



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:

<u>Date</u>	<u>Time</u>
Thursday, January 20, 2022	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://www.michiganmsa.org>

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

WEBINAR ID: 835 7398 5229

PASSCODE: 736303

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, January 20, 2022 at 1:30 PM
LIVE ZOOM WEBINAR - [\[Link to Join Webinar\]](#)

Webinar ID: 835 7398 5229

Passcode: 736303

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 November 18, 2021 Executive Committee regular meeting
- V. Administrative Report**
- VI. Old Business**
- VII. New Business**
 - a. Presentation/Approval of Local Government Response Team Development
- 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, November 18, 2021 at 2:00 p.m.

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

MINUTES

Proposed Minutes Approved

MEETING TYPE: Regular Special

I. Call to Order

The meeting was called to order at 2:38 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, Oakland County	X	
Donna Cangemi			X
Scott Erbisch*	Marquette, Marquette County	X	
Aaron Wagner*	Grosse Pointe, Wayne County	X	

*Participated via teleconference.

Other attendees:

- Samantha Harkins, MMSA*
- Kristen Delaney, MMSA*
- Steve Liedel, Dykema*
- Nate Geinzer, Hundred Place*

III. Approval of Agenda

Moved by: Lomako
Supported by: DeLong

Yes: X No: ___

IV. Approval of Minutes

- a. Approval of the minutes from the regular October 14, 2021 Executive Committee meeting.

Moved by: Wagner
Supported by: Lomako

Yes: X No: ___

V. Administrative Report & New Business

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

VI. Old Business

None.

VII. New Business

- a. Resolution 2021-06 Depository Bank Account Signers

Moved by: DeLong
Supported by: Rogensues

Yes: X No: ___

- b. Resolution 2021-07 Schedule of Regular Meetings for Calendar Year 2022

The proposed meeting schedule was discussed. Lomako requested that meetings be moved to the third Thursday to be held in conjunction with Authority Board meetings.

Moved by: Lomako
Supported by: DeLong

Yes: X No: ___

VIII. Public Comment

None.

IX. Other Business

None.

X. Adjournment

Motion to adjourn the meeting 3:15 p.m.

Moved by: DeLong

Supported by: Wagner

Yes: X No:

Certification of Minutes

Approved by the Executive Committee on January 20, 2022.

Authority Secretary

Date



Michigan Municipal Services Authority

January 14, 2022

TO: MMSA Executive Committee Members

RE: Executive Committee meeting report – January 20, 2022

- a. FMS Project Update
Has largely become stagnant. GR is issuing new RFP for current CGI work.
- b. Program presentation: Local Government Rapid Response Teams
PowerPoint will be distributed before the meeting
- c. Monthly Financial Statements
Please find attached monthly financial statements for December 2021

Sincerely,

A handwritten signature in black ink, which appears to read "Samantha Harkins". The signature is fluid and cursive.

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

December 10, 2021

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

Re: November 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

Fiscal Year Ending September 30, 2021 balances are still in draft form and subject to change in conjunction with the audit. Audit fieldwork began November 23, 2021.

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 November 30, 2021

	Year Ending 09/30/2021	Year Ending 09/30/2022		Year To Date 11/30/2021	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT
Revenue					
671000 - Contract Revenue	208,078	150,000	150,000	37,500	25.00 %
Total Revenue	<u>208,078</u>	<u>150,000</u>	<u>150,000</u>	<u>37,500</u>	<u>25.00 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	145,398	57,200	57,200	8,851	15.47 %
710000 - FUTA Taxes	365	375	375	0	0.00 %
715000 - Social Security & Medicare	11,073	4,376	4,376	673	15.38 %
718000 - Insurance - Health	10,246	9,180	9,180	940	10.24 %
Total Salary and Fringes	<u>167,082</u>	<u>71,131</u>	<u>71,131</u>	<u>10,464</u>	<u>14.71 %</u>
Operating					
752000 - Office Expense	2,871	2,000	2,000	0	0.00 %
801000 - Professional and Contractual Services	57,543	80,028	80,028	11,716	14.64 %
801500 - Office Rent	5,968	8,820	8,820	0	0.00 %
802000 - Legal	16,303	18,000	18,000	0	0.00 %
803000 - Accounting	17,359	16,500	16,500	0	0.00 %
803500 - Audit	11,000	11,400	11,400	0	0.00 %
804000 - Bank Service Charges	1,018	1,200	1,200	176	14.63 %
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	0	0.00 %
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>119,640</u>	<u>155,448</u>	<u>155,448</u>	<u>11,892</u>	<u>7.65 %</u>
Total Expenses	<u>286,722</u>	<u>226,579</u>	<u>226,579</u>	<u>22,356</u>	<u>9.87 %</u>
Revenue in Excess of Expenses	<u>(78,644)</u>	<u>(76,579)</u>	<u>(76,579)</u>	<u>15,144</u>	<u>(19.78) %</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>56,481</u>	<u>59,314</u>	<u>59,314</u>	<u>15,144</u>	<u>25.53 %</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 November 30, 2021

