

**BILLS**  
**9.9.2020**

<b>PREVIOUSLY PAID</b>	FIRE	\$19,562.52
	GENERAL	\$2,220.97
<b>PAYROLL</b>	FIRE -	\$60,894.85
	GENERAL	\$15,272.44
<b>OPEN INVOICES</b>	FIRE -	\$5,980.25
	GENERAL	\$22,009.62
<b>TAX DISBURSEMENTS</b>		\$4,188,020.26
<b>TRUST &amp; AGENCY</b>	Paid	\$2,435.00
	Open	\$115.00
<b>TOTALS</b>		\$4,316,510.91

REVENUE AND EXPENDITURE REPORT FOR ARMADA TOWNSHIP

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	NORMAL	09/30/2020	09/30/2020	MONTH 09/30/2020		
Fund 101 - GENERAL FUND								
Revenues								
Dept 000								
101-000-410.001	TAX REVENUE	245,103.00		10.93		0.00	245,092.07	0.00
101-000-410.002	TAX COLLECTION INCOME	5,000.00		4,423.75		0.00	576.25	88.48
101-000-445.000	FORFEITED BONDS / REINSPECTIONS	2,000.00		5,290.89		0.00	(3,290.89)	264.54
101-000-451.000	BUILDING PERMITS	53,000.00		16,700.00		0.00	36,300.00	31.51
101-000-452.000	ELECTRICAL PERMITS	16,000.00		6,378.00		0.00	9,622.00	39.86
101-000-453.000	MECHANICAL PERMITS	15,000.00		6,340.00		0.00	8,660.00	42.27
101-000-454.000	PLUMBING PERMITS	7,500.00		3,654.00		0.00	3,846.00	48.72
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE DIS	3,500.00		0.00		0.00	3,500.00	0.00
101-000-574.001	LIQUOR / STATE SHARED	1,350.00		1,143.45		0.00	206.55	84.70
101-000-574.002	SALES / USE STATE SHARED	320,524.00		21,255.50		0.00	299,268.50	6.63
101-000-574.003	METRO ACT REVENUE	4,750.00		0.00		0.00	4,750.00	0.00
101-000-587.001	SMART- MUNICIPAL	4,672.00		0.00		0.00	4,672.00	0.00
101-000-587.002	SMART - COMMUNITY	7,393.00		650.00		0.00	6,743.00	8.79
101-000-626.000	PROPERTY LEASE - FARMING	1,434.00		1,433.70		0.00	0.30	99.98
101-000-626.003	MISC./REFUNDS/FOIA/DTE BERLIN	1,000.00		176.40		0.00	823.60	17.64
101-000-626.004	ORDINANCE ENFORCEMENT	1,500.00		291.67		0.00	1,208.33	19.44
101-000-626.023	SALE OF PROPERTY	1.00		500.00		0.00	(499.00)	50,000.00
101-000-642.001	ZONING BOARD OF APPEALS	550.00		0.00		0.00	550.00	0.00
101-000-642.002	ZONING SPLITS/LAND DIVISION	3,500.00		1,675.00		0.00	1,825.00	47.86
101-000-642.004	XEROX / ZONING BOOKS	50.00		0.00		0.00	50.00	0.00
101-000-642.005	OTHER GRANT REVENUE	1.00		0.00		0.00	1.00	0.00
101-000-642.006	ELECTION REIMBURSEMENT	9,000.00		6,602.07		0.00	2,397.93	73.36
101-000-642.007	ALPHA 1 FIRE PAYMENT**	10,000.00		0.00		0.00	10,000.00	0.00
101-000-664.000	INTEREST REVENUE	10,000.00		594.86		0.00	9,405.14	5.95
101-000-665.004	SPECIAL MTGS / REVIEWS-PLANNING	30,000.00		3,275.50		0.00	26,724.50	10.92
101-000-665.005	CEMETERY PLOTS	2,400.00		0.00		0.00	2,400.00	0.00
101-000-671.000	PARK SUPPLIES	100.00		0.00		0.00	100.00	0.00
101-000-674.001	F.O.A. PLAYSCAPE CONTRIBUTION	1.00		0.00		0.00	1.00	0.00
101-000-698.000	BOND/INSURANCE RECOVERIES	1.00		1,814.54		0.00	(1,813.54)	181,454.
Total Dept 000		755,330.00		82,210.26		0.00	673,119.74	10.88
TOTAL REVENUES								
		755,330.00		82,210.26		0.00	673,119.74	10.88
Expenditures								
Dept 000								
101-000-758.000	SENIOR SMART MUNICIPAL CREDITS	4,362.00		0.00		0.00	4,362.00	0.00
101-000-759.001	SENIOR SMART COMMUNITY CREDITS	4,361.50		650.00		0.00	3,711.50	14.90
101-000-759.002	P.A.L. SMART COMMUNITY CREDITS	4,361.50		0.00		0.00	4,361.50	0.00
101-000-759.003	ACEP SMART COMMUNITY CREDITS	650.00		0.00		0.00	650.00	0.00
101-000-975.003	OFFICE IMPROVEMENTS	2,000.00		0.00		0.00	2,000.00	0.00
101-000-980.008	COMPUTER - MISC	1,000.00		150.00		0.00	850.00	15.00
101-000-980.013	SEWER - ENG/PERMITS/ERASEMENTS	45,000.00		2,500.00		0.00	42,500.00	5.56
101-000-980.014	ENGINEER - ALT	5,000.00		0.00		0.00	5,000.00	0.00
101-000-980.015	DIGITAL RECORDING SYSTEM	2,500.00		0.00		0.00	2,500.00	0.00
101-000-980.136	LAND PURCHASE	1.00		0.00		0.00	1.00	0.00
101-000-980.140	F.O.A. PLAYSCAPE EXPENSE	1.00		0.00		0.00	1.00	0.00
101-000-980.141	F.O.A. PLAYSCAPE MATCH	1.00		0.00		0.00	1.00	0.00
Total Dept 000		69,238.00		3,300.00		0.00	65,938.00	4.77
Dept 101 - GOVERNMENTAL								
101-101-704.000	WAGES - TRUSTEES	7,891.00		3,287.50		657.50	4,603.50	41.66

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE (ABNORMAL)	% BDT USED
		AMENDED BUDGET	NORMAL	09/30/2020 (ABNORMAL)	09/30/2020 INCREASE (DECREASE)	MONTH 09/30/2020 INCREASE (DECREASE)			
Fund 101 - GENERAL FUND									
Expenditures									
101-101-719.000	LIFE INSURANCE - GOVERNMENTAL	1,500.00		540.36		0.00		959.64	36.02
101-101-721.000	EMPLOYER'S FICA	490.00		203.82		40.76		286.18	41.60
101-101-722.000	EMPLOYER'S MEDICARE	115.00		47.66		9.53		67.34	41.44
101-101-727.000	OFFICE SUPPLIES - TOWNSHIP	4,500.00		1,621.20		0.00		2,878.80	36.03
101-101-780.000	POSTAGE - GOVT	3,500.00		837.62		0.00		2,662.38	23.93
101-101-803.000	AUDIT	7,750.00		8,375.00		0.00		(625.00)	108.06
101-101-804.001	FINANCIAL ADVISOR - BOND RATING	25,000.00		0.00		0.00		25,000.00	0.00
101-101-835.000	INSURANCE/BONDS	10,000.00		6,000.20		0.00		3,999.80	60.00
101-101-850.000	INTERNET/PHONE/CABLE/ETC.	5,000.00		2,246.09		0.00		2,753.91	44.92
101-101-860.000	MTA MEMBERSHIP/MILEAGE	7,000.00		5,990.05		0.00		1,009.95	85.57
101-101-861.000	EDUCATION/TRAINING - GOVT	1,500.00		0.00		0.00		1,500.00	0.00
101-101-864.000	SIREN/MAINTENANCE	3,200.00		535.78		0.00		2,664.22	16.74
101-101-901.000	PRINTING/PUBLISHING - GOVT	3,000.00		425.63		0.00		2,574.37	14.19
101-101-922.000	STREET LIGHTING - GOVT	6,000.00		1,471.89		244.52		4,528.11	24.53
101-101-923.000	IT SUPPORT-SERVICE CONTRACT	5,500.00		200.00		0.00		5,300.00	3.64
101-101-930.000	MAINTENANCE - HALL	12,000.00		1,142.41		0.00		10,857.59	9.52
101-101-940.000	COPIER LEASE	2,800.00		1,292.74		0.00		1,507.26	46.17
101-101-955.000	PROPERTY EXPENSES/TAXES	2,100.00		476.37		0.00		1,623.63	22.68
101-101-960.000	MISCELLANEOUS EXPENSE	500.00		0.00		0.00		500.00	0.00
101-101-961.000	FLAGS, BANNERS, SIGNS	550.00		316.80		0.00		233.20	57.60
101-101-964.000	REFUNDS	200.00		0.00		0.00		200.00	0.00
101-101-965.000	SERVICE CHARGES	200.00		35.70		0.00		164.30	17.85
Total Dept 101 - GOVERNMENTAL		110,296.00		35,046.82		952.31		75,249.18	31.78
Dept 171 - SUPERVISOR									
101-171-704.000	WAGES - SUPERVISOR	27,140.00		11,221.37		0.00		15,918.63	41.35
101-171-721.000	EMPLOYER'S FICA	1,906.00		788.00		0.00		1,118.00	41.34
101-171-722.000	EMPLOYER'S MEDICARE	446.00		184.28		0.00		261.72	41.32
101-171-723.000	HEALTH INSURANCE	3,600.00		1,488.44		0.00		2,111.56	41.35
101-171-860.000	MEMBERSHIPS/MILEAGE	625.00		0.00		0.00		625.00	0.00
101-171-861.000	EDUCATION/TRAINING	625.00		0.00		0.00		625.00	0.00
Total Dept 171 - SUPERVISOR		34,342.00		13,682.09		0.00		20,659.91	39.84
Dept 191 - ELECTIONS									
101-191-704.000	WAGES - ELECTIONS	8,000.00		2,782.70		0.00		5,217.30	34.78
101-191-727.000	OFFICE SUPPLIES - ELECTIONS	500.00		83.56		0.00		416.44	16.71
101-191-731.000	VOTING MATERIALS/EQUIPMENT	4,500.00		3,808.74		0.00		691.26	84.64
101-191-780.000	POSTAGE - ELECTIONS	1,500.00		695.74		0.00		804.26	46.38
101-191-860.000	MEMBERSHIPS/MILEAGE	650.00		41.40		0.00		608.60	6.37
101-191-861.000	EDUCATION/TRAINING	650.00		20.00		0.00		630.00	3.08
101-191-901.000	PRINTING/PUBLISHING -ELECTIONS	1,600.00		504.60		0.00		1,095.40	31.54
101-191-957.000	MEALS	700.00		286.36		0.00		413.64	40.91
Total Dept 191 - ELECTIONS		18,100.00		8,223.10		0.00		9,876.90	45.43
Dept 209 - ASSESSING									
101-209-704.000	WAGES - ASSESSING	41,352.00		13,384.00		0.00		27,968.00	32.37
101-209-704.001	WAGES ASSESSING DATA PROJECT	7,200.00		2,400.00		0.00		4,800.00	33.33
101-209-715.000	LAND DIVISION	4,000.00		325.00		0.00		3,675.00	8.13
101-209-727.000	OFFICE SUPPLIES	100.00		0.00		0.00		100.00	0.00
101-209-780.000	POSTAGE - ASSESSING	2,000.00		15.40		0.00		1,984.60	0.77

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 09/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-209-811.000	COMPUTER SUPPORT/MAINT ASSESSING	1,264.00	1,264.00	0.00	0.00	100.00
101-209-811.001	APEX SOFTWARE/SUPPORT FEE	830.00	0.00	0.00	830.00	0.00
101-209-860.000	MEMBERSHIPS/MILEAGE	250.00	0.00	0.00	250.00	0.00
101-209-861.000	EDUCATION/TRAINING	800.00	0.00	0.00	800.00	0.00
Total Dept 209 - ASSESSING						
		57,796.00	17,388.40	0.00	40,407.60	30.09
Dept 210 - ATTORNEY						
101-210-815.000	MISC MATTERS - ATTORNEY	22,500.00	6,910.00	0.00	15,590.00	30.71
101-210-820.000	SEWER - ATTORNEY	15,000.00	1,080.00	0.00	13,920.00	7.20
Total Dept 210 - ATTORNEY						
		37,500.00	7,990.00	0.00	29,510.00	21.31
Dept 215 - CLERK						
101-215-704.000	WAGES - CLERK	32,076.00	13,262.15	0.00	18,813.85	41.35
101-215-705.000	DEPUTY WAGES - CLERK	16,000.00	6,655.82	0.00	9,344.18	41.60
101-215-721.000	EMPLOYER'S FICA	3,204.00	1,325.45	0.00	1,878.55	41.37
101-215-722.000	EMPLOYER'S MEDICARE	750.00	309.97	0.00	440.03	41.33
101-215-723.000	HEALTH INSURANCE	3,600.00	1,488.44	0.00	2,111.56	41.35
101-215-811.000	COMPUTER SUPPORT/MAINT CLERK	3,021.00	0.00	0.00	3,021.00	0.00
101-215-860.000	MEMBERSHIPS/MILEAGE	800.00	0.00	0.00	800.00	0.00
101-215-861.000	EDUCATION/TRAINING	600.00	0.00	0.00	600.00	0.00
Total Dept 215 - CLERK						
		60,051.00	23,041.83	0.00	37,009.17	38.37
Dept 247 - BOARD OF REVIEW						
101-247-704.000	WAGES - BOARD OF REVIEW	800.00	0.00	0.00	800.00	0.00
101-247-721.000	EMPLOYER'S FICA	49.60	0.00	0.00	49.60	0.00
101-247-722.000	EMPLOYER'S MEDICARE	11.60	0.00	0.00	11.60	0.00
101-247-861.000	EDUCATION/TRAINING	600.00	0.00	0.00	600.00	0.00
101-247-901.000	PRINTING/PUBLISHING - B.O.R.	100.00	0.00	0.00	100.00	0.00
101-247-957.000	MEALS	100.00	0.00	0.00	100.00	0.00
Total Dept 247 - BOARD OF REVIEW						
		1,661.20	0.00	0.00	1,661.20	0.00
Dept 253 - TREASURER						
101-253-704.000	WAGES - TREASURER	29,802.00	12,321.97	0.00	17,480.03	41.35
101-253-705.000	DEPUTY WAGES - TREASURER	15,500.00	4,676.81	0.00	10,823.19	30.17
101-253-721.000	EMPLOYER'S FICA	3,032.00	1,144.45	0.00	1,887.55	37.75
101-253-722.000	EMPLOYER'S MEDICARE	710.00	267.65	0.00	442.35	37.70
101-253-723.000	HEALTH INSURANCE	3,600.00	1,488.44	0.00	2,111.56	41.35
101-253-780.000	POSTAGE/MAILINGS - TREASURER	3,500.00	1,186.22	0.00	2,313.78	33.89
101-253-811.000	COMPUTER SUPPORT/MAINT TREAS	1,113.00	1,113.00	0.00	0.00	100.00
101-253-860.000	MEMBERSHIPS/MILEAGE	400.00	0.00	0.00	400.00	0.00
101-253-861.000	EDUCATION/TRAINING -TREASURER	800.00	0.00	0.00	800.00	0.00
Total Dept 253 - TREASURER						
		58,457.00	22,198.54	0.00	36,258.46	37.97
Dept 265 - BUILDING & GROUNDS						
101-265-704.000	WAGES - BLDG/GROUNDS	5,000.00	437.41	0.00	4,562.59	8.75
101-265-721.000	EMPLOYER'S FICA	124.00	27.12	0.00	96.88	21.87

User: CLERK

DB: ARMADA TWP

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 09/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-265-722.000	EMPLOYER'S MEDICARE	30.00	6.34	0.00	23.66	21.13
101-265-741.000	MAINT./SUPPLIES/SNOW/GRASS	13,000.00	630.00	0.00	12,370.00	4.85
101-265-920.000	UTILITIES	5,000.00	2,143.13	0.00	2,856.87	42.86
Total Dept 265 - BUILDING & GROUNDS		23,154.00	3,244.00	0.00	19,910.00	14.01
Dept 276 - TOWNSHIP CEMETERY						
101-276-930.000	MAINTENANCE - CEMETERY	2,500.00	1,275.00	0.00	1,225.00	51.00
Total Dept 276 - TOWNSHIP CEMETERY		2,500.00	1,275.00	0.00	1,225.00	51.00
Dept 301 - ORDINANCE ENFORCEMENT						
101-301-704.000	WAGES - CODE OFFICIAL	3,600.00	1,250.00	250.00	2,350.00	34.72
101-301-711.000	LIQUOR INSPECTIONS	1,300.00	497.30	99.46	802.70	38.25
101-301-721.000	EMPLOYER'S FICA	305.00	108.33	21.67	196.67	35.52
101-301-722.000	EMPLOYER'S MEDICARE	71.00	25.34	5.07	45.66	35.69
101-301-860.000	MEMBERSHIPS/MILEAGE	350.00	0.00	0.00	350.00	0.00
101-301-960.000	TELEPHONE - CODE OFFICIAL	1,000.00	393.46	0.00	606.54	39.35
Total Dept 301 - ORDINANCE ENFORCEMENT		6,626.00	2,274.43	376.20	4,351.57	34.33
Dept 371 - INSPECTIONS						
101-371-704.000	WAGES - INSPECTIONS	35,450.00	12,975.00	1,680.00	22,475.00	36.60
101-371-706.000	ELECTRICAL WAGES	7,500.00	2,561.85	563.50	4,938.15	34.16
101-371-707.000	MECHANICAL WAGES	6,000.00	2,110.77	678.19	3,889.23	35.18
101-371-708.000	PLUMBING WAGES	4,500.00	1,668.79	461.78	2,831.21	37.08
101-371-709.000	SECRETARY WAGES	31,456.80	13,006.20	0.00	18,450.60	41.35
101-371-709.001	VACATION- SECY	2,458.56	1,663.86	0.00	794.70	67.68
101-371-721.000	EMPLOYER'S FICA	5,488.12	2,199.44	209.77	3,288.68	40.08
101-371-722.000	EMPLOYER'S MEDICARE	1,326.30	514.35	49.05	811.95	38.78
101-371-723.000	HEALTH INSURANCE	3,600.00	1,488.44	0.00	2,111.56	41.35
101-371-724.000	RETIREMENT	1,917.61	803.60	0.00	1,114.01	41.91
101-371-727.000	OFFICE SUPPLIES - INSPECTIONS	500.00	98.00	0.00	402.00	19.60
101-371-780.000	POSTAGE - BUILDING	100.00	14.50	0.00	85.50	14.50
101-371-811.000	COMPUTER SUPPORT/MAINT BLDG	1,182.00	0.00	0.00	1,182.00	0.00
101-371-850.000	TELEPHONE - BLDG	1,000.00	417.18	0.00	582.82	41.72
101-371-860.000	MEMBERSHIPS/MILEAGE	1,300.00	421.13	0.00	878.87	32.39
101-371-964.000	REFUNDS	400.00	0.00	0.00	400.00	0.00
Total Dept 371 - INSPECTIONS		104,179.39	39,943.11	3,642.29	64,236.28	38.34
Dept 400 - PLANNING COMMISSION						
101-400-704.000	WAGES - PLANNING	6,228.00	1,038.00	72.00	5,190.00	16.67
101-400-714.000	MEETING PER DEIM	900.00	225.00	0.00	675.00	25.00
101-400-721.000	EMPLOYER'S FICA	442.00	78.31	4.46	363.69	17.72
101-400-722.000	EMPLOYER'S MEDICARE	104.00	18.33	1.04	85.67	17.63
101-400-780.000	POSTAGE - PLANNING	200.00	153.25	0.00	46.75	76.63
101-400-806.100	SITE PLAN REVIEWS/PLANNER/ENG/FIRE	30,000.00	2,014.00	0.00	27,986.00	6.71
101-400-814.000	COMMUNITY PLANNER	8,760.00	2,920.00	0.00	5,840.00	33.33
101-400-822.000	P.D.R. COMMITTEE	750.00	0.00	0.00	750.00	0.00
101-400-861.000	EDUCATION/TRAINING	1,000.00	0.00	0.00	1,000.00	0.00
101-400-901.000	PRINTING/PUBLISHING - PLANNING	750.00	105.30	0.00	644.70	14.04



