00 %
804000 - Bank Service Charges	783	2,500	2,500	614	24.56 %
805000 - HR and Benefits Consulting	859	5,000	5,000	0	0.00 %
840000 - Insurance	4,951	2,810	2,810	4,983	177.33 %
861000 - Mileage Reimbursement	2,744	2,500	2,500	0	0.00 %
910000 - Professional Development	2,615	5,000	5,000	0	0.00 %
913000 - Conference Expenses	615	4,000	4,000	195	4.88 %
955000 - Miscellaneous	1,014	2,000	2,000	0	0.00 %
Total Operating	<u>1,041,493</u>	<u>1,537,496</u>	<u>1,537,496</u>	<u>47,453</u>	<u>3.09 %</u>
Total Expenses	<u>1,266,137</u>	<u>1,757,141</u>	<u>1,757,141</u>	<u>170,902</u>	<u>9.73 %</u>
Revenue in Excess of Expenses	<u>4,606</u>	<u>(50,027)</u>	<u>(50,027)</u>	<u>(17,062)</u>	<u>34.11 %</u>
Transfers					
699273 - Interfund Transfer In - FMS	135,126	101,168	101,168	0	0.00 %
995101 - Transfer Out - GF	(135,126)	(101,168)	(101,168)	0	0.00 %
Total Transfers	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u>4,606</u>	<u>(50,027)</u>	<u>(50,027)</u>	<u>(17,062)</u>	<u>34.11 %</u>

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

Michigan Municipal Services Authority COMPARATIVE BALANCE SHEET

	PERIOD ENDED 09/30/2020	PERIOD ENDED 04/30/2021	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts	294,675	282,832	(11,843)	(4.01) %
Other Current Assets				
040000 - Accounts Receivable	14,755	0	(14,755)	(100.00) %
123000 - Prepaid Expenses	1,356	695	(661)	(48.73) %
Total Other Assets	16,111	695	(15,416)	(95.68) %
Total Current Assets	310,786	283,527	(27,259)	(8.77) %
TOTAL ASSETS	310,786	283,527	(27,259)	(8.77) %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
202000 - Accounts Payable	5,697	0	(5,697)	(100.00) %
Total Accounts Payable	5,697	0	(5,697)	(100.00) %
Other Current Liabilities				
257000 - Accrued Salaries Wages	4,500	0	(4,500)	(100.00) %
Total Other Current Liabilities	4,500	0	(4,500)	(100.00) %
Total Current Liabilities	10,197	0	(10,197)	(100.00) %
Total Liabilities	10,197	0	(10,197)	(100.00) %
Equity				
390000 - Fund Balance - Unassigned	295,983	300,589	4,607	1.55 %
Net Revenue	4,606	(17,062)	(21,669)	(470.40) %
Total Equity	300,589	283,527	(17,062)	(5.67) %
TOTAL LIABILITIES AND EQUITY	310,786	283,527	(27,259)	(8.77) %

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

Created on: 05/01/2021, 2:08 PM EDT

Michigan Municipal Services Authority Check Register

Date	Payee	Document No	Amount Cleared
	Bank: Bill.com Clearing - Bill.com Clearing	Account No:	
04/06/2021	10029--Vettraino Consulting, LLC		6,156.00 In Transit
04/09/2021	10029--Vettraino Consulting, LLC		58.29 In Transit
04/09/2021	10002--Plante Moran		836.50 In Transit
04/09/2021	10009--Kristen Delaney		1,785.87 In Transit
	Total for Bill.com Clearing		<u>8,836.66</u>
	Bank: Fifth Third - 1244 - Firth Third	Account No: 7169301244	
04/02/2021	10015--Gusto		51.00 04/30/2021
04/15/2021	10015--Gusto		722.39 04/30/2021
04/29/2021	10015--Gusto		722.39 04/30/2021
	Total for Fifth Third - 1244		<u>1,495.78</u>