**There is no activity in this fund
 as of 11/30/21**

	Year Ending 09/30/2021	Year Ending 09/30/2022	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET
Revenue			
671000 - Contract Revenue	2,076,154	2,077,223	2,077,223
Total Revenue	<u>2,076,154</u>	<u>2,077,223</u>	<u>2,077,223</u>
Expenses			
Operating			
801000 - Professional and Contractual Services	1,941,029	1,941,330	1,941,330
Total Operating	<u>1,941,029</u>	<u>1,941,330</u>	<u>1,941,330</u>
Total Expenses	<u>1,941,029</u>	<u>1,941,330</u>	<u>1,941,330</u>
Revenue in Excess of Expenses	<u>135,125</u>	<u>135,893</u>	<u>135,893</u>
Transfers			
995101 - Transfer Out - GF	(135,125)	135,893	135,893
Total Transfers	<u>(135,125)</u>	<u>135,893</u>	<u>135,893</u>
Change in Equity	<u><u>0</u></u>	<u><u>271,786</u></u>	<u><u>271,786</u></u>

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

	Year Ending	Year Ending		Year To Date	% BDGT
	09/30/2021	09/30/2022	09/30/2022	11/30/2021	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
671000 - Contract Revenue	2,284,231	2,227,223	2,227,223	37,500	1.68 %
Total Revenue	<u>2,284,231</u>	<u>2,227,223</u>	<u>2,227,223</u>	<u>37,500</u>	<u>1.68 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	145,398	57,200	57,200	8,851	15.47 %
710000 - FUTA Taxes	365	375	375	0	0.00 %
715000 - Social Security & Medicare	11,072	4,376	4,376	673	15.38 %
718000 - Insurance - Health	10,247	9,180	9,180	940	10.24 %
Total Salary and Fringes	<u>167,082</u>	<u>71,131</u>	<u>71,131</u>	<u>10,464</u>	<u>14.71 %</u>
Operating					
752000 - Office Expense	2,870	2,000	2,000	0	0.00 %
801000 - Professional and Contractual Services	1,998,572	2,021,358	2,021,358	11,716	0.58 %
801500 - Office Rent	5,968	8,820	8,820	0	0.00 %
802000 - Legal	16,303	18,000	18,000	0	0.00 %
803000 - Accounting	17,359	16,500	16,500	0	0.00 %
803500 - Audit	11,000	11,400	11,400	0	0.00 %
804000 - Bank Service Charges	1,018	1,200	1,200	176	14.63 %
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	0	0.00 %
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>2,060,668</u>	<u>2,096,778</u>	<u>2,096,778</u>	<u>11,892</u>	<u>0.57 %</u>
Total Expenses	<u>2,227,750</u>	<u>2,167,909</u>	<u>2,167,909</u>	<u>22,356</u>	<u>1.03 %</u>
Revenue in Excess of Expenses	<u>56,481</u>	<u>59,314</u>	<u>59,314</u>	<u>15,144</u>	<u>25.53 %</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>56,481</u>	<u>331,100</u>	<u>331,100</u>	<u>15,144</u>	<u>4.57 %</u>

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Michigan Municipal Services Authority COMPARATIVE BALANCE SHEET