PERIOD ENDING 09/30/2020

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Fund 101 - GENERAL FUND						
Expenditures						
101-794-704.000	WAGES - SENIOR CENTER	15,000.00	345.00	165.00	14,655.00	2.30
101-794-721.000	EMPLOYER'S FICA	930.00	21.39	10.23	908.61	2.30
101-794-722.000	EMPLOYER'S MEDICARE	218.00	5.00	2.39	213.00	2.29
101-794-727.000	OFFICE SUPPLIES	1,500.00	319.99	0.00	1,180.01	21.33
101-794-771.000	BINGO/CRAFTS/PICNIC	3,000.00	91.19	0.00	2,908.81	3.04
101-794-780.000	POSTAGE - SENIORS	1,150.00	0.00	0.00	1,150.00	0.00
101-794-850.000	INTERNET/PHONE/CABLE/ETC.	2,400.00	827.00	0.00	1,573.00	34.46
101-794-920.000	UTILITIES - SENIORS	3,200.00	937.13	0.00	2,262.87	29.29
101-794-930.000	MAINTENANCE - SENIORS	3,000.00	1,125.50	0.00	1,874.50	37.52
101-794-981.000	COPIER LEASE/EQUIPMENT	1,100.00	0.00	0.00	1,100.00	0.00
Total Dept 794 - SENIOR CENTER		31,498.00	3,672.20	177.62	27,825.80	11.66
TOTAL EXPENDITURES						
		997,381.59	251,626.98	5,548.87	745,754.61	25.23
Fund 101 - GENERAL FUND:						
TOTAL REVENUES						
		755,330.00	82,210.26	0.00	673,119.74	10.88
TOTAL EXPENDITURES						
		997,381.59	251,626.98	5,548.87	745,754.61	25.23
NET OF REVENUES & EXPENDITURES		(242,051.59)	(169,416.72)	(5,548.87)	(72,634.87)	69.99

REVENUE AND EXPENDITURE REPORT FOR ARMADA TOWNSHIP

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE		ACTIVITY FOR	AVAILABLE	
		AMENDED BUDGET	NORMAL	09/30/2020 (ABNORMAL)	MONTH 09/30/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 206 - FIRE FUND							
Revenues							
Dept 000							
206-000-410.003	CURRENT TAX REVENUE-SAD	746,211.00	0.00		0.00	746,211.00	0.00
206-000-410.004	CURRENT TAX REVENUE - ALS	0.00	(9.01)		0.00	9.01	100.00
206-000-626.006	FIRE CONTRACT - RICHMOND	30,000.00	0.00		0.00	30,000.00	0.00
206-000-626.007	DONATIONS	500.00	0.00		0.00	500.00	0.00
206-000-626.008	OTHER REVENUE/COST RECOVERY	2,000.00	1,061.00		0.00	939.00	53.05
206-000-626.009	FAIR/MISC.	8,500.00	0.00		0.00	8,500.00	0.00
206-000-626.022	CPR/AED TRAINING REIMBURSEMENT	5,000.00	0.00		0.00	5,000.00	0.00
206-000-626.025	INSPECTIONS / SITE PLAN REVIEW	500.00	0.00		0.00	500.00	0.00
206-000-664.000	INTEREST REVENUE	3,000.00	834.32		0.00	2,165.68	27.81
206-000-676.000	15% HEALTH INS REIMB FULL TIME	8,612.00	3,019.55		0.00	5,592.45	35.06
206-000-680.000	REIMBURSEMENTS/REFUNDS	250.00	1,679.32		0.00	(1,429.32)	671.73
206-000-691.000	ASSET SALES	100.00	0.00		0.00	100.00	0.00
206-000-694.005	FY GRANT INCOME	80,000.00	0.00		0.00	80,000.00	0.00
Total Dept 000		884,673.00	6,585.18		0.00	878,087.82	0.74
Dept 336 - FIRE OPERATING							
206-336-671.001	COVID19 REVENUE	52,636.00	0.00		0.00	52,636.00	0.00
Total Dept 336 - FIRE OPERATING		52,636.00	0.00		0.00	52,636.00	0.00
Dept 651 - AMBULANCE-ALS							
206-651-410.005	ALS TAX REVENUE	508,162.00	0.00		0.00	508,162.00	0.00
206-651-626.011	ALS TRANSPORT INCOME	230,000.00	90,300.26		0.00	139,699.74	39.26
Total Dept 651 - AMBULANCE-ALS		738,162.00	90,300.26		0.00	647,861.74	12.23
TOTAL REVENUES		1,675,471.00	96,885.44		0.00	1,578,585.56	5.78
Expenditures							
Dept 336 - FIRE OPERATING							
206-336-710.000	FIRE CHIEF SALARY	71,000.00	25,038.46		0.00	45,961.54	35.27
206-336-710.001	ASST FIRE CHIEF WAGES	1.00	0.00		0.00	1.00	0.00
206-336-710.002	ADMIN WAGES	3,600.00	1,285.70		0.00	2,314.30	35.71
206-336-710.004	PART TIME WAGES	136,000.00	46,708.00		0.00	89,292.00	34.34
206-336-710.005	PAID ON CALL WAGES	30,000.00	3,343.79		0.00	26,656.21	11.15
206-336-710.009	COVID19 EXPENSES/PERSONNEL	36,845.20	0.00		0.00	36,845.20	0.00
206-336-710.200	OVERTIME -	0.00	(535.50)		0.00	535.50	100.00
206-336-720.000	UNIFORM ALLOWANCE	9,700.00	7,127.34		0.00	2,572.66	73.48
206-336-721.000	EMPLOYER'S FICA	14,743.00	4,980.22		0.00	9,762.78	33.78
206-336-722.000	EMPLOYER'S MEDICARE	3,585.00	1,164.71		0.00	2,420.29	32.49
206-336-723.000	HEALTH INSURANCE	67,604.00	23,032.36		2,777.75	44,571.64	34.07
206-336-724.000	RETIREMENT (FIRE CHIEF)	7,100.00	2,967.86		0.00	4,132.14	41.80
206-336-727.000	OFFICE SUPPLIES	6,300.00	767.78		0.00	5,532.22	12.19
206-336-733.000	FUEL	12,500.00	3,187.45		0.00	9,312.55	25.50
206-336-742.000	STATION SUPPLIES	5,200.00	2,589.30		0.00	2,610.70	49.79
206-336-743.000	VEHICLE SUPPLIES	1,350.00	0.00		0.00	1,350.00	0.00
206-336-751.000	COVID19 EXPENSES/SUPPLIES	15,790.80	0.00		0.00	15,790.80	0.00
206-336-780.000	POSTAGE	500.00	55.00		0.00	445.00	11.00
206-336-798.000	FIREFIGHTING EQUIP/SUPPLIES	6,875.00	1,757.71		0.00	5,117.29	25.57
206-336-799.000	PERSONAL PROTECTIVE EQUIPMENT	15,000.00	1,817.50		0.00	13,182.50	12.12



## REVENUE AND EXPENDITURE REPORT FOR ARMADA TOWNSHIP

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET		09/30/2020	09/30/2020	MONTH	INCREASE (DECREASE)		
Fund 206 - FIRE FUND									
Expenditures									
206-336-801.000	CONTRACTUAL SERVICES	31,200.00		20,407.07	0.00			10,792.93	65.41
206-336-803.000	AUDIT	8,700.00		8,875.00	0.00			(175.00)	102.01
206-336-823.000	REST AND REHAB	250.00		18.76	0.00			231.24	7.50
206-336-824.000	LIAB/WORK COMP	55,000.00		24,919.90	0.00			30,080.10	45.31
206-336-825.000	DISPATCHING/RADIO/FRMS	14,000.00		115.00	0.00			13,885.00	0.82
206-336-826.000	COMMUNITY OUTREACH	2,500.00		0.00	0.00			2,500.00	0.00
206-336-827.000	FIRE & LIFE SAFETY DIVISION	13,900.00		340.00	0.00			13,560.00	2.45
206-336-850.000	INTERNET/PHONE/CABLE/ETC.	6,100.00		2,836.51	0.00			3,263.49	46.50
206-336-861.000	EDUCATION/TRAINING	35,750.00		1,340.00	0.00			34,410.00	3.75
206-336-920.000	UTILITIES	8,800.00		5,391.75	0.00			3,408.25	61.27
206-336-930.001	FIRE EQUIP/ REPAIRS/INSPECTIONS	10,950.00		1,998.84	0.00			8,951.16	18.25
206-336-930.002	STATION & GROUNDS MAINT/REPAIRS	7,000.00		7,365.15	0.00			(365.15)	105.22
206-336-930.003	EMS EQUIP/ REPAIR/INSPECTION	7,200.00		221.27	0.00			6,978.73	3.07
206-336-930.013	BUILDING REMODELING/UPDATES	11,000.00		96.20	0.00			10,903.80	0.87
206-336-931.000	VEHICLE MAINT/INSPECTIONS	15,900.00		3,529.32	0.00			12,370.68	22.20
206-336-969.000	GRANT	80,000.00		0.00	0.00			80,000.00	0.00
206-336-969.002	ENGINE 3 - BANK LOAN	0.00		30,361.85	0.00			(30,361.85)	100.00
206-336-969.006	RR INTEREST BREAKOUT	0.00		5,342.60	0.00			(5,342.60)	100.00
206-336-970.000	CAPITAL OUTLAY	175,365.00		489,129.62	0.00			(313,764.62)	278.92
206-336-970.002	ASSET SALE EXPENSES	0.00		34,855.38	0.00			(34,855.38)	100.00
206-336-970.003	RR ENGINE 2020 - BANK LOAN	0.00		(476,350.00)	0.00			476,350.00	100.00
Total Dept 336 - FIRE OPERATING		927,309.00		286,081.90	2,777.75			641,227.10	30.85
Dept 651 - AMBULANCE-ALS									
206-651-710.007	FULL TIME WAGE	500,500.00		148,204.06	0.00			352,295.94	29.61
206-651-710.008	OVERTIME	116,660.00		69,696.48	0.00			46,963.52	59.74
206-651-710.301	HOLIDAY	28,800.00		25,600.00	0.00			3,200.00	88.89
206-651-721.001	EMPLOYER FICA	40,257.00		17,501.62	0.00			22,755.38	43.47
206-651-722.001	EMPLOYER MEDICARE	9,415.00		4,093.14	0.00			5,321.86	43.47
206-651-724.001	RETIREMENT	30,030.00		10,711.60	0.00			19,318.40	35.67
206-651-797.001	EMS EXPENSES	12,500.00		7,293.90	0.00			5,206.10	58.35
206-651-969.004	ALPHA 1 - PMT TO TWP	10,000.00		0.00	0.00			10,000.00	0.00
Total Dept 651 - AMBULANCE-ALS		748,162.00		283,100.80	0.00			465,061.20	37.84
TOTAL EXPENDITURES		1,675,471.00		569,182.70	2,777.75			1,106,288.30	33.97
Fund 206 - FIRE FUND:									
TOTAL REVENUES		1,675,471.00		96,885.44	0.00			1,578,585.56	5.78
TOTAL EXPENDITURES		1,675,471.00		569,182.70	2,777.75			1,106,288.30	33.97
NET OF REVENUES & EXPENDITURES		0.00		(472,297.26)	(2,777.75)			472,297.26	100.00

GL Number	Employee ID	Home Dept	Name	Reg Amount	OT Amount	Total Amount
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Fund: 101	GENERAL FUND					
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Department: 101-171	SUPERVISOR					
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101-171-704.000	026	GEN	PATEREK, JOHN W.	2,087.70	0.00	2,087.70
101-171-723.000	026	GEN	PATEREK, JOHN W.	276.92	0.00	276.92
Totals For: 101-171				2,364.62	0.00	2,364.62
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Department: 101-215	CLERK					
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101-215-704.000	031	GEN	SWIACKI, MARY K	2,467.38	0.00	2,467.38
101-215-705.000	061	GEN	BOYD, DAWN M	1,736.28	0.00	1,736.28
101-215-723.000	031	GEN	SWIACKI, MARY K	276.92	0.00	276.92
Totals For: 101-215				4,480.58	0.00	4,480.58
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Department: 101-253	TREASURER					
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101-253-704.000	007	GEN	FINLAY, CAMILLE R.	2,292.46	0.00	2,292.46
101-253-705.000	068	GEN	WIITANEN, REBECCA L	1,171.18	0.00	1,171.18
101-253-723.000	007	GEN	FINLAY, CAMILLE R.	276.92	0.00	276.92
Totals For: 101-253				3,740.56	0.00	3,740.56
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Department: 101-371	INSPECTIONS					
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101-371-704.000	022	GEN	McNUTT, MEL A	1,915.00	0.00	1,915.00
101-371-709.000	033	GEN	WHITE, CHRISTINE L	2,419.76	0.00	2,419.76
101-371-723.000	033	GEN	WHITE, CHRISTINE L	276.92	0.00	276.92
Totals For: 101-371				4,611.68	0.00	4,611.68
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Department: 101-400	PLANNING COMMISSION					
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101-400-714.000	033	GEN	WHITE, CHRISTINE L	75.00	0.00	75.00
Totals For: 101-400				75.00	0.00	75.00
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Totals For: 101				15,272.44	0.00	15,272.44
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Fund: 206	FIRE FUND					
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Department: 206-336	FIRE OPERATING					
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206-336-710.000	100	FIRE	KROTCH, CHRISTOPHER	5,423.08	0.00	5,423.08
206-336-710.002	058	FIRE	SWIACKI, MARY K.	276.92	0.00	276.92
206-336-710.004	091	FIRE	BIELAWSKI, MICHAEL T	312.00	0.00	312.00
206-336-710.004	103	FIRE	BOLING, JUSTIN W	624.00	0.00	624.00
206-336-710.004	097	FIRE	KASPRZAK, ALYXANDER	720.00	0.00	720.00
206-336-710.004	083	FIRE	KENNEDY, KURTIS M.	1,495.00	0.00	1,495.00
206-336-710.004	048	FIRE	MARKEY, THEODORE J.	1,296.00	0.00	1,296.00
206-336-710.004	051	FIRE	MORK, NEIL E.	840.00	0.00	840.00
206-336-710.004	052	FIRE	MSAL, JOHN H.	1,508.00	0.00	1,508.00
206-336-710.004	101	FIRE	SELTZ, SEAN	588.00	0.00	588.00
206-336-710.004	076	FIRE	SHAFER, NICHOLAS W.	864.00	0.00	864.00
206-336-710.004	102	FIRE	SOMES, ANDREW J	732.00	0.00	732.00
206-336-710.004	099	FIRE	STICHHALLER, JACOB	1,308.00	0.00	1,308.00
206-336-710.005	091	FIRE	BIELAWSKI, MICHAEL T	120.08	0.00	120.08
206-336-710.005	039	FIRE	ESPER, KURT F.	48.03	0.00	48.03
206-336-710.005	074	FIRE	FINKBEINER, CHAD R.	48.03	0.00	48.03
206-336-710.005	075	FIRE	FLAIM, ADAM R.	48.03	0.00	48.03

GL Number	Employee ID	Home Dept	Name	Reg Amount	OT Amount	Total Amount
206-336-710.005	092	FIRE	GILLIAM, GABRIEL D.	48.03	0.00	48.03
206-336-710.005	097	FIRE	KASPRZAK, ALYXANDER	64.04	0.00	64.04
206-336-710.005	083	FIRE	KENNEDY, KURTIS M.	176.11	0.00	176.11
206-336-710.005	048	FIRE	MARKEY, THEODORE J.	104.07	0.00	104.07
206-336-710.005	051	FIRE	MORK, NEIL E.	48.03	0.00	48.03
206-336-710.005	052	FIRE	MSAL, JOHN H.	48.03	0.00	48.03
206-336-710.005	106	FIRE	OFFNER, MATTHEW	96.06	0.00	96.06
206-336-710.005	094	FIRE	PAULL, ZACHARY J	48.03	0.00	48.03
206-336-710.005	101	FIRE	SELTZ, SEAN	48.03	0.00	48.03
206-336-710.005	076	FIRE	SHAFER, NICHOLAS W.	120.08	0.00	120.08
206-336-710.005	102	FIRE	SOMES, ANDREW J	64.04	0.00	64.04
206-336-710.005	099	FIRE	STICHHALLER, JACOB	48.03	0.00	48.03
206-336-723.000	107	FIRE	HANNA, MATTHEW B	150.00	0.00	150.00
206-336-723.000	100	FIRE	KROTCHER, CHRISTOPHER	307.72	0.00	307.72
206-336-723.000	078	FIRE	MURRAY, DEVIN P.	92.30	0.00	92.30
Totals For: 206-336				17,713.77	0.00	17,713.77
Department: 206-651		AMBULANCE-ALS				
206-651-710.007	107	FIRE	HANNA, MATTHEW B	3,392.00	0.00	3,392.00
206-651-710.007	043	FIRE	KANEHL, KEVIN T.	4,770.00	0.00	4,770.00
206-651-710.007	045	FIRE	KUHN, THOMAS J.	4,630.08	0.00	4,630.08
206-651-710.007	078	FIRE	MURRAY, DEVIN P.	3,392.00	0.00	3,392.00
206-651-710.007	072	FIRE	MYNY, COLLIN J.	3,604.00	0.00	3,604.00
206-651-710.007	055	FIRE	PFEIFLE, ANDREW J.	4,630.08	0.00	4,630.08
206-651-710.007	080	FIRE	STALINSKI, JOSEPH K.	3,392.00	0.00	3,392.00
206-651-710.008	107	FIRE	HANNA, MATTHEW B	0.00	1,572.00	1,572.00
206-651-710.008	043	FIRE	KANEHL, KEVIN T.	0.00	2,970.00	2,970.00
206-651-710.008	045	FIRE	KUHN, THOMAS J.	0.00	1,703.52	1,703.52
206-651-710.008	052	FIRE	MSAL, JOHN H.	0.00	546.00	546.00
206-651-710.008	078	FIRE	MURRAY, DEVIN P.	0.00	1,632.00	1,632.00
206-651-710.008	072	FIRE	MYNY, COLLIN J.	0.00	2,320.50	2,320.50
206-651-710.008	055	FIRE	PFEIFLE, ANDREW J.	0.00	2,538.90	2,538.90
206-651-710.008	080	FIRE	STALINSKI, JOSEPH K.	0.00	2,088.00	2,088.00
Totals For: 206-651				27,810.16	15,370.92	43,181.08
Totals For: 206				45,523.93	15,370.92	60,894.85
Grand Totals				60,796.37	15,370.92	76,167.29