Michigan Municipal Services Authority Reconciliation Report

As Of 04/30/2021
Account: 5/3 Checking

Statement Ending Balance	282,831.83
Deposits in Transit	0.00
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	282,831.83
Book Balance	282,831.83
Adjustments*	0.00
Adjusted Book Balance	282,831.83

Total Checks and Charges Cleared	13,720.58	Total Deposits Cleared	37,534.25
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Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
Gusto	Gusto Refund	04/07/2021		34.25	
Local Community Stabi- lization Authority	LCSA 3rd Qtr Pmt FY21	04/20/2021		37,500.00	
Total Deposits				37,534.25	0.00

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
Gusto	March 2021 Invoice	04/02/2021		51.00	
General Ledger Entry		04/06/2021		6,156.00	
General Ledger Entry		04/09/2021		2,680.66	
General Ledger Entry	04.15.21 Payroll	04/15/2021		1,645.91	
Gusto	4.15.2021 Payroll	04/15/2021		722.39	
General Ledger Entry	04.29.21 Payroll	04/29/2021		1,645.91	
Gusto	4.29.2021 Payroll	04/29/2021		722.39	
	April 2021 Bank Service Charges	04/30/2021		96.32	
Total Checks and Charges				13,720.58	0.00



Statement Period Date: 4/1/2021 - 4/30/2021
 Account Type: COMM'L 53 ANALYZED
 Account Number: [REDACTED]

MICHIGAN MUNICIPAL SERVICE
 200 TOWNSEND ST STE 900
 LANSING MI 48933



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

5281

Account Summary - [REDACTED]

04/01	Beginning Balance	\$259,018.16	Number of Days in Period	30
	Checks			
8	Withdrawals / Debits	\$(13,720.58)		
2	Deposits / Credits	\$37,534.25		
04/30	Ending Balance	\$282,831.83		

Withdrawals / Debits

8 items totaling \$13,720.58

Date	Amount	Description
04/02	51.00	GUSTO 6semjm8c4t9 FEE 655017 6semjppqe30 MICHIGAN MUNICIPAL SER 040221
04/06	6,156.00	Bill.com Payables 016MOBOWP1R3U6G Michigan Municipal Ser Jaymes Vettraino Bill.com 016MOBOWP1R3U6G Inv #2208 040621
04/09	2,680.66	Bill.com Payables 016WWXNFM1R9P6U Michigan Municipal Ser Multiple Payments Bill.com Payables 016WWXNFM1R9P6U 040921
04/12	96.32	SERVICE CHARGE
04/14	722.39	GUSTO 6SEMJM8GCHV TAX 793919 6semjplfr01 MICHIGAN MUNICIPAL SER 041421
04/14	1,645.91	GUSTO 6SEMJM8GCHS NET 793916 6semjplfqun MICHIGAN MUNICIPAL SER 041421
04/28	722.39	GUSTO 6SEMJM8LJA1 TAX 964673 6semjpn9puu MICHIGAN MUNICIPAL SER 042821
04/28	1,645.91	GUSTO 6SEMJM8LJ9V NET 964671 6semjpn9pup MICHIGAN MUNICIPAL SER 042821

Deposits / Credits

2 items totaling \$37,534.25

Date	Amount	Description
04/07	34.25	GUSTO PAYROLL 6SEMJM8EBS9 TAX 727689 6semjpkk7ct MICHIGAN MUNICIPAL SER 040721
04/20	37,500.00	Bill.com Receivable 016CDLHRP1RPDY1 Michigan Municipal Ser 016CDLHRP1RPDY1 Local Community Bill.com Inv #FYE 2021-03 042021

Daily Balance Summary

Date	Amount	Date	Amount	Date	Amount
04/02	258,967.16	04/09	250,164.75	04/20	285,200.13
04/06	252,811.16	04/12	250,068.43	04/28	282,831.83
04/07	252,845.41	04/14	247,700.13		

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