	PERIOD ENDED 09/30/2021	PERIOD ENDED 11/30/2021	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts	371,469	376,197	4,728	1.27 %
Other Current Assets				
123000 - Prepaid Expenses	1,562	0	(1,561)	(100.00) %
Total Other Assets	1,562	0	(1,561)	(100.00) %
Total Current Assets	373,031	376,197	3,167	0.84 %
TOTAL ASSETS	373,031	376,197	3,167	0.84 %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
202000 - Accounts Payable	15,960	5,544	(10,416)	(65.26) %
Total Accounts Payable	15,960	5,544	(10,416)	(65.26) %
Total Current Liabilities	15,960	5,544	(10,416)	(65.26) %
Total Liabilities	15,960	5,544	(10,416)	(65.26) %
Equity				
390000 - Fund Balance - Unassigned	300,589	357,071	56,481	18.79 %
Net Revenue	56,482	13,582	(42,898)	(75.95) %
Total Equity	357,071	370,653	13,583	3.80 %
TOTAL LIABILITIES AND EQUITY	373,031	376,197	3,167	0.84 %

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Created on: 12/01/2021, 9:46 PM EDT

Michigan Municipal Services Authority Check Register

Date	Vendor	Document No	Amount Cleared
	Bank: Bill.com Clearing - Bill.com Clearing	Account No:	
11/02/2021	10032--Hundred Place Consulting, LLC		7,020.00 In Transit
11/02/2021	10029--Vettraino Consulting, LLC		4,638.00 In Transit
	Total for Bill.com Clearing		<u><u>11,658.00</u></u>
	Bank: Fifth Third - 1244 - Firth Third	Account No: 7169301244	
11/03/2021	10015--Gusto		51.00 11/30/2021
11/11/2021	10015--Gusto		722.39 11/30/2021
11/24/2021	10015--Gusto		722.39 11/30/2021
11/30/2021	10005--BCBSM		469.90 11/30/2021
	Total for Fifth Third - 1244		<u><u>1,965.68</u></u>

Michigan Municipal Services Authority Reconciliation Report

As Of 11/30/2021
Account: 5/3 Checking

Statement Ending Balance	376,197.16
Deposits in Transit	0.00
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	376,197.16
Book Balance	376,197.16
Adjustments*	0.00
Adjusted Book Balance	376,197.16

Total Checks and Charges Cleared	1,958,030.88	Total Deposits Cleared	1,978,528.58
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Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
General Ledger Entry	Clear up accounts at year end	09/30/2021		1,941,028.44	
General Ledger Entry	Clean up accounts at year end	09/30/2021		0.14	
Local Community Stab- lization Authority	LCSA 1st Qtr Pmt FY22	11/09/2021		37,500.00	
Total Deposits				1,978,528.58	0.00

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
General Ledger Entry	Clean up accounts at year end	09/30/2021		0.14	
General Ledger Entry	Clear up accounts at year end	09/30/2021		1,941,028.44	
General Ledger Entry	Bill.com 11/02/21 Payables Funding	11/02/2021		11,658.00	
General Ledger Entry	11.24.21 Payroll	11/02/2021		1,645.91	
Gusto	October 2021 Invoice	11/03/2021		51.00	
	November 2021 Bank Fee	11/10/2021		86.80	
General Ledger Entry	11.11.21 Payroll	11/11/2021		1,645.91	
Gusto	11.11.2021 Payroll	11/11/2021		722.39	
Gusto	11.24.2021 Payroll	11/24/2021		722.39	
BCBSM	Health Care Premium December 2021	11/30/2021		469.90	
Total Checks and Charges				1,958,030.88	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

4965

Statement Period Date: 11/1/2021 - 11/30/2021

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]

11/01	Beginning Balance	\$355,699.46	Number of Days in Period	30
	Checks			
8	Withdrawals / Debits	\$(17,002.30)		
1	Deposits / Credits	\$37,500.00		
11/30	Ending Balance	\$376,197.16		