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 000							
101-000-123.000	PREPAID EXPENSES	PITNEY BOWES - POSTAG	POSTAGE	800090000756125	08/26/20	42.91	26663
			Total For Dept 000			42.91	
Dept 101 GOVERNMENTAL							
101-101-727.000	OFFICE SUPPLIES - TOWNSH	OFFICE DEPOT	PAPER/INK REFIL/PROTECTOR SHEETS	110532379001	08/27/20	19.65	26659
101-101-727.000	OFFICE SUPPLIES - TOWNSH	OFFICE DEPOT	DOOR MAT	109722552001	08/26/20	61.34	26662
101-101-850.000	INTERNET/PHONE/CABLE/ETC	COMCAST - HALL	081520-091420	082220	08/25/20	320.20	449
101-101-864.000	SIREN/MAINTENANCE	DTE - 920015567687 -7	062520-072420	081720	08/18/20	31.34	444
101-101-864.000	SIREN/MAINTENANCE	DTE - 920015567661 -7	062520-072420	081720	08/18/20	31.34	446
101-101-922.000	STREET LIGHTING - GOVT	DTE - STREET LIGHTS 9	070120-073120	090120	09/02/20	244.52	453
101-101-940.000	COPIER LEASE	APPLIED IMAGING	081020-090920 CONTRACT + ADDL PAG	1586227	08/20/20	149.72	26656
101-101-940.000	COPIER LEASE	US BANK EQUIPMENT FIN	CONTRACT PAYMENT	421802810	08/27/20	107.98	26664
			Total For Dept 101 GOVERNMENTAL			966.09	
Dept 191 ELECTIONS							
101-191-957.000	MEALS	CITI CARDS	AUG 4 ELECTION MEALS	8586	08/27/20	286.36	26661
			Total For Dept 191 ELECTIONS			286.36	
Dept 210 ATTORNEY							
101-210-815.000	MISC MATTERS - ATTORNEY	FOSTER SWIFT	KERNER SITE PLAN	791372	08/27/20	112.50	26657
			Total For Dept 210 ATTORNEY			112.50	
Dept 253 TREASURER							
101-253-780.000	POSTAGE/MAILINGS - TREAS	POSTMASTER	STAMPS	STAMPS	08/20/20	55.00	26660
			Total For Dept 253 TREASURER			55.00	
Dept 265 BUILDING & GROUNDS							
101-265-920.000	UTILITIES - HALL	DTE ENERGY - TWP HALL	070220-080320	082620	08/27/20	286.41	450
			Total For Dept 265 BUILDING & GROUNDS			286.41	
Dept 301 ORDINANCE ENFORCEMENT							
101-301-960.000	TELEPHONE - CODE OFFICIA	VERIZON WIRELESS - BL	062320-072220	072220	08/19/20	79.66	448
			Total For Dept 301 ORDINANCE ENFORCEMENT			79.66	
Dept 371 INSPECTIONS							
101-371-850.000	TELEPHONE - BLDG	VERIZON WIRELESS - BL	062320-072220	072220	08/19/20	82.14	448
			Total For Dept 371 INSPECTIONS			82.14	
Dept 756 TOWNSHIP PARK							
101-756-920.000	UTILITIES - PARK	DTE ENERGY - PAVILN 9	062420-072320	081720	08/18/20	46.33	447
101-756-930.000	MAINTENANCE - PARK	MGM CONTAINER SERVICE	SEPTEMBER 2020	08F00028	08/24/20	90.00	26658
			Total For Dept 756 TOWNSHIP PARK			136.33	
Dept 794 SENIOR CENTER							
101-794-920.000	UTILITIES - SENIORS	DTE ENERGY - SENIOR 9	062420-072320	081720	08/18/20	149.83	452
101-794-920.000	UTILITIES - OUTDOOR LIGH	DTE - SENIOR OUT 9	070920-080620	082820	08/31/20	23.74	451
			Total For Dept 794 SENIOR CENTER			173.57	
			Total For Fund 101 GENERAL FUND			2,220.97	
Fund 206 FIRE FUND							
Dept 336 FIRE OPERATING							
206-336-723.000	HEALTH INSURANCE	ALLIANCE HEALTH & LIF	20-399 090120-093020	100005936325	09/02/20	2,777.75	444
206-336-727.000	OFFICE SUPPLIES	RICOH USA, INC.	20-391	5060134089	08/13/20	7.45	16460

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 206 FIRE FUND							
Dept 336 FIRE OPERATING							
206-336-727.000	OFFICE SUPPLIES	RICOH USA, INC.	20-402 083020-092920	104013232	08/26/20	87.84	16470
206-336-727.000	OFFICE SUPPLIES	CARD SERVICE CENTER	20-381 AMAZON: WEBCAM W/MICROPHON	3633841	09/01/20	39.99	16473
206-336-727.000	OFFICE SUPPLIES	CARD SERVICE CENTER	20-380 AMAZON: DESK TOP MONITOR	1838647	09/01/20	180.49	16473
206-336-733.000	FUEL	FOSTER BLUE WATER OIL	20-393 FUEL	2021903844	09/09/20	606.95	16468
206-336-742.000	STATION SUPPLIES	MGM CONTAINER SERVICE	20-398 090120-093020	08F00027	08/26/20	90.00	16469
206-336-742.000	STATION SUPPLIES	CARD SERVICE CENTER	20-368 AMAZON: STRAINERS	3667440	09/01/20	23.98	16473
206-336-742.000	STATION SUPPLIES	CARD SERVICE CENTER	20-390 MACOMB RESTAURANT SUPPLY:	081220	09/01/20	122.40	16473
206-336-798.000	FIREFIGHTING EQUIP/SUPPL	WITMER PUBLIC SAFETY	20-384	E1986535	08/13/20	450.87	16462
206-336-798.000	FIREFIGHTING EQUIP/SUPPL	WITMER PUBLIC SAFETY	20-379	E1981568	08/13/20	56.64	16462
206-336-798.000	FIREFIGHTING EQUIP/SUPPL	WITMER PUBLIC SAFETY	20-378	E1981568.001	08/13/20	392.20	16462
206-336-798.000	FIREFIGHTING EQUIP/SUPPL	CARD SERVICE CENTER	20-388 LUMBERJACK: 20 IN BAR	233046	09/01/20	483.00	16473
206-336-801.000	CONTRACTUAL SERVICES	MML WORKERS' COMPENSA	20-383 INSTALL #2 070120-070121	9670205	08/13/20	8,826.00	16459
206-336-823.000	REST AND REHAB	VINCKIER FOODS ARMADA	20-405 WATER	911	09/01/20	18.76	16474
206-336-824.000	LIAB/WORK COMP	DECKER AGENCY	20-382 3RD INSTALLMENT	3216	08/13/20	2,424.30	16457
206-336-850.000	INTERNET/PHONE/CABLE/ETC	SPRINT	20-385 062920-072820	938968590-035	08/13/20	249.30	16461
206-336-850.000	INTERNET/PHONE/CABLE/ETC	COMCAST - FIRE	20-392 081520-0910420	082220	08/25/20	257.35	441
206-336-850.000	INTERNET/PHONE/CABLE/ETC	CARD SERVICE CENTER	20-331 AMAZON: PART FOR I PAD TAB	1309	09/01/20	25.70	16473
206-336-920.000	UTILITIES	DTE - FIRE 9100017017	20-372 062420-072320	081720	08/18/20	273.61	442
206-336-920.000	UTILITIES	DTE - FIRE 9100 017	20-371 062420-072320	081720	08/18/20	543.62	443
206-336-930.001	FIRE EQUIP/ REPAIRS/INSP	CARD SERVICE CENTER	20-387 LUMBERJACK: CHAIN SHARPENE	233047	09/01/20	20.00	16473
206-336-930.002	STATION & GROUNDS MAINT/	CARD SERVICE CENTER	20-339 AMAZON: 6 PK KIDDE SMOKE A	112-4012114-474	09/01/20	95.73	16473
206-336-930.002	STATION & GROUNDS MAINT/	CARD SERVICE CENTER	20-354 MENARDS: DISHWASHER	91947	09/01/20	500.00	16473
206-336-930.002	STATION & GROUNDS MAINT/	CARD SERVICE CENTER	20-355 STONES ACE: WIRE CONNECT/CA	072220	09/01/20	66.90	16473
206-336-930.002	STATION & GROUNDS MAINT/	CARD SERVICE CENTER	20-366 HOME DEPOT: SHELF	072720	09/01/20	169.00	16473
206-336-930.002	STATION & GROUNDS MAINT/	CARD SERVICE CENTER	20-364 AMAZON: DISHWASHER BRACKET	5105018	09/01/20	5.99	16473
206-336-930.013	BUILDING REMODELING/UPDA	CARD SERVICE CENTER	20-389 AMAZON: BENCH LEGS	5485022	09/01/20	97.00	16473
206-336-931.000	VEHICLE MAINT/INSPECTION	ARMADA AUTO PARTS, IN	20-374 DEX-COOL	072020	09/01/20	96.20	16473
206-336-931.000	VEHICLE MAINT/INSPECTION	LARRY'S SERVICE & TOW	20-377 2012 REPLACE ORIFACE TUBE/	74176	08/13/20	55.45	16455
206-336-931.000	VEHICLE MAINT/INSPECTION	LARRY'S SERVICE & TOW	20-376 2017 FORD A/C	74235	08/13/20	252.94	16458
206-336-931.000	VEHICLE MAINT/INSPECTION	LARRY'S SERVICE & TOW	20-375 2012 OIL CHANGE/FILTERS	74884	08/13/20	78.05	16458
Total For Dept 336 FIRE OPERATING						19,554.13	16474
Dept 651 AMBULANCE-ALS							
206-651-797.001	EMS EXPENSES	VINCKIER FOODS ARMADA	20-335 GAL FREEZER BAGS	911	09/01/20	8.39	16474
Total For Dept 651 AMBULANCE-ALS						8.39	
Total For Fund 206 FIRE FUND						19,562.52	
Fund 701 TRUST & AGENCY FUND							
Dept 000							
701-000-297.000	BFG200019 - PB2000021	CECIL, EVERETT J & JO	BD Bond Refund	BFG200019	08/24/20	100.00	3066
701-000-297.000	BFG200022 - PB2000025	GUIDI, PAOLO & TINA	BD Bond Refund	BFG200022	08/24/20	100.00	3067
701-000-297.000	BFG200009 - PB2000011	ORCHARD CONSTRUCTION	BD Bond Refund	BFG200009	08/24/20	250.00	3068
701-000-297.000	BFG200031 - PB2000034	ORCHARD CONSTRUCTION	BD Bond Refund	BFG200031	08/24/20	100.00	3069
701-000-297.000	BFG200025 - PB2000028	Pallette Builders, In	BD Bond Refund	BFG200025	08/24/20	250.00	3070
701-000-297.000	BFG19019 - PB190021	Turnkey General Contr	BD Bond Refund	BFG19019	08/26/20	885.00	3071
701-000-297.000	BFG200026 - PB2000029	Calculus Foundation S	BD Bond Refund	BFG200026	09/07/20	250.00	3072
701-000-297.000	BFG19036 - PB190038	LANDSBURG, KENNETH E	BD Bond Refund	BFG19036	09/07/20	250.00	3073
701-000-297.000	BFG19013 - PB190014	VAN DE STEENE, KEVIN	BD Bond Refund	BFG19013	09/07/20	250.00	3074
Total For Dept 000						2,435.00	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 701 TRUST & AGENCY FUND							
Total For Fund 701 TRUST & AGENCY FUND						2,435.00	
Fund 703 TAX FUND							
Dept 000							
703-000-222.000	DUE TO MACOMB COUNTY	MACOMB COUNTY TREASUR	DISTRIBUTION #3	BATCH #253-255	08/17/20	51,572.56	28855
703-000-222.000	DUE TO MACOMB COUNTY	ARMADA VILLAGE DDA FU	DISTRIBUTION #3	BATCHES 253-255	08/17/20	73.36	28899
703-000-222.000	DUE TO MACOMB COUNTY	MACOMB COUNTY TREASUR	DISTRIBUTION #4	BATCHES 256-261	09/02/20	601,842.10	2894
703-000-222.000	DUE TO MACOMB COUNTY	ARMADA VILLAGE DDA FU	DISTRIBUTION #4	BATCH #256-261	09/02/20	348.66	28988
703-000-225.000	DUE TO ARMADA AREA SCHOO	ARMADA AREA SCHOOLS	DISTRIBUTION #3	BATCH 253-255	08/17/20	83,938.88	2883
703-000-225.000	DUE TO ARMADA AREA SCHOO	STATE OF MICHIGAN {2}	DISTRIBUTION #3	BATCHES 253-255	08/17/20	1,115.65	2890
703-000-225.000	DUE TO ARMADA AREA SCHOO	ARMADA AREA SCHOOLS	DISTRIBUTION #4	BATCH 256-261	09/02/20	1,508,930.25	2891
703-000-225.100	DUE TO ROMEO SCHOOLS	ROMEO COMMUNITY SCHOO	DISTRIBUTION #3	BATCH 253-255	08/17/20	4,220.32	2884
703-000-225.100	DUE TO ROMEO SCHOOLS	ROMEO COMMUNITY SCHOO	DISTRIBUTION #4	BATCH 256-261	09/02/20	132,404.99	2892
703-000-225.100	DUE TO ROMEO SCHOOLS	STATE OF MICHIGAN {2}	DISTRIBUTION #4	BATCH 256-261	09/02/20	1,953.90	2893
703-000-228.000	DUE TO STATE OF MICHIGAN	MACOMB COUNTY TREASUR	DISTRIBUTION #3	BATCH 253-255	08/17/20	69,163.96	2886
703-000-228.000	DUE TO STATE OF MICHIGAN	STATE OF MICHIGAN {2}	DISTRIBUTION #3	BATCHES 253-255	08/17/20	1,487.54	2890
703-000-228.000	DUE TO STATE OF MICHIGAN	MACOMB COUNTY TREASUR	DISTRIBUTION #4	BATCHES 256-261	09/02/20	817,478.85	2895
703-000-234.000	DUE TO MACOMB INTERMEDIA	MACOMB INTERMEDIATE S	DISTRIBUTION #3	BATCHES 253-255	08/17/20	55,326.02	2887
703-000-234.000	DUE TO MACOMB INTERMEDIA	MACOMB INTERMEDIATE S	DISTRIBUTION #4	BATCH #256-261	09/02/20	645,101.15	2896
703-000-235.000	DUE TO MACOMB COUNTY COM	MACOMB COMMUNITY COLL	DISTRIBUTION #3	BATCHES 253-255	08/17/20	16,805.44	2888
703-000-235.000	DUE TO MACOMB COUNTY COM	ARMADA VILLAGE DDA FU	DISTRIBUTION #3	BATCHES 253-255	08/17/20	23.89	2889
703-000-235.000	DUE TO MACOMB COUNTY COM	MACOMB COMMUNITY COLL	DISTRIBUTION #4	BATCH #256-261	09/02/20	196,119.17	2897
703-000-235.000	DUE TO MACOMB COUNTY COM	ARMADA VILLAGE DDA FU	DISTRIBUTION #4	BATCH #256-261	09/02/20	113.57	2898
Total For Dept 000						4,188,020.26	
Total For Fund 703 TAX FUND						4,188,020.26	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount Check
Fund Totals:						
			Fund 101 GENERAL FUND			2,220.97
			Fund 206 FIRE FUND			19,562.52
			Fund 701 TRUST & AGENCY FUND			2,435.00
			Fund 703 TAX FUND			4,188,020.26
			Total For All Funds:			4,212,238.75

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL FUND							
Dept 101 GOVERNMENTAL							
101-101-727.000	OFFICE SUPPLIES - TOWNSH	OFFICE DEPOT	TONER/PAPER	115334359001	09/09/20	39.28	
101-101-727.000	OFFICE SUPPLIES - TOWNSH	OFFICE DEPOT	SELF INKING STAMPER	1153333611001	09/09/20	30.99	
101-101-727.000	OFFICE SUPPLIES - TOWNSH	ACTION WATER TREATMEN	5 WATER	41512	09/09/20	32.50	
101-101-727.000	OFFICE SUPPLIES - TOWNSH	PITNEY BOWES - SUPPLI	SENDPRO PRINTER INK	10162855405	09/09/20	76.99	
101-101-835.000	INSURANCE/BONDS	MICHIGAN MUNICIPAL LE	ANNUAL DUES 070120-063021	33334-920	09/09/20	100.00	
101-101-901.000	PRINTING/PUBLISHING - GO	THE RECORD	8/12/20 MTG SYNOPSIS	20302	09/09/20	59.00	
			Total For Dept 101 GOVERNMENTAL			338.76	
Dept 191 ELECTIONS							
101-191-860.000	MEMBERSHIPS/MILEAGE	MARY SWIACKI	DROP NOV 3 ELECTION MEDIA TO COUNT	MILEAGE	09/09/20	20.70	
			Total For Dept 191 ELECTIONS			20.70	
Dept 209 ASSESSING							
101-209-704.000	WAGES - ASSESSING	SANILAC APPRAISERS, I	AUG 15-SEPT 14 CONTRACT ASSESSING	Y27M11	09/09/20	3,246.00	
101-209-704.000	WAGES - ASSESSING	SANILAC APPRAISERS, I	BASIC MONTHLY SEPTEMBER 2020	265	09/09/20	100.00	
101-209-704.001	WAGES ASSESSING DATA PRO	SANILAC APPRAISERS, I	APEX SKETCH PROJECT PAYMENT 6(12)	265	09/09/20	600.00	
			Total For Dept 209 ASSESSING			3,946.00	
Dept 210 ATTORNEY							
101-210-815.000	MISC MATTERS - ATTORNEY	SEIBERT & DLOSKI - MI	080320-082720 TRAFFIC/ORDINANCE EN	11378	09/09/20	525.00	
101-210-815.000	MISC MATTERS - ATTORNEY	SEIBERT & DLOSKI - MI	081020-082820	11377	09/09/20	1,050.00	
			Total For Dept 210 ATTORNEY			1,575.00	
Dept 265 BUILDING & GROUNDS							
101-265-741.000	MAINT./SUPPLIES/SNOW/GRA	DALIA'S, INC.	081520-082920 HALL	12 113732	09/09/20	40.00	
			Total For Dept 265 BUILDING & GROUNDS			40.00	
Dept 276 TOWNSHIP CEMETERY							
101-276-930.000	MAINTENANCE - CEMETER	DALIA'S, INC.	080420-082520 HADLEY	12 113730	09/09/20	148.00	
101-276-930.000	MAINTENANCE - CEMETER	DALIA'S, INC.	080420-082520 ROSE HILL	12 113731	09/09/20	148.00	
			Total For Dept 276 TOWNSHIP CEMETERY			296.00	
Dept 371 INSPECTIONS							
101-371-860.000	MEMBERSHIPS/MILEAGE	MEL MCNUTT	081720-082720	MILEAGE	09/09/20	58.08	
			Total For Dept 371 INSPECTIONS			58.08	
Dept 400 PLANNING COMMISSION							
101-400-861.000	EDUCATION/TRAINING	PLANNING & ZONING CEN	ANNUAL PLANNING & ZONING NEWS FOR	082520	09/09/20	340.00	
			Total For Dept 400 PLANNING COMMISSION			340.00	
Dept 528 TRANSFER SITE							
101-528-809.000	TRANSFER SITE MONTHLY EX	STERLING SANITATION I	SEPTEMBER 2020	37159	09/09/20	4,100.00	
			Total For Dept 528 TRANSFER SITE			4,100.00	
Dept 756 TOWNSHIP PARK							
101-756-821.000	PARK IMPROVEMENTS - NORT	AVID CONSTRUCTION LLC	ARMADA TWP PARK 16'X24' PAVILION	0000001	09/09/20	10,120.08	
101-756-930.000	MAINTENANCE - PARK	DALIA'S, INC.	080420-082520	120113728	09/09/20	828.00	
			Total For Dept 756 TOWNSHIP PARK			10,948.08	
Dept 794 SENIOR CENTER							
101-794-930.000	MAINTENANCE - SENIORS	GOOD & CLEAN JANITORI	CASE TOILET PAPER	2593	09/02/20	38.00	
101-794-930.000	MAINTENANCE - SENIORS	WIEGAND HEATING & COO	SENIOR CTR AIR COND	082720	09/09/20	129.00	
101-794-930.000	MAINTENANCE - SENIORS	DALIA'S, INC.	080420-082520	12 113729	09/09/20	180.00	



GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101	GENERAL FUND						
Dept 794	SENIOR CENTER						
			Total For Dept 794 SENIOR CENTER			347.00	
			Total For Fund 101 GENERAL FUND			22,009.62	
Fund 206	FIRE FUND						
Dept 336	FIRE OPERATING						
206-336-720.000	UNIFORM ALLOWANCE						
206-336-733.000	FUEL	COOL THREADS EMBROIDERED	20-416 HEATH: JOB SHIRTS	13431	09/09/20	237.78	
206-336-798.000	FIREFIGHTING EQUIP/SUPPL	WEX BANK	20-420 FUEL	67292279	09/09/20	11.58	
206-336-801.000	CONTRACTUAL SERVICES	APOLLO FIRE EQUIPMENT	20-394 THROU & GO FOOT BAG 20#	103296	09/09/20	204.00	
206-336-801.000	CONTRACTUAL SERVICES	HENRY FORD HEALTH SYS	20-410 HEATH PHYSICAL	63711-080920	09/09/20	537.00	
206-336-801.000	CONTRACTUAL SERVICES	SEIBERT & DLOSKI - MI	20-415	11377	09/09/20	100.00	
206-336-801.000	CONTRACTUAL SERVICES	ACCUMED GROUP	20-418 080120-083120	25670	09/09/20	3,084.32	
206-336-801.000	CONTRACTUAL SERVICES	MICHIGAN MUNICIPAL LE	20-417 ANNUAL MEMBER DUES 070120-	33334-920	09/09/20	100.00	
206-336-861.000	EDUCATION/TRAINING	SEITZ AND SIRENS	20-412 BLS INSTRUCTOR RENEWAL COU	1776	09/09/20	750.00	
206-336-930.002	STATION & GROUNDS MAINT/	OVERHEAD DOOR WEST CO	20-401 SE ENGINE DOOR ADJ/LUBED	32476	09/09/20	135.00	
206-336-931.000	VEHICLE MAINT/INSPECTION	APOLLO FIRE APPARATUS	20-396 ENGINE 1	56121	09/09/20	333.00	
206-336-931.000	VEHICLE MAINT/INSPECTION	CHRISTOPHER KROTCHER	20-408 VEHICLE MAINTENANCE SUPPLI	083120	09/09/20	143.16	
			Total For Dept 336 FIRE OPERATING			5,635.84	
Dept 651	AMBULANCE-ALS						
206-651-797.001	EMS EXPENSES	SOUTH PARK WELDING	20-400	790475	09/09/20	76.20	
206-651-797.001	EMS EXPENSES	BOUND TREE MEDICAL, L	20-424	83745188	09/09/20	268.21	
			Total For Dept 651 AMBULANCE-ALS			344.41	
			Total For Fund 206 FIRE FUND			5,980.25	
Fund 701	TRUST & AGENCY FUND						
Dept 000							
701-000-297.000	CUSTOMER IN/OUT	GENERAL FUND.	REINSPECTIONS FOR 76944 COON CREEK	BFG19019	08/26/20	115.00	
			Total For Dept 000			115.00	
			Total For Fund 701 TRUST & AGENCY FUND			115.00	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount Check
Fund Totals:						
			Fund 101 GENERAL FUND			22,009.62
			Fund 206 FIRE FUND			5,980.25
			Fund 701 TRUST & AGENCY FUND			115.00
			Total For All Funds:			28,104.87

Township of  
Armada, Michigan



Year Ended  
March 31, 2020

Financial  
Statements

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# TOWNSHIP OF ARMADA, MICHIGAN

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## INDEPENDENT AUDITORS' REPORT

September xx, 2020

Board of Trustees  
Township of Armada  
Macomb County, Michigan

### Report on Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the ***Township of Armada, Michigan*** (the "Township"), as of and for the year ended March 31, 2020, and the related notes to the financial statements, which collectively comprise the Township's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Independent Auditors' Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the ***Township of Armada, Michigan*** as of March 31, 2020, and the respective changes in financial position and the budgetary comparison for the general fund and the major special revenue fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that management's discussion and analysis and the schedules for the pension plan, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated September xx, 2020, on our consideration of the Township's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Township's internal control over financial reporting and compliance.



## MANAGEMENT'S DISCUSSION AND ANALYSIS

# TOWNSHIP OF ARMADA, MICHIGAN

## Management's Discussion and Analysis

As the Board of Trustees of the Township of Armada, Macomb County, Michigan (the "Township"), we offer readers of the Township's financial statements this narrative overview and analysis as an explanation of the financial activities of the Township for the fiscal year ended March 31, 2020.

### Financial Highlights

• Total net position	\$ 4,862,205
• Change in total net position	327,685
• Fund balances, governmental funds	2,165,617
• Change in fund balances, governmental funds	211,554
• Unassigned fund balance, general fund	1,160,159
• Change in fund balance, general fund	20,007
• Installment debt outstanding	498,106
• Net change in installment debt	335,988

### Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Township's basic financial statements. The Township's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

**Government-Wide Financial Statements.** The government-wide financial statements are designed to provide readers with a broad overview of the Township's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all of the Township's assets, deferred outflows of resources, and liabilities with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Township is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the Township that are principally supported by taxes and intergovernmental revenues (governmental activities). The governmental activities of the Township include general government, public safety, health and welfare, public works, and recreation and culture.

# TOWNSHIP OF ARMADA, MICHIGAN

## Management's Discussion and Analysis

**Fund Financial Statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Township, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Township can be divided into two categories: governmental funds and fiduciary funds.

**Governmental Funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Township maintains two individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund and emergency services fund, which are considered to be a major funds. The general fund is where the Township funds are held to cover normal budgeted expenditures for the year.

The Township adopts annual appropriated budgets for all governmental funds. Budgetary comparison statements have been provided for all major funds herein to demonstrate compliance with those budgets.

**Fiduciary Funds.** Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Township's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds. Fiduciary funds are all the monies collected by the Township meant for another agency, for example, school taxes, Township taxes, library taxes, escrow accounts.

**Notes to the Financial Statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

## TOWNSHIP OF ARMADA, MICHIGAN

### Management's Discussion and Analysis

#### Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Township, assets and deferred outflows of resources for all activities exceeded liabilities and deferred inflows by \$4,862,205 at the close of the most recent fiscal year.

Of the Township's net position, \$2,665,012 (54.81%) reflects its investment in capital assets (e.g. land, land improvements, buildings and improvements, equipment, and vehicles); less any related debt used to acquire those assets that is outstanding. The Township uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Township's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the Township's net position of \$1,026,532 (21.1%) represents resources that are subject to external restrictions on how they may be used. The Township may use the remaining balance of *unrestricted net position* of \$1,170,661 (24.08%) to meet its ongoing obligations to citizens and creditors.

At the end of the current year, due to conservative fiscal management, the Township is able to report positive balances in all three categories of net position, both for the government as a whole, as well as for its separate governmental activities.

The government's net position for all activities increased by \$327,685 during the current fiscal year.

	<b>Net Position</b>	
	<b>Governmental Activities</b>	
	<b>2020</b>	<b>2019</b>
Current and other assets	\$ 2,298,073	\$ 2,032,498
Capital assets, net	3,163,118	2,727,526
<b>Total assets</b>	<b>5,461,191</b>	<b>4,760,024</b>
<b>Total deferred outflows of resources</b>	<b>11,475</b>	<b>1,003</b>
Current and other liabilities	104,224	73,389
Long-term debt	498,106	162,118
<b>Total liabilities</b>	<b>602,330</b>	<b>235,507</b>
<b>Total deferred inflows of resources</b>	<b>8,131</b>	<b>-</b>
Net position:		
Net investment in capital assets	2,665,012	2,565,408
Restricted for public safety	999,956	808,409
Restricted for pension	15,101	19,946
Unrestricted	1,182,136	1,140,757
<b>Total net position</b>	<b>\$ 4,862,205</b>	<b>\$ 4,534,520</b>

## TOWNSHIP OF ARMADA, MICHIGAN

### Management's Discussion and Analysis

	Change in Net Position	
	Governmental Activities	
	2020	2019
Program revenues -		
Charges for services	\$ 457,578	\$ 282,294
Operating grants	60,749	88,545
General revenues:		
Property taxes	1,430,339	1,367,241
Intergovernmental	356,488	320,113
Other	155,048	60,588
<b>Total revenues</b>	<b>2,460,202</b>	<b>2,118,781</b>
Expenses:		
General government	326,882	332,845
Public safety	557,646	562,075
Health and welfare	961,246	950,884
Public works	76,047	71,281
Recreation and culture	198,810	112,808
Interest on long-term debt	11,886	4,897
<b>Total expenses</b>	<b>2,132,517</b>	<b>2,034,790</b>
Change in net position	327,685	83,991
Net position:		
Beginning of year	4,534,520	4,450,529
End of year	<u>\$ 4,862,205</u>	<u>\$ 4,534,520</u>

**Governmental Activities.** The net position of the governmental activities increased by \$327,685. This is due to revenues, both within and outside of the township's control or authority, increasing in fiscal year 2020. Specifically, revenue increased in the building department reflecting building and development activity. State revenue sharing also increased our budgeted revenue. An increase in property taxable value for both the Fire Fund and the Township Operating millages increased revenue from the prior year, as well.

#### Financial Analysis of the Township's Funds

As noted earlier, the Township uses fund accounting to ensure and demonstrate compliance with finance related legal requirements.

## TOWNSHIP OF ARMADA, MICHIGAN

### Management's Discussion and Analysis

**Governmental Funds.** The focus of the Township's governmental funds is to provide information on near term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Township's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of fiscal year 2020, the Township's governmental funds reported combined ending fund balances of \$2,165,617, an increase of \$211,554 in comparison with the prior year. Approximately 53.6% of this total amount, or \$1,160,159, constitutes unassigned fund balance, which is an adequate amount to keep the Township operating in the case of unforeseen emergencies. The nonspendable portion of the fund balance, \$15,740, represents amounts prepaid for fiscal year 2021 expenditures in fiscal year 2020. The restricted portion of the governmental fund balance, \$989,718, is for emergency service activities.

The general fund is the chief operating fund of the Township. At the end of the current fiscal year, unassigned fund balance of the general fund was \$1,160,159 while total fund balance was \$1,165,661. The fund balance of the Township's general fund increased by a total \$20,007 during the current fiscal year. The increase is the result of an effort to cut costs and increase fund balance for future contingencies.

#### General Fund Budgetary Highlights

The Township adopts an annual appropriated budget for the General Fund and Emergency Services Fund by yearly resolution of the Board of Trustees. The Township budgets conservatively. Revenues are budgeted based on historic trends coupled with knowledge of factors influencing revenue line items. Expenditures are budgeted based on the previous years' actual expense and department recommendations. The Board receives a financial report at their monthly board meetings. Budget amendments are included in the consent calendar and in agenda items, where appropriate. Budget amendments are voted and approved at these regular monthly meetings, if necessary. Budget amendments are offered when administration observes dynamics which may impact the original budget and offers an adjustment accordingly.

#### Capital Asset and Debt Administration

**Capital Assets.** The Township's investment in capital assets for its governmental activities as of March 31, 2020, amounted to \$3,163,118 (net of accumulated depreciation). Capital assets balances for the current year and the previous year ended March 31 were as follows:

	Governmental Activities	
	2020	2019
Land	\$ 285,349	\$ 285,349
Construction in progress	223,524	174,487
Infrastructure	289,109	298,727
Buildings and improvements	1,048,432	1,037,630
Machinery and equipment	1,293,206	909,158
Office furnishings	23,498	22,175
<b>Total capital assets, net</b>	<b>\$ 3,163,118</b>	<b>\$ 2,727,526</b>

## TOWNSHIP OF ARMADA, MICHIGAN

### Management's Discussion and Analysis

The increase in the Township's investment in capital assets for the current fiscal year of \$435,592 resulted primarily from the addition of the new fire engine exceeding depreciation. Additional information on capital assets can be found in the notes to the financial statements.

**Long-term Debt.** At the end of the current fiscal year, the Township has total debt outstanding of \$498,106. The long-term debt of the Township increased by \$335,988 during fiscal year 2020 as a result of a new loan used to obtain a new fire truck. Outstanding balances for the current year and the previous year ended March 31 were as follows:

	Governmental Activities	
	2020	2019
Installment purchase agreements	<u>\$ 498,106</u>	<u>\$ 162,118</u>

State statutes limit the amount of general obligation debt a governmental entity may issue to 10% of its total assessed valuation. Additional information on long-term debt outstanding can be found in the notes to the financial statements.

### Economic Factors and Next Year's Budget and Rates

The following factors were considered in preparing the Township's budget for the 2020 fiscal year:

- The uncertainty of State revenue sharing
- Department managers operating with a conservative and fiscally responsible budget approach
- Potential industrial infrastructure development
- The board of trustees has passed a conservative balanced budget for fiscal year 2021

### Requests for Information

This financial report is designed to provide a general overview of the Township's finances to its citizens, customers, investors, and creditors and to demonstrate the Township's accountability for the resources it receives. If you have questions about this report or need additional information, we welcome you to contact the Township Supervisor, Clerk, or Treasurer at the Township Hall.

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## BASIC FINANCIAL STATEMENTS

# TOWNSHIP OF ARMADA, MICHIGAN

## Statement of Net Position

March 31, 2020

	Governmental Activities
<b>Assets</b>	
Cash and cash equivalents	\$ 2,085,744
Receivables, net	181,488
Prepaid items	15,740
Net pension asset	15,101
Capital assets not being depreciated	508,873
Capital assets being depreciated, net	2,654,245
<b>Total assets</b>	<b>5,461,191</b>
<b>Deferred outflows of resources</b>	
Deferred pension amounts	11,475
<b>Liabilities</b>	
Accounts payable and accrued liabilities	104,224
Long-term debt:	
Due within one year	78,985
Due in more than one year	419,121
<b>Total liabilities</b>	<b>602,330</b>
<b>Deferred inflows of resources</b>	
Deferred pension amounts	8,131
<b>Net position</b>	
Net investment in capital assets	2,665,012
Restricted for public safety	999,956
Restricted for pension benefits	15,101
Unrestricted	1,182,136
<b>Total net position</b>	<b>\$ 4,862,205</b>

The accompanying notes are an integral part of these financial statements.

# TOWNSHIP OF ARMADA, MICHIGAN

## Statement of Activities

For the Year Ended March 31, 2020

Functions / Programs	Expenses	Program Revenues		Net (Expense) Revenues
		Charges for Services	Operating Grants and Contributions	
Primary government				
Governmental activities:				
General government	\$ 326,882	\$ 99,219	\$ -	\$ (227,663)
Public safety	557,646	31,137	42,553	(483,956)
Health and welfare	961,246	297,733	-	(663,513)
Public works	76,047	-	18,196	(57,851)
Recreation and culture	198,810	29,489	-	(169,321)
Interest on long-term debt	11,886	-	-	(11,886)
Total governmental activities	<u>\$ 2,132,517</u>	<u>\$ 457,578</u>	<u>\$ 60,749</u>	<u>(1,614,190)</u>
General revenues:				
Property taxes				1,430,339
Grants and contributions not restricted to specific programs				356,488
Other unrestricted revenues				47,915
Unrestricted investment earnings				16,007
Gain on sale of capital assets				91,126
Total general revenues				<u>1,941,875</u>
Change in net position				327,685
Net position, beginning of year				<u>4,534,520</u>
Net position, end of year				<u>\$ 4,862,205</u>

The accompanying notes are an integral part of these financial statements.

# TOWNSHIP OF ARMADA, MICHIGAN

## Balance Sheet

Governmental Funds  
March 31, 2020

	General	Emergency Services	Totals
<b>Assets</b>			
Cash and cash equivalents	\$ 972,811	\$ 1,112,933	\$ 2,085,744
Accounts receivable	153	53,020	53,173
Taxes receivable	6,954	41,489	48,443
Due from other governments	79,872	-	79,872
Due from other funds	147,893	-	147,893
Prepaid items	5,502	10,238	15,740
<b>Total assets</b>	<b>\$ 1,213,185</b>	<b>\$ 1,217,680</b>	<b>\$ 2,430,865</b>
<b>Liabilities</b>			
Accounts payable	\$ 21,499	\$ 10,310	\$ 31,809
Accrued liabilities	1,454	59,521	60,975
Due to other funds	-	147,893	147,893
<b>Total liabilities</b>	<b>22,953</b>	<b>217,724</b>	<b>240,677</b>
<b>Deferred inflows of resources</b>			
Unavailable revenue	24,571	-	24,571
<b>Fund balances</b>			
Nonspendable	5,502	10,238	15,740
Restricted	-	989,718	989,718
Unassigned	1,160,159	-	1,160,159
<b>Total fund balances</b>	<b>1,165,661</b>	<b>999,956</b>	<b>2,165,617</b>
<b>Total liabilities and fund balances</b>	<b>\$ 1,213,185</b>	<b>\$ 1,217,680</b>	<b>\$ 2,430,865</b>

The accompanying notes are an integral part of these financial statements.

## TOWNSHIP OF ARMADA, MICHIGAN

### Reconciliation

Fund Balances of Governmental Funds  
to Net Position of Governmental Activities  
March 31, 2020

Fund balances - total governmental funds	\$ 2,165,617
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Amounts reported for *governmental activities* in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and therefore not reported in the funds.

Capital assets not being depreciated

508,873

Capital assets being depreciated, net

2,654,245

Certain assets are unavailable to pay for current period expenditures and therefore are deferred in the funds.