Withdrawals / Debits

8 items totaling \$17,002.30

Date	Amount	Description
11/02	11,658.00	Bill.com Payables 016TJMCXR1ZXCWY Michigan Municipal Ser Multiple Payments Bill.com Payables 016TJMCXR1ZXCWY 110221
11/03	51.00	GUSTO 6semjmb21k FEE 322100 6semjqk3rc MICHIGAN MUNICIPAL SER 110321
11/09	722.39	GUSTO 6SEMJBVCI3 TAX 431171 6semjqlk24k MICHIGAN MUNICIPAL SER 110921
11/09	1,645.91	GUSTO 6SEMJBVCI1 NET 431169 6semjqlk242 MICHIGAN MUNICIPAL SER 110921
11/10	86.80	SERVICE CHARGE
11/23	722.39	GUSTO 6SEMJMC7G3G TAX 696944 6semjqnobvv MICHIGAN MUNICIPAL SER 112321
11/23	1,645.91	GUSTO 6SEMJMC7G3E NET 696942 6semjqnobvo MICHIGAN MUNICIPAL SER 112321
11/30	469.90	BCBS Michigan PREMIUM MS283851 MICHIGAN MUNICIPAL SER 113021

Deposits / Credits

1 item totaling \$37,500.00

Date	Amount	Description
11/09	37,500.00	Local Community Receivable 016KHBCYZ20A5B9 Michigan Municipal Ser 016KHBCYZ20A5B9 Local Community Bill.com Inv #FYE 2022-01 110921

Daily Balance Summary

Date	Amount	Date	Amount	Date	Amount
11/02	344,041.46	11/09	379,122.16	11/23	376,667.06
11/03	343,990.46	11/10	379,035.36	11/30	376,197.16

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

January 14, 2022

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

Re: December 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
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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 December 31, 2021

	Year Ending 09/30/2021	Year Ending 09/30/2022		Year To Date 12/31/2021	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT
Revenue					
671000 - Contract Revenue	208,078	150,000	150,000	37,500	25.00 %
Total Revenue	<u>208,078</u>	<u>150,000</u>	<u>150,000</u>	<u>37,500</u>	<u>25.00 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	145,398	57,200	57,200	13,296	23.24 %
710000 - FUTA Taxes	365	375	375	0	0.00 %
715000 - Social Security & Medicare	11,073	4,376	4,376	1,010	23.08 %
718000 - Insurance - Health	10,246	9,180	9,180	1,461	15.91 %
Total Salary and Fringes	<u>167,082</u>	<u>71,131</u>	<u>71,131</u>	<u>15,767</u>	<u>22.17 %</u>
Operating					
752000 - Office Expense	2,871	2,000	2,000	400	20.01 %
801000 - Professional and Contractual Services	57,543	80,028	80,028	24,196	30.23 %
801500 - Office Rent	8,996	8,820	8,820	0	0.00 %
802000 - Legal	16,303	18,000	18,000	0	0.00 %
803000 - Accounting	17,359	16,500	16,500	3,438	20.84 %
803500 - Audit	11,000	11,400	11,400	0	0.00 %
804000 - Bank Service Charges	1,018	1,200	1,200	261	21.73 %
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	1,561	20.82 %
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>29,856</u>	<u>19.21 %</u>
Total Expenses	<u>289,750</u>	<u>226,579</u>	<u>226,579</u>	<u>45,623</u>	<u>20.14 %</u>
Revenue in Excess of Expenses	<u>(81,672)</u>	<u>(76,579)</u>	<u>(76,579)</u>	<u>(8,123)</u>	<u>10.61 %</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>(8,123)</u>	<u>(13.70) %</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 December 31, 2021

There is no activity in this fund as of
 12/31/21

	Year Ending 09/30/2021	Year Ending 09/30/2022	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET
Revenue			
671000 - Contract Revenue	2,076,154	2,077,223	2,077,223
Total Revenue	<u>2,076,154</u>	<u>2,077,223</u>	<u>2,077,223</u>
Expenses			
Operating			
801000 - Professional and Contractual Services	1,941,029	1,941,330	1,941,330
Total Operating	<u>1,941,029</u>	<u>1,941,330</u>	<u>1,941,330</u>
Total Expenses	<u>1,941,029</u>	<u>1,941,330</u>	<u>1,941,330</u>
Revenue in Excess of Expenses	<u>135,125</u>	<u>135,893</u>	<u>135,893</u>
Transfers			
995101 - Transfer Out - GF	(135,125)	135,893	135,893
Total Transfers	<u>(135,125)</u>	<u>135,893</u>	<u>135,893</u>
Change in Equity	<u><u>0</u></u>	<u><u>271,786</u></u>	<u><u>271,786</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 December 31, 2021