Unavailable state shared revenues

24,571

Certain liabilities, such as bonds payable, are not due and payable in the current period, and therefore are not reported in the funds.

Loan payable

(498,106)

Accrued interest on long-term debt

(11,440)

Certain pension-related amounts, such as the net pension asset and deferred amounts, are not due and payable in the current period or do not represent current

Net pension asset

15,101

Deferred outflows related to the net pension asset

11,475

Deferred inflows related to the net pension asset

(8,131)

**Net position of governmental activities**

**\$ 4,862,205**

The accompanying notes are an integral part of these financial statements.

# TOWNSHIP OF ARMADA, MICHIGAN

## Statement of Revenues, Expenditures, and Changes in Fund Balances

Governmental Funds

For the Year Ended March 31, 2020

	General	Emergency Services	Totals
<b>Revenues</b>			
Taxes	\$ 230,058	\$ 1,200,281	\$ 1,430,339
Intergovernmental	350,113	42,553	392,666
Licenses and permits	96,685	-	96,685
Charges for services	32,023	328,870	360,893
Interest	8,966	7,041	16,007
Other	36,806	11,109	47,915
<b>Total revenues</b>	<b>754,651</b>	<b>1,589,854</b>	<b>2,344,505</b>
<b>Expenditures</b>			
Current:			
Legislative	59,724	-	59,724
General government	250,185	-	250,185
Public safety	158,618	330,574	489,192
Health and welfare	-	921,751	921,751
Public works	67,328	-	67,328
Recreation and culture	165,733	-	165,733
Debt service:			
Principal	-	140,362	140,362
Interest	-	5,343	5,343
Capital outlay	49,037	551,772	600,809
<b>Total expenditures</b>	<b>750,625</b>	<b>1,949,802</b>	<b>2,700,427</b>
Revenues over (under) expenditures	4,026	(359,948)	(355,922)
<b>Other financing sources (uses)</b>			
Issuance of long-term debt	-	476,350	476,350
Gain on sale of fixed assets	15,981	75,145	91,126
<b>Total other financing sources (uses)</b>	<b>15,981</b>	<b>551,495</b>	<b>567,476</b>
<b>Net change in fund balances</b>	<b>20,007</b>	<b>191,547</b>	<b>211,554</b>
Fund balances, beginning of year	1,145,654	808,409	1,954,063
<b>Fund balances, end of year</b>	<b>\$ 1,165,661</b>	<b>\$ 999,956</b>	<b>\$ 2,165,617</b>

The accompanying notes are an integral part of these financial statements.

## TOWNSHIP OF ARMADA, MICHIGAN

### Reconciliation

Net Changes in Fund Balances of Governmental Funds  
to Change in Net Position of Governmental Activities  
For the Year Ended March 31, 2020

Net change in fund balances - total governmental funds \$ 211,554

Amounts reported for *governmental activities* in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

Capital assets purchased	661,902
Depreciation expense	(226,310)

Governmental funds report proceeds from the sale of capital assets as other financing sources. However, in the statement of activities, the net book value of the capital assets are deducted from the proceeds and a gain (loss) on the sale of capital assets is reported.

Revenues in the State of Activities that do not provide current financial resources are not reported as revenues in the funds:

State Shared	24,571
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Proceeds from long-term debt provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position.

Repayment of long-term debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.

Issuance of long-term debt	(476,350)
Principal payments on long-term debt	140,362

Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.

Change in the net pension asset and related deferred amounts	(1,502)
Change in accrued interest on long-term debt	(6,542)

Change in net position of governmental activities	<u>\$ 327,685</u>
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The accompanying notes are an integral part of these financial statements.

## TOWNSHIP OF ARMADA, MICHIGAN

### Statement of Revenues, Expenditures, and Changes in Fund Balance

Budget and Actual - General Fund

For the Year Ended March 31, 2020

	Original Budget	Final Budget	Actual	Actual over (under) Final Budget
<b>Revenues</b>				
Taxes	\$ 241,157	\$ 241,157	\$ 230,058	\$ (11,099)
Intergovernmental	339,753	339,753	350,113	10,360
Licenses and permits	59,500	59,500	96,685	37,185
Charges for services	1,159,072	1,159,072	32,023	(1,127,049)
Interest	10,000	10,000	8,966	(1,034)
Other	30,402	30,402	36,806	6,404
<b>Total revenues</b>	<b>1,839,884</b>	<b>1,839,884</b>	<b>754,651</b>	<b>(1,085,233)</b>
<b>Expenditures</b>				
Legislative - Township board	109,947	98,761	59,724	(39,037)
General government:				
Supervisor	34,342	34,342	33,760	(582)
Assessor	46,050	48,550	47,953	(597)
Elections	8,850	14,450	12,664	(1,786)
Clerk	58,177	60,203	60,318	115
Board of review	1,662	1,773	1,069	(704)
Treasurer	56,829	56,829	55,410	(1,419)
Buildings and grounds	23,154	23,154	9,415	(13,739)
Professional services	34,000	34,000	29,596	(4,404)
<b>Total general government</b>	<b>263,064</b>	<b>273,301</b>	<b>250,185</b>	<b>(23,116)</b>
Public safety:				
Ordinance enforcement	6,618	6,618	5,459	(1,159)
Inspections	93,159	110,499	105,709	(4,790)
Planning and zoning	32,299	60,921	47,450	(13,471)
<b>Total public safety</b>	<b>132,076</b>	<b>178,038</b>	<b>158,618</b>	<b>(19,420)</b>
Public works:				
Refuse collection	76,686	76,686	63,370	(13,316)
Cemetery	2,500	2,500	1,810	(690)
Highways, streets, and bridges	30,750	2,963	2,148	(815)
<b>Total public works</b>	<b>109,936</b>	<b>82,149</b>	<b>67,328</b>	<b>(14,821)</b>

continued...



## TOWNSHIP OF ARMADA, MICHIGAN

### Statement of Revenues, Expenditures, and Changes in Fund Balance

Budget and Actual - General Fund

For the Year Ended March 31, 2020

	Original Budget	Final Budget	Actual	Actual over (under) Final Budget
<b>Expenditures (concluded)</b>				
Recreation and culture -				
Parks and recreation	\$ 155,494	\$ 195,127	\$ 165,733	\$ (29,394)
Capital outlay	75,000	74,590	49,037	(25,553)
<b>Total expenditures</b>	<b>845,517</b>	<b>901,967</b>	<b>750,625</b>	<b>(151,342)</b>
Revenues over expenditures	994,367	937,917	4,026	(933,891)
<b>Other financing sources</b>				
Proceeds from sale of capital assets	10,000	10,000	15,981	5,981
<b>Net change in fund balance</b>	<b>1,004,367</b>	<b>947,917</b>	<b>20,007</b>	<b>(927,910)</b>
Fund balance, beginning of year	1,145,654	1,145,654	1,145,654	-
<b>Fund balance, end of year</b>	<b>\$ 2,150,021</b>	<b>\$ 2,093,571</b>	<b>\$ 1,165,661</b>	<b>\$ (927,910)</b>

concluded.

The accompanying notes are an integral part of these financial statements.

## TOWNSHIP OF ARMADA, MICHIGAN

### Statement of Revenues, Expenditures, and Changes in Fund Balance

Budget and Actual - Emergency Services  
For the Year Ended March 31, 2020

	Original Budget	Final Budget	Actual	Actual over (under) Final Budget
<b>Revenues</b>				
Taxes	\$ 1,207,395	\$ 1,207,395	\$ 1,200,281	\$ (7,114)
Intergovernmental	6,501	39,856	42,553	2,697
Charges for services	966,404	966,404	328,870	(637,534)
Interest	500	500	7,041	6,541
Other	9,250	9,250	11,109	1,859
<b>Total revenues</b>	<b>2,190,050</b>	<b>2,223,405</b>	<b>1,589,854</b>	<b>(633,551)</b>
<b>Expenditures</b>				
Current:				
Public safety	298,328	308,613	330,574	21,961
Health and welfare	944,704	977,275	921,751	(55,524)
<b>Total current</b>	<b>1,243,032</b>	<b>1,285,888</b>	<b>1,252,325</b>	<b>(33,563)</b>
Debt service:				
Principal	-	69,802	140,362	70,560
Interest	5,343	5,343	5,343	-
<b>Total debt service</b>	<b>5,343</b>	<b>75,145</b>	<b>145,705</b>	<b>70,560</b>
Capital Outlay	161,000	145,189	551,772	406,583
<b>Total expenditures</b>	<b>1,409,375</b>	<b>1,506,222</b>	<b>1,949,802</b>	<b>443,580</b>
<b>Revenues over (under) expenditures</b>	<b>780,675</b>	<b>717,183</b>	<b>(359,948)</b>	<b>(1,077,131)</b>
<b>Other financing sources</b>				
Issuance of long-term debt	\$ -	\$ -	\$ 476,350	\$ 476,350
Proceeds from sale of capital assets	25,000	25,000	75,145	50,145
<b>Total other financing sources</b>	<b>25,000</b>	<b>25,000</b>	<b>551,495</b>	<b>526,495</b>
<b>Net change in fund balance</b>	<b>805,675</b>	<b>742,183</b>	<b>191,547</b>	<b>(550,636)</b>
Fund balance, beginning of year	808,409	808,409	808,409	-
<b>Fund balance, end of year</b>	<b>\$ 1,614,084</b>	<b>\$ 1,550,592</b>	<b>\$ 999,956</b>	<b>\$ (550,636)</b>

The accompanying notes are an integral part of these financial statements.

## TOWNSHIP OF ARMADA, MICHIGAN

### ■ Statement of Fiduciary Assets and Liabilities

Agency Funds

March 31, 2020

#### Assets

Cash and cash equivalents

\$ 64,283

#### Liabilities

Due to other individuals and agencies

\$ 64,283

DRAFT

The accompanying notes are an integral part of these financial statements.

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## NOTES TO FINANCIAL STATEMENTS

# TOWNSHIP OF ARMADA, MICHIGAN

## ■ Notes To Financial Statements

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Reporting Entity

The Township of Armada, Michigan (the "Township"), is a General Law Township governed by an elected supervisor and a four-member board. The Township has determined that no entities should be consolidated into the financial statements as component units. The criteria for including a component unit include significant operational or financial relationships with the government.

#### Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities are supported by taxes and intergovernmental revenues.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include: 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

#### Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary fund and fiduciary fund financial statements, except for agency funds, which do not have a measurement focus. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are intended to be used to cover current expenditures. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to claims and judgments, are recorded only when payment is due.

# TOWNSHIP OF ARMADA, MICHIGAN

## Notes To Financial Statements

Property taxes, intergovernmental revenue, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and as such have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

The Township reports the following major governmental funds:

The *general fund* is the government's primary operating fund. It accounts for all the financial resources of the general government, except those accounted for and reported in another fund.

The *emergency services fund* is used to account for two emergency services tax millages levied by the Township for the operation of the fire and ambulance departments.

Additionally, the Township reports the following fund type:

*Agency funds* are custodial in nature and do not present results of operations or have a measurement focus. These funds are used to account for assets that the government holds for others in an agency capacity (such as taxes collected for other governments).

Amounts reported as *program revenues* include: 1) charges to customers or applicants for goods, services, or privileges provided and includes special assessments, and 2) operating grants and contributions. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes.

Restricted net position, if any, includes assets that are subject to restrictions beyond the Township's control. The restrictions may be externally imposed or imposed by law. When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first, then unrestricted resources as they are needed.

### **Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Equity**

#### ***Deposits and Investments***

The government's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition.

State statutes and Township policy authorize the Township to invest in:

Bonds, securities, other obligations, and repurchase agreements of the United States, or an agency or instrumentality of the United States.

Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a qualified financial institution.

Commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.

# TOWNSHIP OF ARMADA, MICHIGAN

## Notes To Financial Statements

Bankers' acceptances of United States banks.

Obligations of the State of Michigan and its political subdivisions, that, at the time of purchase are rated as investment grade by at least one standard rating service.

Mutual funds registered under the Investment Company Act of 1940 with the authority to purchase only investment vehicles that are legal for direct investment by a public corporation.

### ***Receivables and Payables***

Transactions between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds."

### ***Prepaid Items***

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items when purchased in both government-wide and fund financial statements.

### ***Net Pension Asset***

The net pension asset is deemed to be a noncurrent asset and is recognized on the Township's statement of net position. For the purposes of measuring the net pension asset and deferred outflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Municipal Employees Retirement System of Michigan ("MERS") and additions to/deductions from MERS' fiduciary net position have been determined on the same basis as they are reported by MERS. For this purpose, benefit payments including refunds of employee contributions are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

### ***Capital Assets***

Capital assets, which include land, construction in progress, infrastructure, buildings and improvements, machinery and equipment, and office furnishings, are reported in the applicable governmental activities columns in the government-wide financial statements. The government defines capital assets as assets with an initial, individual cost of more than \$3,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at their estimated acquisition cost as of the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.



## TOWNSHIP OF ARMADA, MICHIGAN

### Notes To Financial Statements

Capital assets of the primary government are depreciated using the straight-line method over the following estimated useful lives:

	Years
Infrastructure	40
Buildings and improvements	20-40
Machinery, equipment, and furniture	3-20

#### ***Deferred Outflows of Resources***

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to one or more future periods and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Township reports deferred outflows of resources for change in expected and actual investment returns, assumptions, and benefits provided in its pension plan.

#### ***Long-term Obligations***

In the government-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the governmental activities in the statement of net position.

In the fund financial statements, the face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses.

#### ***Deferred Inflows of Resources***

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, represents an acquisition of net position that applies to one or more future periods and so will not be recognized as an inflow of resources (revenue) until that time. The governmental funds also report unavailable revenues, which arise only under a modified accrual basis of accounting that are reported as deferred inflows of resources. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

#### ***Fund Equity***

Governmental funds report *nonspendable fund balance* for amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. *Restricted fund balance* is reported when externally imposed constraints are placed on the use of resources by grantors, contributors, or laws or regulations of other governments. *Committed fund balance* (if any) is reported for amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Board of Trustees (the government's highest level of decision-making authority). A motion by the Board of Trustees is required to establish, modify, or rescind a fund balance commitment. The Township reports assigned fund balance (if any) for amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed. The Board of Trustees will assign any fund balance amounts. *Unassigned fund balance* is the residual classification for the general fund.

# TOWNSHIP OF ARMADA, MICHIGAN

## Notes To Financial Statements

When the government incurs an expenditure for purposes for which various fund balance classifications can be used, it is the government's policy to use restricted fund balance first, then committed fund balance, assigned fund balance (if applicable), and finally unassigned fund balance.

### *Use of Estimates*

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates. Additionally, management's estimate of the useful lives of depreciable capital assets is based on the length of time it is believed that those assets will provide some economic benefit in the future.

## 2. BUDGETARY INFORMATION

An annual budget is adopted on a basis consistent with generally accepted accounting principles for the general fund and special revenue funds. All annual appropriations lapse at fiscal year end.

The budgets for the general fund and the special revenue fund are adopted at the department level. The government does not utilize encumbrance accounting.

## 3. EXCESS OF EXPENDITURES OVER BUDGET

State statutes provide that a local unit shall not incur expenditures in excess of the amounts appropriated. The approved budgets of the Township were adopted on a department level basis for the general fund and the special revenue fund. The Township incurred expenditures in excess of amounts appropriated for the year for:

- Emergency services fund in capital outlay and principal due to the purchase of the new fire engine and the early payment of related debt.
- Public safety
- Clerk

## 4. CASH AND DEPOSITS

A reconciliation of cash and cash equivalents as shown on the Statement of Net Position and Statement of Fiduciary Assets and Liabilities to deposits as classified for note disclosure purposes is as follows:

### Statement of Net Position

Cash and cash equivalents	\$ 2,085,744
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### Statement of Fiduciary Assets and Liabilities

Cash and cash equivalents	<u>64,283</u>
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Total	<u><u>\$ 2,150,027</u></u>
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## TOWNSHIP OF ARMADA, MICHIGAN

### Notes To Financial Statements

#### Deposits

##### Bank deposits:

Checking and savings accounts	\$ 2,059,411
Certificates of deposit (due within one year)	90,483
Cash on hand	<u>133</u>

**Total** \$ 2,150,027

*Custodial Credit Risk - Deposits.* Custodial credit risk is the risk that in the event of a bank failure, the Township's deposits may not be returned. State law does not require and the Township does not have a policy for deposit custodial credit risk. As of year end, \$1,337,575 of the Township's bank balance of \$2,020,616 was exposed to custodial credit risk because it was uninsured and uncollateralized.

*Interest Rate Risk.* The Township will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by designating its investment portfolio with the objective of obtaining a rate of return through the economic cycles considering risk constraints and cash flow characteristics.

*Concentration of Credit Risk.* State law limits allowable investments but does not limit concentration of credit risk as identified in the list of authorized investments in the accounting policies. The Township's investment policy does not have specific limits in excess of state law on concentration of credit risk.

### 5. RECEIVABLES, NET

Receivables, net are comprised of the following at year-end:

	General Fund	Emergency Services	Total Governmental Activities
Accounts	\$ 2,766	\$ 69,956	\$ 72,722
Allowance for doubtful accounts	-	(16,936)	(16,936)
Taxes	6,954	41,489	48,443
Due from other governments	<u>77,259</u>	<u>-</u>	<u>77,259</u>
	<u>\$ 86,979</u>	<u>\$ 94,509</u>	<u>\$ 181,488</u>

# TOWNSHIP OF ARMADA, MICHIGAN

## Notes To Financial Statements

### 6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Payables are comprised of the following at year-end:

	General Fund	Emergency Services	Government-wide Statements	Total Governmental Activities
Accounts payable	\$ 21,499	\$ 10,310	\$ -	\$ 31,809
Accrued liabilities	1,454	59,521	-	60,975
Accrued interest	-	-	11,440	11,440
	<u>\$ 22,953</u>	<u>\$ 69,831</u>	<u>\$ 11,440</u>	<u>\$ 104,224</u>

### 7. INTERFUND RECEIVABLES AND PAYABLES

The composition of interfund balances as of March 31, 2020, is as follows:

	Due from Other funds	Due to Other funds
<b>Due to and from primary government funds</b>		
General fund	\$ 147,893	\$ -
Emergency services fund	-	147,893
<b>Total</b>	<u>\$ 147,893</u>	<u>\$ 147,893</u>

Interfund balances resulted primarily from the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made.