	Year Ending 09/30/2021	Year Ending 09/30/2022		Year To Date 12/31/2021	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT
Revenue					
671000 - Contract Revenue	2,284,231	2,227,223	2,227,223	37,500	1.68 %
Total Revenue	<u>2,284,231</u>	<u>2,227,223</u>	<u>2,227,223</u>	<u>37,500</u>	<u>1.68 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	145,398	57,200	57,200	13,296	23.24 %
710000 - FUTA Taxes	365	375	375	0	0.00 %
715000 - Social Security & Medicare	11,072	4,376	4,376	1,010	23.08 %
718000 - Insurance - Health	10,247	9,180	9,180	1,461	15.91 %
Total Salary and Fringes	<u>167,082</u>	<u>71,131</u>	<u>71,131</u>	<u>15,767</u>	<u>22.17 %</u>
Operating					
752000 - Office Expense	2,870	2,000	2,000	400	20.01 %
801000 - Professional and Contractual Services	1,998,572	2,021,358	2,021,358	24,196	1.20 %
801500 - Office Rent	8,996	8,820	8,820	0	0.00 %
802000 - Legal	16,303	18,000	18,000	0	0.00 %
803000 - Accounting	17,359	16,500	16,500	3,438	20.84 %
803500 - Audit	11,000	11,400	11,400	0	0.00 %
804000 - Bank Service Charges	1,018	1,200	1,200	261	21.73 %
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	1,561	20.82 %
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>29,856</u>	<u>1.42 %</u>
Total Expenses	<u>2,230,778</u>	<u>2,167,909</u>	<u>2,167,909</u>	<u>45,623</u>	<u>2.10 %</u>
Revenue in Excess of Expenses	<u>53,453</u>	<u>59,314</u>	<u>59,314</u>	<u>(8,123)</u>	<u>(13.70) %</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>(8,123)</u>	<u>(2.45) %</u>

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Michigan Municipal Services Authority COMPARATIVE BALANCE SHEET

	PERIOD ENDED 09/30/2021	PERIOD ENDED 12/31/2021	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts	371,469	353,627	(17,842)	(4.80) %
Other Current Assets				
123000 - Prepaid Expenses	1,562	0	(1,561)	(100.00) %
Total Other Assets	1,562	0	(1,561)	(100.00) %
Total Current Assets	373,031	353,627	(19,403)	(5.20) %
TOTAL ASSETS	373,031	353,627	(19,403)	(5.20) %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
202000 - Accounts Payable	18,988	7,708	(11,280)	(59.40) %
Total Accounts Payable	18,988	7,708	(11,280)	(59.40) %
Total Current Liabilities	18,988	7,708	(11,280)	(59.40) %
Total Liabilities	18,988	7,708	(11,280)	(59.40) %
Equity				
390000 - Fund Balance - Unassigned	300,589	354,043	53,453	17.78 %
Net Revenue	53,454	(8,124)	(61,576)	(115.19) %
Total Equity	354,043	345,919	(8,123)	(2.29) %
TOTAL LIABILITIES AND EQUITY	373,031	353,627	(19,403)	(5.20) %

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Created on: 01/01/2022, 7:58 PM EDT

Michigan Municipal Services Authority Check Register

Date	Vendor	Document No	Amount Cleared
Bank: Bill.com Clearing - Bill.com Clearing		Account No:	
12/02/2021	10032--Hundred Place Consulting, LLC		4,680.00 In Transit
12/06/2021	10029--Vettraino Consulting, LLC		3,120.00 In Transit
12/21/2021	10003--Dykema Gossett, PLLC		5,544.00 In Transit
12/21/2021	10009--Kristen Delaney		400.12 In Transit
12/21/2021	10002--Plante Moran		3,438.28 In Transit
Total for Bill.com Clearing			<u>17,182.40</u>
Bank: Fifth Third - 1244 - Firth Third		Account No: 7169301244	
12/02/2021	10015--Gusto		45.00 12/31/2021
12/09/2021	10015--Gusto		722.39 12/31/2021
12/23/2021	10015--Gusto		722.39 12/31/2021
12/28/2021	10005--BCBSM		520.95 12/31/2021
Total for Fifth Third - 1244			<u>2,010.73</u>