# TOWNSHIP OF ARMADA, MICHIGAN

## Notes To Financial Statements

### 8. CAPITAL ASSETS

Capital asset activity for the Township for the year ended March 31, 2020, was as follows:

	Beginning Balance	Additions	Disposals	Transfers	Ending Balance
<b>Governmental Activities</b>					
Capital assets not being depreciated:					
Land	\$ 285,349	\$ -	\$ -	\$ -	\$ 285,349
Construction in progress	174,487	49,037	-	-	223,524
	<u>459,836</u>	<u>49,037</u>	<u>-</u>	<u>-</u>	<u>508,873</u>
Capital assets being depreciated:					
Roads and sidewalks	366,516	-	-	-	366,516
Buildings and improvements	2,119,747	74,061	-	-	2,193,808
Furniture and equipment	2,642,595	527,646	(194,900)	-	2,975,341
Vehicles	57,360	11,158	-	-	68,518
	<u>5,186,218</u>	<u>612,865</u>	<u>(194,900)</u>	<u>-</u>	<u>5,604,183</u>
Less accumulated depreciation for:					
Roads and sidewalks	(67,789)	(9,618)	-	-	(77,407)
Buildings and improvements	(1,082,117)	(63,259)	-	-	(1,145,376)
Furniture and equipment	(1,733,437)	(143,598)	194,900	-	(1,682,135)
Vehicles	(35,185)	(9,835)	-	-	(45,020)
	<u>(2,918,528)</u>	<u>(226,310)</u>	<u>194,900</u>	<u>-</u>	<u>(2,949,938)</u>
Total capital assets being depreciated, net	<u>2,267,690</u>	<u>386,555</u>	<u>-</u>	<u>-</u>	<u>2,654,245</u>
<b>Governmental activities capital assets, net</b>	<u>\$ 2,727,526</u>	<u>\$ 435,592</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,163,118</u>

Depreciation expense was charged to functions/programs of the primary government as follows:

#### Depreciation of governmental activities by function

General government	\$ 16,974
Public safety	167,540
Public works	8,719
Recreation and culture	33,077
	<u>\$ 226,310</u>

## TOWNSHIP OF ARMADA, MICHIGAN

### Notes To Financial Statements

#### 9. LONG-TERM DEBT

Long-term debt activity for the year ended March 31, 2020, was as follows:

	Beginning Balance	Additions	Deductions	Ending Balance	Due Within One Year
Note from direct borrowings and direct placements:					
\$300,000 loan payable due in annual installments of \$35,704 through April 24, 2023, interest at 3.25%	\$ 162,118	\$ -	\$ (30,362)	\$ 131,756	\$ 31,350
\$476,330 loan payable due in annual principal installments of \$47,635 through August 1, 2027, interest at 3.00%	-	476,350	(110,000)	366,350	47,635
	<u>\$ 162,118</u>	<u>\$ 476,350</u>	<u>\$ (140,362)</u>	<u>\$ 498,106</u>	<u>\$ 78,985</u>

Annual debt service requirements to maturity for direct borrowings and direct placements are as follows:

Year Ended March 31,	Governmental Activities	
	Principal	Interest
2021	\$ 78,985	\$ 15,528
2022	80,030	13,003
2023	81,098	10,487
2024	82,183	7,935
2025	47,635	5,362
2026-2028	128,175	7,350
	<u>\$ 498,106</u>	<u>\$ 59,665</u>

# TOWNSHIP OF ARMADA, MICHIGAN

## Notes To Financial Statements

### 10. RISK MANAGEMENT

The Township participates in the Michigan Township Participating Plan (the "Plan") with other municipalities for auto, employee benefits, property, public officials, electronic data processing ("EDP"), crime, inland marine, boiler and machinery, and liability losses. The Plan is organized under Public Act 138 of 1982, as amended. The Plan, while it operates under the Michigan Legislation of Public Act 138, does not operate as a risk pool due to the transfer of risk to U.S. Specialty Insurance Company ("USSIC") backing the Plan under a master policy for the period July 1, 2011 to July 1, 2019. Due to this Master Policy purchase, there is no pooling of risk between members but instead it is commercial insurance. Settled claims relating to this insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

The Township participates in a pool, the Michigan Municipal League Workers' Compensation Fund, with other municipalities for workers' compensation losses. The pool is organized under Public Act 317 of 1969, as amended. In the event the pool's claims and expenses for a policy year exceed the total normal annual premiums for said years, all members of the specific pool's policy year may be subject to special assessment to make up the deficiency. The Township has not been informed of any special assessments being required.

### 11. PROPERTY TAXES

Property taxes are levied on December 1. The tax levy is due February 28. All taxes not paid by their due date are deemed delinquent. Delinquent real and personal property taxes are turned over to the Macomb County Treasurer on March 1 of the year following the levy. The Macomb County Treasurer remits payment to all taxing units on all delinquent real property taxes. Personal property payments are remitted to the Township when Macomb County collects the delinquent property taxes still outstanding after March 1.

Assessed values as established annually by the government, and subject to acceptance by the Township, are equalized by the State at an estimated 50% of current market value. The Township is permitted to levy up to \$1 per \$1,000 of taxable valuation for general governmental service and additional amounts for fire and advanced life support operations. For the year ended March 31, 2020, the Township levied 0.7235 mills for general governmental services, 3.2500 mills for fire services, and 1.5000 mills for advanced life support services. The total taxable value for the 2018 levy for the property within the Township was \$324,355,448.

### 12. PENSION PLAN

#### *General Information About the Plan*

**Plan Description.** The Township's defined benefit pension plan provides certain retirement, disability, and death benefits to plan members and beneficiaries. The Township participates in the Municipal Employees Retirement System of Michigan ("MERS"). MERS is an agent multiple-employer, statewide public employee pension plan established by the Michigan Legislature under Public Act 135 of 1945 and administered by a nine member Retirement Board. MERS issues a publicly available financial report that includes financial statements and required supplementary information. This report may be obtained accessing the MERS website at [www.mersofmich.com](http://www.mersofmich.com).

## TOWNSHIP OF ARMADA, MICHIGAN

### Notes To Financial Statements

**Benefits Provided.** Pension benefits vary by division/bargaining unit and are calculated as final average compensation (based on a 5 year period) and multipliers at 2.80%. Participants are considered to be fully vested in the plan after 10 years. Normal retirement age is 60 with early retirement at age 50 with 25 years of service, or age 55 with 15 years of service, depending on division/bargaining unit.

**Employees Covered by Benefit Terms.** At the December 31, 2019 valuation date, plan membership consisted of the following:

Inactive employees entitled to but not yet receiving benefits	1
Active employees	8
	<hr/>
<b>Total membership</b>	<b>9</b>
	<hr/>

**Contributions.** The employer is required to contribute amounts at least equal to the actuarially determined rate, as established by the MERS Retirement Board. The actuarially determined rate is the estimated amount necessary to finance the cost of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. In addition, the employer may establish contribution rates to be paid by its covered employees.

Employer and employee contribution amounts or rates, by division/bargaining unit, were as follows for the year ended March 31, 2020:

Division/Bargaining Unit	Employer Contribution	Employee Contribution	Status
05 - Fire and Permanent EE	\$2,066/month	6.00%	Open

**Net Pension Liability.** The Township's net pension asset was measured as of December 31, 2019, and the total pension liability used to calculate the net pension asset was determined by an actuarial valuation as of that date.

**Actuarial Assumptions.** The total pension liability in the December 31, 2019 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.50%
Salary increases	3.00% in the long-term
Investment rate of return	7.35%, net of investment and administrative expense including inflation

The mortality table used to project the mortality experience of non-disabled plan members is a 50% male, 50% female blend of the following tables:

- The RP-2014 Healthy Annuitant Mortality Tables, with rates multiplied by 105%
- The RP-2014 Employee Mortality Tables
- The RP-2014 Juvenile Mortality Tables

The mortality table used to project the mortality experience of disabled plan members is 50% Male, 50% Female blend of RP-2014 Disabled Retiree Mortality Tables.



## TOWNSHIP OF ARMADA, MICHIGAN

### Notes To Financial Statements

The actuarial assumptions used in the December 31, 2019 valuation were based on the results of the most recent actuarial experience study of 2008-2013.

*Long-term Expected Rate of Return.* The long-term expected rate of return on pension plan investments was determined using a model method in which the best-estimate ranges of expected future real rates of return (expected returns, net of investment and administrative expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return	Expected Money-Weighted Rate of Return
Global equity	60.0%	5.25%	3.15%
Global fixed income	20.0%	1.25%	0.25%
Private Investments	20.0%	7.25%	1.45%
	<u>100.0%</u>		
Inflation			2.50%
Administrative expenses netted above			<u>0.25%</u>
			<u>7.60%</u>

*Discount Rate.* The discount rate used to measure the total pension liability as of December 31, 2019 was 7.6% (down from 8.0% at December 31, 2018). The projection of cash flows used to determine the discount rate assumes that employer and employee contributions will be made at the rates agreed upon for employees and the actuarially determined rates for employers. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to pay all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

## TOWNSHIP OF ARMADA, MICHIGAN

### Notes To Financial Statements

#### *Changes in Net Pension Asset*

The components of the change in the net pension asset are summarized as follows:

	<b>Total Pension Liability (a)</b>	<b>Plan Fiduciary Net Position (b)</b>	<b>Net Pension Asset (a) - (b)</b>
Balances at December 31, 2018	\$ 44,444	\$ 54,387	\$ (9,943)
Changes for the year:			
Service cost	49,889	-	49,889
Interest	5,199	-	5,199
Difference between expected and actual experience	(9,034)	-	(9,034)
Changes in assumptions	611	-	611
Employer contributions	-	42,671	(42,671)
Net investment income	-	9,591	(9,591)
Benefit payments	(1,974)	(1,974)	-
Administrative expense	-	(167)	167
Other changes	273	-	273
Net changes	44,964	50,122	(5,158)
Balances at December 31, 2019	\$ 89,408	\$ 104,509	\$ (15,101)

*Sensitivity of the Net Pension Asset to Changes in the Discount Rate.* The following presents the net pension asset of the Township, calculated using the discount rate of 7.60%, as well as what the Township's net pension liability (asset) would be if it were calculated using a discount rate that is 1% lower (6.60%) or 1% higher (8.60%) than the current rate:

<b>1% Decrease (6.60%)</b>	<b>Current Discount Rate (7.60%)</b>	<b>1% Increase (8.60%)</b>
\$ 22,925	\$ (15,101)	\$ (29,109)

*Pension Plan Fiduciary Net Position.* Detailed information about the pension plan's fiduciary net position is available in the separately issued Plan financial statements.

## TOWNSHIP OF ARMADA, MICHIGAN

### Notes To Financial Statements

#### *Pension Expense and Deferred Outflows of Resources Related to Pensions*

For the year ended March 31, 2020, the Township recognized pension expense of \$49,281. The Township reported deferred outflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources	Net Deferred Outflows (Inflows) of Resources
Differences in investment returns	\$ 22	\$ -	\$ 22
Differences in experience	-	8,131	(8,131)
Changes in assumptions	550	-	550
	<u>572</u>	<u>8,131</u>	<u>(7,559)</u>
Contributions subsequent to the measurement date	10,903		10,903
<b>Total</b>	<u>\$ 11,475</u>	<u>\$ 8,131</u>	<u>\$ 3,344</u>

The amount reported as deferred outflows of resources resulting from contributions subsequent to the measurement date will be recognized as a reduction in the net pension asset for the year ending March 31, 2020. Other amounts reported as deferred outflows/inflows of resources related to the pension will be recognized in pension expense as follows:

Year Ended March 31,	Amount
2021	\$ (573)
2022	(573)
2023	(573)
2024	(1,625)
2025	(844)
2026-2029	<u>(3,371)</u>
<b>Total</b>	<u>\$ (7,559)</u>

*Payable to the Pension Plan.* At March 31, 2019, the Township had \$398 payable for contributions to the pension plan.

### 13. DEFINED CONTRIBUTION RETIREMENT PLAN

The Township has a single employer defined contribution pension plan administered by Nationwide. The Township contributes 10% of the annual salary for the Fire Chief. The Township's policy is to fund pension costs on an annual basis. Employer contributions for the year were \$6,760. Benefits attributable to employer contributions are 100% vested. The pension, as established, does not recognize prior service costs as it is based exclusively on current compensation earned by participants.

## TOWNSHIP OF ARMADA, MICHIGAN

### Notes To Financial Statements

#### 14. STATE CONSTRUCTION CODE ACT COMPLIANCE

Effective January 1, 2000, Public Act 245 of 1999 amended the State Construction Act to require Michigan municipal governments to establish fees that bear a reasonable relationship to the cost of operating their building departments. The Township has elected to record this activity in the general fund.

Revenues - building fee revenues	\$ 96,685
Expenditures	<u>(105,709)</u>
Current year loss	<u>\$ (9,024)</u>
Loss absorbed in 2001-2019	<u>\$ (278,558)</u>

#### 15. FUND BALANCES - GOVERNMENTAL FUNDS

The Township classifies fund balances primarily to the extent of which it is bound to observe constraints imposed upon the use of the resources reported in governmental funds. Detailed information on fund balances of governmental funds is as follows:

	General Fund	Emergency Services	Total
Nonspendable - Prepays	\$ 5,502	\$ 10,238	\$ 15,740
Restricted for - Emergency services activities		989,718	989,718
Unassigned	<u>1,160,159</u>	-	<u>1,160,159</u>
Total fund balances, governmental funds	<u>\$ 1,165,661</u>	<u>\$ 999,956</u>	<u>\$ 2,165,617</u>

#### 16. NET INVESTMENT IN CAPITAL ASSETS

The composition of the Township's net investment in capital assets as of year end was as follows:

	Governmental Activities
Capital assets, net	\$ 3,163,118
Related debt:	
Bonds outstanding	<u>498,106</u>
Net investment in capital assets	<u>\$ 2,665,012</u>

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## REQUIRED SUPPLEMENTARY INFORMATION

## TOWNSHIP OF ARMADA, MICHIGAN

### Required Supplementary Information

#### MERS Agent Multiple-Employer Defined Benefit Pension Plan

##### Schedule of Changes in the Township's Net Pension Asset and Related Ratios

	Year Ended March 31,		
	2018	2019	2020
<b>Total pension liability</b>			
Service cost	\$ 30,601	\$ 34,095	\$ 49,889
Interest	1,184	2,028	5,199
Benefit payments, including refunds of employee contributions	(1,000)	-	(1,974)
Difference between expected and actual experience	-	-	(9,034)
Changes in assumptions	-	-	611
Other changes	(22,477)	13	273
<b>Net change in total pension liability</b>	<b>8,308</b>	<b>36,136</b>	<b>44,964</b>
Total pension liability, beginning of year	-	8,308	44,444
<b>Total pension liability, end of year</b>	<b>8,308</b>	<b>44,444</b>	<b>89,408</b>
<b>Plan fiduciary net position</b>			
Employer contributions	10,642	35,824	42,671
Employee contributions	10,648	-	-
Net investment income (loss)	513	(2,166)	9,591
Benefit payments, including refunds of employee contributions	(1,000)	-	(1,974)
Administrative expense	(5)	(69)	(167)
<b>Net change in plan fiduciary net position</b>	<b>20,798</b>	<b>33,589</b>	<b>50,121</b>
Plan fiduciary net position, beginning of year	-	20,798	54,387
<b>Plan fiduciary net position, end of year</b>	<b>20,798</b>	<b>54,387</b>	<b>104,508</b>
<b>Township's net pension asset</b>	<b>\$ (12,490)</b>	<b>\$ (9,943)</b>	<b>\$ (15,101)</b>
Plan fiduciary net position as a percentage of total pension liability	250.3%	122.4%	116.9%
Covered payroll	\$ 275,193	\$ 306,606	\$ 418,178
Township's net pension asset as a percentage of covered payroll	-4.5%	-3.2%	-3.6%

#### Notes:

GASB 68 was implemented in fiscal year 2018 because the Plan was not started until that year. This schedule is being built prospectively. Ultimately, 10 years of data will be presented.

In 2020, amounts reported as change of assumptions resulted primarily from a decrease in the assumed rate of return from 7.75% to 7.35%, and a decrease in the assumed rate of wage inflation from 3.75% to 3.00%

## TOWNSHIP OF ARMADA, MICHIGAN

### Required Supplementary Information

#### MERS Agent Multiple-Employer Defined Benefit Pension Plan

##### Schedule of Contributions

Fiscal Year Ending March 31,	Actuarially Determined Contribution	Contributions in Relation to the Actuarially Determined Contribution	Contribution Deficiency (Excess)	Covered Payroll	Contributions as Percentage of Covered Payroll
2018	\$ 12,445	\$ 12,445	-	\$ 275,193	4.5%
2019	35,824	35,824	-	306,606	11.7%
2020	42,671	42,671	-	418,178	10.2%

Note: GASB 68 was implemented in fiscal year 2018 because the Plan was not started until that year. This schedule is being built prospectively. Ultimately, 10 years of data will be presented.

#### Notes to Schedule of Contributions

**Valuation Date** Actuarially determined contribution rates are calculated as of December 31, which is 15 months prior to the beginning of the fiscal year in which contributions are reported.

#### Methods and assumptions used to determine contribution rates:

Actuarial cost method	Entry-age normal
Amortization method	Level percent
Remaining amortization period	0 years
Asset valuation method	5-year smooth market
Inflation	2.50%
Salary increases	3.75% in the long-term
Investment rate of return	7.35%, net of investment and administrative expense including inflation
Retirement age	Age-based table of rates that are specific to the type of eligibility condition. The Normal Retirement rates were first used for the December 31, 2015 actuarial valuations. The Early Retirement rates were first used for the December 31, 2015 actuarial valuations.
Mortality	50% Female/50% Male blend of the RP-2014 Healthy Annuitant Mortality Tables with rates multiplied by 105%, the RP-2014 Employee Mortality Tables, and the RP-2014 Juvenile Mortality Tables.

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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

September 5, 2020

Board of Trustees  
Township of Armada  
Macomb County, Michigan

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the **Township of Armada** (the "Township"), as of and for the year ended March 31, 2020, and the related notes to the financial statements, which collectively comprise the Township's basic financial statements, and have issued our report thereon dated **September 5, 2019**.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Township's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control. Accordingly, we do not express an opinion on the effectiveness of the Township's internal control.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. However, as described in the accompanying schedule of findings and responses, we did identify a certain deficiency in internal control that we consider to be material weakness.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described in the accompanying schedule of findings and responses as item 2020-001 to be a material weakness.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Township's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Township's Response to Findings**

The Township's responses to the findings identified in our audit are described in the accompanying schedule of findings and responses. The Township's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Township's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

## TOWNSHIP OF ARMADA, MICHIGAN

### **Schedule of Findings and Responses**

For the Year Ended March 31, 2020

#### **2020-001 - Construction Bond and Developer Fee Agency Accounts (Repeat Comment)**

**Finding Type.** Material Weakness in Internal Control over Financial Reporting.

**Criteria.** The Township uses an agency fund to account for construction bonds and fees paid to the Township by developers and other companies that are completing projects which require inspection that will be paid back to the developers. Accordingly, the Township is required to keep accurate subsidiary records of the amounts held in these liability accounts. These accounts should be analyzed and reconciled on a regular basis (e.g., monthly or quarterly). Additionally, individual line items in these accounts should be evaluated regularly and either written off to the general fund, escheated to the state, or returned to the parties who originally paid the bond or fees.

**Condition.** We requested detail for the construction bonds payable and the developer's fees payable in the Township's agency fund. The Township was able to provide current year reconciliations to the general ledger for the changes in these accounts; however, it was unable to provide a detail of what comprises the ending balance for the construction bond and developer's fees accounts due to a variance between what is recorded and what is in the detail for the accounts. For both accounts, we noted several payments (some over ten years old) that were made by individuals and never returned and the Township made note of which projects were still ongoing. This could be because the project was never finished or the result of a record keeping error.