Michigan Municipal Services Authority Reconciliation Report

As Of 12/31/2021
Account: 5/3 Checking

Statement Ending Balance	353,627.10
Deposits in Transit	0.00
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	353,627.10
Book Balance	353,627.10
Adjustments*	0.00
Adjusted Book Balance	353,627.10

Total Checks and Charges Cleared	22,570.06	Total Deposits Cleared	0.00
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Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
Total Deposits				0.00	0.00

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
Gusto	November 2021 Invoice	12/02/2021		45.00	
General Ledger Entry	Bill.com 12/02/21	12/02/2021		4,680.00	
General Ledger Entry	Payables Funding				
General Ledger Entry	Bill.com 12/06/21	12/06/2021		3,120.00	
General Ledger Entry	Payables Funding				
Gusto	12.09.2021 Payroll	12/09/2021		722.39	
General Ledger Entry	12.09.21 Payroll	12/09/2021		1,645.91	
General Ledger Entry	December 2021 Bank Fee	12/10/2021		85.11	
General Ledger Entry	Bill.com 12/21/21	12/21/2021		9,382.40	
General Ledger Entry	Payables Funding				
Gusto	12.23.2021 Payroll	12/23/2021		722.39	
General Ledger Entry	12.23.21 Payroll	12/23/2021		1,645.91	
BCBSM	Health Care Premium	12/28/2021		520.95	
General Ledger Entry	January 2022				
Total Checks and Charges				22,570.06	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

5273

Statement Period Date: 12/1/2021 - 12/31/2021

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]

12/01	Beginning Balance	\$376,197.16	Number of Days in Period	31
	Checks			
10	Withdrawals / Debits	\$(22,570.06)		
	Deposits / Credits			
12/31	Ending Balance	\$353,627.10		

Withdrawals / Debits

10 items totaling \$22,570.06

Date	Amount	Description
12/02	45.00	GUSTO 6semjmccs0l FEE 872981 6semjqp98s4 MICHIGAN MUNICIPAL SER 120221
12/02	4,680.00	Bill.com Payables 016JNGJGN218TJ3 Michigan Municipal Ser Hundred Place Consulting, LLC Bill.com 016JNGJGN218TJ3 Inv #1027 120221
12/06	3,120.00	Bill.com Payables 016TTYCZE21DJGH Michigan Municipal Ser Jaymes Vettraino Bill.com 016TTYCZE21DJGH Inv #2257 120621
12/08	722.39	GUSTO 6SEMJMCGFEP TAX 991193 6semjqf0g1 MICHIGAN MUNICIPAL SER 120821
12/08	1,645.91	GUSTO 6SEMJMCGFEN NET 991191 6semjqf0ft MICHIGAN MUNICIPAL SER 120821
12/10	85.11	SERVICE CHARGE
12/21	9,382.40	Bill.com Payables 016CQRGPF2220V1 Michigan Municipal Ser Multiple Payments Bill.com Payables 016CQRGPF2220V1 122121
12/22	722.39	GUSTO 6SEMJMCGQ011 TAX 303649 6semjqsrerd MICHIGAN MUNICIPAL SER 122221
12/22	1,645.91	GUSTO 6SEMJMCGQ0IT NET 303645 6semjqsrer8 MICHIGAN MUNICIPAL SER 122221
12/28	520.95	BCBS Michigan PREMIUM MS283851 MICHIGAN MUNICIPAL SER 122821

Daily Balance Summary

Date	Amount	Date	Amount	Date	Amount
12/02	371,472.16	12/10	365,898.75	12/22	354,148.05
12/06	368,352.16	12/21	356,516.35	12/28	353,627.10
12/08	365,983.86				

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