**Cause.** The Township does not have a policy to reconcile a complete subsidiary detail to the general ledger.

**Effect.** As a result of the condition, the Township is exposed to an increased risk that misstatements, whether through error or fraud, may occur and not be prevented, or detected and corrected, on a timely basis. Balances in agency funds are particularly sensitive as this fund type, by its nature, is not subject to the normal budgetary oversight found in other funds. Accordingly, it is especially important that these funds be reconciled regularly to a complete detail. While the related cash balances were reconciled, this only verifies the amounts actually on hand, not the balances that should be on hand.

**Recommendation.** We recommend the Township implement procedures to ensure that a detail is maintained to support the balances being reported and that all accounts are reconciled to the general ledger. Additionally, the Township should reach out to legal counsel to find remedies for those amounts that have been on the Township's books for numerous years.

**View of Responsible Officials.** The building administrator will track the bonds (financial guarantees) and when the job is complete and will request a check from clerk's office within 30 days. The building administrator will verify the amount and give back to the clerk to be mailed. All efforts will be made to get the money back to the payer. Any building permits that are open after five years will be abandoned and deposited into the general fund. The admin will supply the financials to the clerk quarterly to reconcile against the general ledger for accuracy. We will be drafting a policy that reflects this.

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# Armada Township Fire Department

Armada, MI

This report was generated on 9/2/2020 4:31:13 PM



## Incident Statistics

Start Date: 08/01/2020 | End Date: 08/31/2020

INCIDENT COUNT			
INCIDENT TYPE	# INCIDENTS		
EMS	89		
FIRE	15		
TOTAL	104		
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
TOTAL			
PRE-INCIDENT VALUE		LOSSES	
\$570,000.00		\$140,000.00	
CO CHECKS			
TOTAL			
MUTUAL AID			
Aid Type		Total	
Aid Given		7	
Aid Received		1	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
6		5.77	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Station 1	0:04:56	0:10:19	
AVERAGE FOR ALL CALLS		0:05:15	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Station 1	0:01:19	0:03:11	
AVERAGE FOR ALL CALLS		0:01:23	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Armada Township Fire Department		15:06	

**Approved**

**Armada Twp Fire Chief**

**Date** 8-1-20

**Signature**

Only Reviewed Incidents included. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.



emergencyreporting.com  
Doc Id: 1645  
Page # 1 of 1

# Armada Township Fire Department

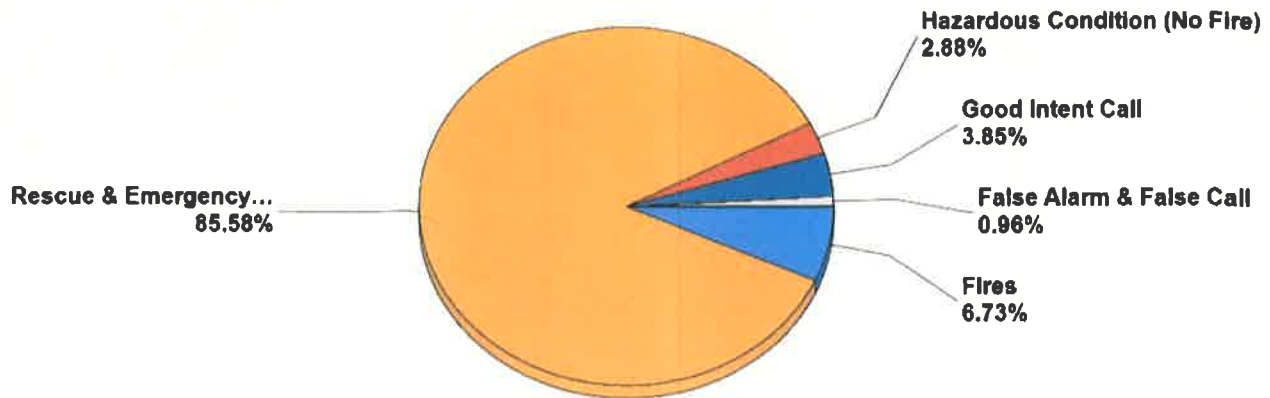
Armada, MI

This report was generated on 9/2/2020 4:35:45 PM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 08/01/2020 | End Date: 08/31/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	7	6.73%
Rescue & Emergency Medical Service	89	85.58%
Hazardous Condition (No Fire)	3	2.88%
Good Intent Call	4	3.85%
False Alarm & False Call	1	0.96%
<b>TOTAL</b>	<b>104</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	4	3.85%
113 - Cooking fire, confined to container	1	0.96%
122 - Fire in motor home, camper, recreational vehicle	1	0.96%
138 - Off-road vehicle or heavy equipment fire	1	0.96%
321 - EMS call, excluding vehicle accident with injury	87	83.65%
322 - Motor vehicle accident with injuries	1	0.96%
324 - Motor vehicle accident with no injuries.	1	0.96%
444 - Power line down	1	0.96%
445 - Arcing, shorted electrical equipment	1	0.96%
460 - Accident, potential accident, other	1	0.96%
611 - Dispatched & cancelled en route	2	1.92%
631 - Authorized controlled burning	2	1.92%
733 - Smoke detector activation due to malfunction	1	0.96%
<b>TOTAL INCIDENTS:</b>	<b>104</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



# Armada Township Fire Department

Armada, MI

This report was generated on 9/2/2020 4:38:29 PM



## Average Response Time for Zone for Date Range

Zone: All Zones | Start Date: 08/01/2020 | End Date: 08/31/2020

Zone Title	AVERAGE RESPONSE TIME in minutes (Dispatch to Arrived)
MA - Mutual/Auto Aid	13.35
NW - Northwest	12.38
SW - Southwest	8.47
SE - Southeast	5.76
AV - Village of Armada	3.62
NE - Northeast	1.99

Only REVIEWED incidents included This report shows the time in decimal format. Excludes "Cancelled" apparatus.



emergencyreporting.com  
Doc Id: 38  
Page # 1



August 2020 Park Report

9/3/20

Baseball/Softball seasons continue with practices and 2-3 softball tournaments scheduled for September and October. Since school sports are still in question to play in Fall, the baseball/softball recreational leagues are moving forward and will continue to practice and play.

The Pavilion had 2 Birthday parties and 1 Graduation party.

Scheduled Armada Junior Tigers practices and meetings.

Jake to maintain restrooms on Friday's.

Skatepark trash has not been an issue in August.

Upgrades for 2020 still in process.

- Auto door locks for Restrooms (Pro-Tech)
- Diamond dust for NT field (Cross Excavating)
- Red Clay for ST and ET (ABA to supply quote)
- Additional picnic tables to replace wood tables.
- Replace park entrance with concrete (long term goal)

Thanks,

Gary Goedtel,

Armada Township Park Director

09/02/2020 10:47 AM  
User: TREASURER  
DB: Armada Twp

BANK RECONCILIATION FOR ARMADA TOWNSHIP  
Bank GEN (GENERAL FUND)  
FROM 08/01/2020 TO 08/31/2020  
Reconciliation Record ID: 379

Page 1/1

9-3

GL Number	Description	Beginning Balance
101-000-001.072	PAYROLL ACCOUNT	2,435.33
101-000-001.080	GENERAL FUND	471,835.92

Beginning GL Balance:	474,271.25
Add: Cash Receipts	17,613.19
Less: Cash Disbursements	(20,725.65)
Less: Payroll Disbursements	(17,630.18)
Add: Journal Entries/Other	29.38
Ending GL Balance:	453,557.99

GL Number	Description	Ending Balance
101-000-001.072	PAYROLL ACCOUNT	6,696.90
101-000-001.080	GENERAL FUND	446,861.09

Ending GL Balance: 453,557.99

Ending Bank Balance:	456,265.81
Add: Deposits in Transit	0.00
Less: 11 AP Outstanding Checks	1,696.79
Less: 1 PR Outstanding Checks	1,011.03

Adjusted Bank Balance 453,557.99  
Unreconciled Difference: 0.00

REVIEWED BY:

MS

DATE:

9-3-20

09/02/2020 01:35 PM  
User: TREASURER  
DB: Armada Twp

BANK RECONCILIATION FOR ARMADA TOWNSHIP  
Bank F4869 (FLAGSTAR #4869 - WATER/SEWER)  
FROM 08/01/2020 TO 08/31/2020  
Reconciliation Record ID: 383

GL Number	Description	Beginning Balance
101-000-002.910	FLAGSTAR #4869 - WATER /SEWER	77,409.85
Beginning GL Balance:		77,409.85
Add: Journal Entries/Other		10.05
Ending GL Balance:		77,419.90
Ending Bank Balance:		77,419.90
Add: Deposits in Transit		0.00
Less: 0 AP Outstanding Checks		
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		77,419.90
Unreconciled Difference:		0.00

REVIEWED BY: MS

DATE: 9-3-20

09/02/2020 01:33 PM  
User: TREASURER  
DB: Armada Twp

BANK RECONCILIATION FOR ARMADA TOWNSHIP  
Bank F0912 (FLAGSTAR #0912)  
FROM 08/01/2020 TO 08/31/2020  
Reconciliation Record ID: 382

Page 1/1

GL Number	Description	Beginning Balance
101-000-002.912	FLAGSTAR #0912	139,581.26
Beginning GL Balance:		139,581.26
Add: Journal Entries/Other		18.12
Ending GL Balance:		139,599.38

GL Number	Description	Ending Balance
101-000-002.912	FLAGSTAR #0912	139,599.38
Ending GL Balance:		139,599.38
Ending Bank Balance:		139,599.38
Add: Deposits in Transit		0.00
Less: 0 AP Outstanding Checks		
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		139,599.38
Unreconciled Difference:		0.00

REVIEWED BY: MS

DATE: 9-3-20

09/02/2020 10:38 AM  
User: TREASURER  
DB: Armada Twp

BANK RECONCILIATION FOR ARMADA TOWNSHIP  
Bank FIRE (FIRE FUND)  
FROM 08/01/2020 TO 08/31/2020  
Reconciliation Record ID: 378

Page 1/1

GL Number	Description	Beginning Balance
206-000-001.072	FIRE FUND	291,042.52
206-000-003.000	CERTIFICATES OF DEPOSIT	

Beginning GL Balance:	291,042.52
Add: Cash Receipts	456.20
Less: Cash Disbursements	(21,064.15)
Less: Payroll Disbursements	(70,593.98)
Add: Journal Entries/Other	20.03
Ending GL Balance:	199,860.62

GL Number	Description	Ending Balance
206-000-001.072	FIRE FUND	199,860.62
206-000-003.000	CERTIFICATES OF DEPOSIT	

Ending GL Balance: 199,860.62

Ending Bank Balance: 200,645.41  
Add: Deposits in Transit 0.00  
Less: 8 AP Outstanding Checks 784.79  
Less: 0 PR Outstanding Checks

Adjusted Bank Balance 199,860.62  
Unreconciled Difference: 0.00

REVIEWED BY:

MS

DATE:

9-3-20

09/02/2020 10:32 AM  
User: TREASURER  
DB: Armada Twp

BANK RECONCILIATION FOR ARMADA TOWNSHIP  
Bank ACCUM (ACCUMED)  
FROM 08/01/2020 TO 08/31/2020  
Reconciliation Record ID: 377

Page 1/1

GL Number	Description	Beginning Balance
206-000-001.366	ACCUMED - 366	124,340.43
Beginning GL Balance:		124,340.43
Add: Journal Entries/Other		15,066.69
Ending GL Balance:		139,407.12

GL Number	Description	Ending Balance
206-000-001.366	ACCUMED - 366	139,407.12
Ending GL Balance:		139,407.12
Ending Bank Balance:		139,407.12
Add: Deposits in Transit		0.00
Less: Outstanding Checks		

Total - 0 Outstanding Checks:  
Adjusted Bank Balance  
Unreconciled Difference:

139,407.12  
0.00

REVIEWED BY:

MS

DATE:

9-3-20

09/02/2020 01:49 PM  
User: TREASURER  
DB: Armada Twp

BANK RECONCILIATION FOR ARMADA TOWNSHIP  
Bank ICS-A (INVESTMENT)  
FROM 08/01/2020 TO 08/31/2020  
Reconciliation Record ID: 384

Beginning GL Balance:	300,513.69
Add: Journal Entries/Other	89.33
	<hr/>

Ending GL Balance:	300,603.02
--------------------	------------

Ending Bank Balance:	300,603.02
Add: Deposits in Transit	0.00
Less: Outstanding Checks	

Total - 0 Outstanding Checks:	
Adjusted Bank Balance	300,603.02
Unreconciled Difference:	0.00

REVIEWED BY: <u>MS</u>	DATE: <u>9-3-20</u>
------------------------	---------------------

09/01/2020 02:14 PM  
User: TREASURER  
DB: Armada Twp

BANK RECONCILIATION FOR ARMADA TOWNSHIP  
Bank T&A (T&A FUND)  
FROM 08/01/2020 TO 08/31/2020  
Reconciliation Record ID: 380

Page 1/1

GL Number	Description	Beginning Balance
701-000-001.701	CASH	60,778.00
Beginning GL Balance:		60,778.00
Add: Cash Receipts		1,250.00
Less: Cash Disbursements		(1,935.00)
Ending GL Balance:		60,093.00
Ending Bank Balance:		62,478.00
Add: Deposits in Transit		0.00
Less: 5 AP Outstanding Checks		2,385.00
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		60,093.00
Unreconciled Difference:		0.00

REVIEWED BY:

MS

DATE:

9-3-20



09/02/2020 11:24 AM  
User: TREASURER  
DB: Armada Twp

BANK RECONCILIATION FOR ARMADA TOWNSHIP  
Bank TAX (TAX FUND CHECKING)  
FROM 08/01/2020 TO 08/31/2020  
Reconciliation Record ID: 381

Page 1/1

GL Number	Description	Beginning Balance
703-000-001.703	TAX CHECKING - 106	255,799.27
703-000-002.703	TAX SAVINGS - 610	
Beginning GL Balance:		255,799.27
Add: Cash Receipts		4,159,488.68
Add: Tax Receipts		28,531.62
Less: Cash Disbursements		(535,551.58)
Ending GL Balance:		3,908,267.99
GL Number	Description	Ending Balance
703-000-001.703	TAX CHECKING - 106	3,908,267.99
703-000-002.703	TAX SAVINGS - 610	
Ending GL Balance:		3,908,267.99
Ending Bank Balance:		3,908,159.99
Add: Deposits in Transit		
8-31-20 SERVICE CHARGE TO BE REFUNDED		108.00
		108.00
Less: 0 AP Outstanding Checks		
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		3,908,267.99
Unreconciled Difference:		0.00

REVIEWED BY: MS

DATE: 9-3-20

Fund 101 GENERAL FUND

GL Number	Description	Balance
*** Assets ***		
101-000-001.072	PAYROLL ACCOUNT	6,696.90
101-000-001.080	GENERAL FUND	446,861.09
101-000-001.916	MSGCU #0001	25,916.43
101-000-001.917	FIFTH THIRD XX0768	90,732.28
101-000-001.918	MSGCU (PLAYSCAPE) 2724-78075	102,743.15
101-000-002.910	FLAGSTAR #4869 - WATER /SEWER	77,419.90
101-000-002.912	FLAGSTAR #0912	139,599.38
101-000-003.136	GENISYS CREDIT UNION 3YR C.D.	0.63
101-000-003.137	GENISYS CREDIT UNION- MONEY MKT	8.57
101-000-004.001	PETTY CASH	150.00
101-000-084.206	DUE FROM FIRE FUND	147,892.99
101-000-084.703	DUE FROM TAX FUND	2,613.22
101-000-123.000	PREPAID EXPENSES	4,106.06
Total Assets		1,044,740.60
*** Liabilities ***		
101-000-202.000	ACCOUNTS PAYABLE	13,849.15
101-000-231.000	PAYROLL LIABILITIES	443.00
101-000-258.004	STATE TAX PAYABLE	669.23
Total Liabilities		14,961.38
*** Fund Balance ***		
101-000-390.000	FUND BALANCE	1,145,652.62
Total Fund Balance		1,145,652.62
Beginning Fund Balance - 19-20		1,137,311.24
Net of Revenues VS Expenditures - 19-20		47,994.45
Fund Balance Adjustments - 19-20		8,341.38
*19-20 End FB/20-21 Beg FB		1,193,647.07
Net of Revenues VS Expenditures - Current Year		(163,867.85)
Fund Balance Adjustments		0.00
Ending Fund Balance		1,029,779.22
Total Liabilities And Fund Balance		1,044,740.60

\* Year Not Closed

Fund 206 FIRE FUND

GL Number	Description	Balance
*** Assets ***		
206-000-001.072	FIRE FUND	199,860.62
206-000-001.366	ACCUMED - 366	139,407.12
206-000-003.001	ICS INVESTMENT-ACCUMED	300,603.02
206-000-088.000	ACCOUNTS RECEIVABLE	69,956.02
206-000-089.001	ALLOWANCE FOR DOUBTFUL ACCOUNTS	(16,936.15)
Total Assets		692,890.63
*** Liabilities ***		
206-000-202.000	ACCOUNTS PAYABLE	9,289.46
206-000-214.101	DUE TO GENERAL FUND	147,892.99
206-000-231.000	PAYROLL LIABILITIES	2,790.02
206-000-258.004	STATE TAX PAYABLE	2,481.62
Total Liabilities		162,454.09
*** Fund Balance ***		
206-000-390.000	FUND BALANCE	809,422.33
Total Fund Balance		809,422.33
Beginning Fund Balance - 19-20		809,422.33
Net of Revenues VS Expenditures - 19-20		190,533.72
*19-20 End FB/20-21 Beg FB		1,035,331.45
Net of Revenues VS Expenditures - Current Year		(469,519.51)
Ending Fund Balance		530,436.54
Total Liabilities And Fund Balance		692,890.63

\* Year Not Closed

Fund 701 TRUST & AGENCY FUND

GL Number	Description	Balance
*** Assets ***		
701-000-001.701	CASH	60,093.00
Total Assets		60,093.00
*** Liabilities ***		
701-000-202.000	ACCOUNTS/BOND PAYABLE	32,459.87
701-000-297.000	CUSTOMER IN/OUT	48,116.56
701-000-298.002	CHETS PROPERTIES 10,000 SF ADDI	455.10
701-000-299.000	DEVELOPER ACCOUNTS	(19,218.01)
701-000-299.021	DEVELOPER ACCOUNTS:CHET'S PROPERT	1,120.37
701-000-299.028	DEVELOPER ACCOUNTS:MDOT WETLAND M	4,862.89
701-000-299.031	DEVELOPER ACCOUNTS:STONERIDGE EST	(2,718.03)
701-000-299.032	DEVELOPER ACCOUNTS:ZOCHOWSKI WATE	(4,958.75)
Total Liabilities		60,120.00
*** Fund Balance ***		
701-000-391.000	EARNINGS	(24.00)
Total Fund Balance		(24.00)
Beginning Fund Balance - 19-20		(24.00)
Net of Revenues VS Expenditures - 19-20		(3.00)
*19-20 End FB/20-21 Beg FB		(27.00)
Net of Revenues VS Expenditures - Current Year		0.00
Ending Fund Balance		(27.00)
Total Liabilities And Fund Balance		60,093.00

\* Year Not Closed

Fund 703 TAX FUND

GL Number	Description	Balance
*** Assets ***		
703-000-001.703	TAX CHECKING - 106	3,908,267.99
Total Assets		3,908,267.99
*** Liabilities ***		
703-000-214.101	DUE TO GENERAL FUND	2,602.19
703-000-222.000	DUE TO MACOMB COUNTY	602,190.76
703-000-225.000	DUE TO ARMADA AREA SCHOOLS	1,508,930.25
703-000-225.100	DUE TO ROMEO SCHOOLS	134,358.89
703-000-228.000	DUE TO STATE OF MICHIGAN	817,478.85
703-000-234.000	DUE TO MACOMB INTERMEDIATE SCHOOL	645,101.15
703-000-235.000	DUE TO MACOMB COUNTY COMMUNITY CO	196,232.74
Total Liabilities		3,906,894.83
*** Fund Balance ***		
703-000-391.000	EARNINGS	5.67
Total Fund Balance		5.67
Beginning Fund Balance - 19-20		5.67
Net of Revenues VS Expenditures - 19-20		1,367.74
*19-20 End FB/20-21 Beg FB		1,373.41
Net of Revenues VS Expenditures - Current Year		(0.25)
Ending Fund Balance		1,373.16
Total Liabilities And Fund Balance		3,908,267.99

\* Year Not Closed

*Discussion Draft 9-4-2020*

September 4, 2020

Cindi Greenia, Supervisor  
Richmond Township  
34900 School Section Road  
Richmond, MI 48062

Re: Fire Service – Mutual Aid

Dear Supervisor Greenia:

This letter is following up on the correspondence sent to you on June 23, 2020 from Mr. Edwin Miller, President of Macomb County Fire Chiefs' Association. It is Armada Township's understanding that currently Richmond Township does not have any approved mutual aid agreements with surrounding municipalities and, as a result, Richmond Township is subject to fees and pay structures for cost recovery to agencies responding into Richmond Township.

Please be advised that Armada Township, if called into Richmond Township to assist in a mutual aid situation, will bill the Township in accordance with the schedule adopted by the Fire Chiefs' Association for apparatus and personnel charges. A copy of the schedule is attached to this letter for ease of reference. In addition, it is our understanding that the Village of Armada will be charging Richmond Township for any water used by the Armada Township Fire Department for service runs into Richmond Township. Attached for your reference is a copy of a Certificate of Motion by the Village of Armada at their meeting of July 13, 2020. We welcome the opportunity to sit down and discuss these issues with you at your first convenience. I look forward to hearing from you soon.

Sincerely,

John W. Paterek  
Armada Township Supervisor

cc: Chief Krotche, Armada Township Fire Chief  
Mary Swiacki, Clerk  
Seibert and Dloski, PLLC

# Defined Benefit and DB Hybrid Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit (DB) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

## I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name Armada Twp

Municipality number 50101

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit or Hybrid Plan. Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 50220105

Division name on file with MERS FIRE & PERMANENT EE

## III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit or Hybrid Plan. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

Employee classification contains **public safety employees:** ☒ Yes ☐ No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

## Defined Benefit and DB Hybrid Plan Adoption Agreement Addendum

EMPLOYER NAME:

DIV:

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded
<b>Temporary Employees:</b> Those who will work for the municipality fewer than ____ months in total.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Part-Time Employees:</b> Those who regularly work fewer than ____ per ____.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Seasonal Employees:</b> Those who will work for the municipality from ____ to ____ only.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Voter-Elected Officials</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Appointed Officials:</b> An official appointed to a voter-elected office.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Contract Employees</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Probationary Periods** (select one):

- ☐ Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be \_\_\_\_ month(s).

Comments:

- ☒ Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.



## Defined Benefit and DB Hybrid Plan Adoption Agreement Addendum

EMPLOYER NAME:

DIV:

### IV. Provisions

#### 1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)

80 hours in a month.

#### 2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Workers' Compensation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unpaid Family Medical Leave Act (FMLA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Other 2: _____ Additional leave types as above	<input type="checkbox"/>	<input type="checkbox"/>

Leaves of absence due to military service are governed by the Federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

# Defined Benefit and DB Hybrid Plan Adoption Agreement Addendum

EMPLOYER NAME:

DIV:

## 3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input checked="" type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
<b>Types of Compensation</b>			
<b>Regular Wages</b> Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
<b>Other Wages</b> Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
<b>Lump Sum Payments</b> PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
<b>Taxable Payments</b> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
<b>Reimbursement of Nontaxable Expenses</b> (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
<b>Types of Deferrals</b>			
<b>Elective Deferrals of Employee Premiums/Contributions</b> 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
<b>Types of Benefits</b>			
<b>Nontaxable Fringe Benefits of Employees</b> Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
<b>Mandatory Contributions</b> Defined Benefit employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
<b>Taxable Fringe Benefits</b> Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
<b>Other Benefits / Lump Sum Payments</b> Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

## Defined Benefit and DB Hybrid Plan Adoption Agreement Addendum

EMPLOYER NAME:

DIV:

**SKIP THIS TABLE** if you selected one of the standard definitions of compensation on page 4.

☒ **CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

### Types of Compensation

#### Regular Wages

☐ Salary or hourly wage X hours

☐ On-call pay

☐ PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)

☐ Other: \_\_\_\_\_

**Other Wages** apply: YES ☐ NO ☐

☐ Shift differentials

☐ Severance issued over time (weekly/bi-weekly)

☐ Overtime

☐ Other: \_\_\_\_\_

**Lump Sum Payments** apply: YES ☐ NO ☐

☐ PTO cash-out

☐ Educational degrees

☐ Longevity

☐ Moving expenses

☐ Bonuses

☐ Sick payouts

☐ Merit pay

☐ Severance (if issued as lump sum)

☐ Job certifications

☐ Other: \_\_\_\_\_

**Taxable Payments** apply: YES ☐ NO ☐

☐ Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)

☐ Prizes, gift cards

☐ Car allowance

☐ Personal use of a company car

☐ Other: \_\_\_\_\_

**Reimbursement of Nontaxable Expenses** (as defined by the IRS) apply: YES ☐ NO ☐

☐ Gun, tools, equipment, uniform

☐ Mileage reimbursement

☐ Phone

☐ Travel through an accountable plan (i.e. tracking mileage for reimbursement)

☐ Fitness

☐ Other: \_\_\_\_\_

### Types of Deferrals

**Elective Deferrals of Employee Premiums/Contributions** apply: YES ☐ NO ☐

☐ 457 employee and employer contributions

☐ IRA contributions

☐ 125 cafeteria plan, FSAs and HSAs

☐ Other: \_\_\_\_\_

### Types of Benefits

**Nontaxable Fringe Benefits of Employees** apply: YES ☐ NO ☐

☐ Health plan, dental, vision benefits

☐ Group term or whole life insurance < \$50,000

☐ Workers compensation premiums

☐ Other: \_\_\_\_\_

☐ Short- or Long-term disability premiums

**Mandatory Contributions** apply: YES ☐ NO ☐

☐ Defined Benefit employee contributions

☐ Other: \_\_\_\_\_

☐ MERS Health Care Savings Program employee contributions

**Taxable Fringe Benefits** apply: YES ☐ NO ☐

☐ Clothing reimbursement

☐ Group term life insurance > \$50,000

☐ Stipends for health insurance opt out payments

☐ Other: \_\_\_\_\_

**Other Benefits / Lump Sum Payments** apply: YES ☐ NO ☐

☐ Workers compensation settlement payments

☐ Other: \_\_\_\_\_

## Defined Benefit and DB Hybrid Plan Adoption Agreement Addendum

EMPLOYER NAME: \_\_\_\_\_

DIV: \_\_\_\_\_

### V. Execution:

#### Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by ARMADA TOWNSHIP BOARD OF TRUSTEES

at a Board Meeting which took place on: ~~08/12/2020~~ **9-9-20**  
(mm/dd/yyyy)

Authorized Signature: \_\_\_\_\_ *Via DocuSign*

Printed Name: \_\_\_\_\_

Title: SUPERVISOR \_\_\_\_\_

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



I understand that approved board minutes are required to complete this request.

Board minutes should be sent to: **DataCollectionProject@mersofmich.com**



**From:** MERS of Michigan <news@mersofmich.com>  
**Sent:** Tuesday, July 21, 2020 2:00 PM  
**To:** Mary Swiacki  
**Subject:** MERS Defined Benefit Plan Provisions and Policies Coming Soon

Having trouble viewing this email? [View it in your browser.](#)



Dear Mary,

Here at MERS, the feedback we hear from our employers – people like you - is a driving force for change. Over the past few years, we've consistently heard how important it is for you to have access to flexible retirement plans in order to meet your municipality's workforce needs. We want you to know that we listened and spent several months reviewing our defined benefit plan provisions and processes.

In an effort to meet your needs and address common errors and issues with defined benefit plan data reported to MERS each month, while also upholding our fiduciary responsibility, we have revised several policies and procedures for the MERS Defined Benefit Plan. With these revisions, you will have the opportunity to make changes to your plan provisions if you choose.

At a high level you can expect new options to address how you administer:

- Plan Eligibility
- Service Credit Qualification
- Leaves of Absence
- Definition of Compensation

#### Next Steps

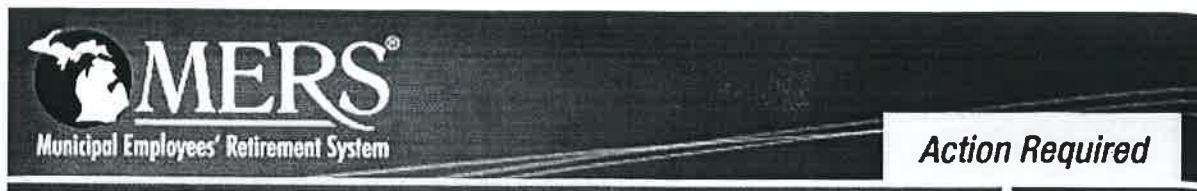
At this time we highly encourage you to begin reviewing your current plan provisions to determine if you'd like to make changes to the way you are currently administering your plan. You will receive detailed information on the revised policies and procedures within the next few weeks. An electronic Adoption Agreement Addendum will follow via DocuSign, and should be completed indicating your current provision elections. You will be asked to complete an addendum for each of your defined benefit divisions and submit the form(s) back to MERS electronically by **September 30, 2020**.

Note that whether you elect to make provisional changes to your plan or not, your governing body's approval of the Adoption Agreement Addendum(s) will be required and **information within the addendum is legally binding**. Please consider reserving time on an upcoming board meeting agenda to review your current provisions and discuss any potential changes.

Watch for more information coming soon, and let me know if you have any questions at this time. My contact information can be found [here](#).

Sincerely,  
Stacey Tinsley,

Having trouble viewing this email? [View it in your browser.](#)



Dear Mary,

### **IMPORTANT! Reporting Process Changes - ACTION REQUIRED!**

Based on your feedback, we know that having flexible retirement plans is an important aspect to meeting your unique workforce needs. As we evolve our plan provisions to meet those needs, we continue to see common errors and issues regarding the information that is reported to MERS each month for defined benefit plans (DB).

Since collecting accurate information is vital to not only correctly calculating retirement benefits, but also upholding our fiduciary responsibility, MERS took a comprehensive look at our plan provisions and processes through review of industry best practices and trends. Using that research, we developed the following revised policies and procedures for the DB plan.

## **Plan Eligibility**

---

### **What is it?**

*Plan Eligibility* defines which employee classifications are covered by the retirement plan. If an employee classification is included in the plan, then employees that are part of this classification will receive service credit if they work the required number of hours defined. If an employee classification is excluded from the plan, they will not be eligible for service.

***All eligible employees must be reported to MERS.***

### **What is changing?**

MERS is providing you with a structured form to help you better define your *Plan Eligibility* provision. The form will help us clarify whether your part-time, temporary, seasonal, voter-elected, appointed officials and contract employees are eligible for the retirement plan.

Moving forward you can choose to exclude classifications of employees based on your needs. For example, if you choose to exclude part-time employees that regularly work less than the hours you specified in your addendum agreement from the plan, they will not be eligible to enroll.

## **Service Credit Qualification**

---

### **What is it?**

*Service Credit Qualification* defines how an eligible employee earns service credit for a calendar month. Until now, this has been known as the *Day of Work* definition. An example of the *Day of Work* definition is to require full-time employees to work a minimum of ten, eight-hour days in order to earn a month of service. This generally equates to 80 hours in a month. Some employers define their *Day of Work* as a



number of hours per month. For employers who did not define their *Day of Work*, MERS applied a default of ten, eight hour days. We recognize this default does not meet all employer needs. Further, some employers have defined their *Day of Work* to ensure part-time employees would not be unintentionally covered, which has created some challenges.

### What is changing?

The *Day of Work* definition will not apply after January 1, 2021, and will be replaced with the hours defined through your *Service Credit Qualification*. You will now define your *Service Credit Qualification* as specific hours required to work in a **calendar month**.

Replacing the current complex definition with a straightforward total number of hours in a month continues to allow for flexibility while streamlining the administration of the plan. In addition, giving you the option to define which specific employee classifications are excluded or included will help MERS to be in alignment with service eligibility moving forward.

## Leaves of Absence

---

### What is it?

The *Leave of Absence* provision defines whether or not an employee shall earn service credit during a leave of absence (i.e. disability, workers' compensation, FMLA). Regardless if service credit is allowed, leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

### What is changing?

Today, each type of leave has subtle differences as they relate to granting service credit, reporting wages, remitting employee and employer contributions, and using the wages as part of an employee's final average compensation (FAC) for benefit calculation. Moving forward, you will specify whether or not service credit shall be granted for each specific type of leave, with the exception of military leave. Military leave is governed by the Uniformed Services Employment and Reemployment Act (USERRA) and affords an employee the right to service credit for qualified military leaves of absence if the employee returns to their same employer within the timeframe allowed.

Regardless of whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will **skip leave months** when determining the employee's final average compensation (FAC) amount for benefit calculation. **Lump sum payments issued** during a leave month **will not** be used in the calculation of benefit.
- Third-party wages **are no longer** reported for leaves of absence.
- Employers are not required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, you may submit additional voluntary contributions (amount determined by employer).
- **For contributory divisions**, employee contributions **are required** for service credit to be retained. Employee contributions will be collected based on the *Service Credit Qualification*. You will calculate employee contributions due using the employee's current hourly rate (prior to leave).

For example: If an employee is required to work 120 hours to receive service credit, then employee contributions shall be equal to 120 hours times the

employee's hourly rate. Employees have three times the length of leave, up to a maximum of five years, to pay required employee contributions.

## Definition of Compensation

---

### What is it?

The *Definition of Compensation* is used to calculate an employee's final average compensation (FAC) and is used in determining both employer and employee contributions. Wages calculated using the elected definition and paid to employees must be reported to MERS.

### What is changing?

We are creating three standard definitions - **Base Wages**, (Box 1 of) **W-2 Wages**, and **Gross Wages** while continuing to allow a fourth custom option. If you choose to create a custom definition of compensation, wage types for inclusion of benefit calculation will be outlined in the custom definition section. One *Definition of Compensation* is allowed – either a standard definition or a custom definition. In addition, if you choose a custom definition, additional online validations and certifications should be expected when reporting ongoing wages and lump sum payments to MERS.

### Have a Defined Contribution (DC) Plan?

Many of the plan provisions outlined above may have an impact to your DC plan(s). Please watch for more information in the coming months.

### Employee Contribution Requirements

For contributory plans, please be proactive to ensure MERS has the most up-to-date employee contribution rate on record. If your reporting contact is required to provide a **contribution discrepancy code** each month when reporting employee wage and contribution data to MERS, this could mean MERS doesn't have the correct rate on record. Employee contributions are calculated based on wages reported using the employee contribution rate in effect by division. If these two don't align, a contribution discrepancy code is required to explain the contribution variance being reported.

## Next Steps

---

### 1. Complete and Confirm Adoption Agreement Addendum

NOTE: Even if you do not make any changes, we ask that you complete an Adoption Agreement Addendum for each of your DB divisions to affirmatively document your plan provisions on file.

- In the next few days, you will receive an email.
- The email will be from "MERS Addendum via DocuSign"
- With the subject line "MERS 2020 Plan Adoption Agreement Addendum"
- This information is coming from an electronic source and will require electronic completion and submission. It may help to work with your IT administrator in advance to ensure the DocuSign email does not get stuck in your SPAM or junk mail folder.
- Documents must be completed and signed using the DocuSign tool.  
**Paper form submission will not be accepted.**

### 2. Preparation for Adoption Agreement Addendum

- To prepare for what the form will request, please reference [this document](#).



**Approval Process**

Your designated Human Resources contact will be asked to review and confirm this provisional detail before routing to the appropriate contact for signature, using MERS' designations on file.

Regardless of whether you are modifying or simply confirming your plan provisions via this addendum, governing body approval will be required. Submission of board minutes will be requested if a designated Authorized Signer is not already on file.

**Effective Date**

Any provisional changes you make will be effective January 1, 2021.

**Streamlined Process**

This will support a more streamlined method of benefit administration and reduce unnecessary contact to you through the audit process that occurs when participant requests are received, such as applications for retirement. As a reminder, your Adoption Agreement is a legally binding document and all provisions within the document must be strictly adhered to.

**Questions**

You can find more information and resources on our [website](#). If you have any questions or do not receive an email from MERS via DocuSign within a week of this notice, please reach out. Here is my [contact information](#).

Sincerely,  
Stacey Tinsley

Like "MERS of Michigan" on Facebook for more retirement planning tips and resources.



You're receiving this newsletter because you're a member of MERS of Michigan.  
This email was sent to [email address suppressed].

Municipal Employees' Retirement System (MERS) of Michigan  
1134 Municipal Way  
Lansing MI 48917

[www.mersofmich.com](http://www.mersofmich.com)  
PH: 800.767.MERS (6377)

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## Armada Township Fire Department

23175 Armada Center Road  
Armada Township, MI 48005

[www.armadatwp.org/fire-department](http://www.armadatwp.org/fire-department)

Phone: (586) 784-9464  
Fax: (586) 784-8586

To: Armada Township Board Members  
From: Fire Chief Christopher Krotche  
Date: September 1, 2020  
Re: Cooperative Purchasing

The Fire Department is requesting that the Township become members with two different Cooperative Purchasing groups; the Houston-Galveston Area Council (H-GAC) and Sourcewell. Both of these groups are municipal based organizations. These Co-ops do competitive bidding for large volume purchases that benefit multiple Municipalities, School districts and non-profits. As a limited end user, it will give the Township much greater discounted buying opportunities.

Going forward, it will also give us the ability to use these Co-ops as a "qualified bidding" process to purchase Grant awarded items. It will also streamline purchase processes and will be complainant with our established Policy and Procedures for procurements. Neither of these memberships require fees or dues for our intended use.

The Fire Department is requesting Board approval for The Township of Armada to enter into membership agreements with both H-GAC and Sourcewell



**INTERLOCAL CONTRACT FOR  
COOPERATIVE PURCHASING**

ILC No.:  
**ILC20-10737**  
Permanent Number assigned  
by H-GAC

THIS INTERLOCAL CONTRACT ("Contract"), made and entered into pursuant to the Texas Interlocal Cooperation Act, Chapter 791, Texas Government Code (the "Act"), by and between the Houston-Galveston Area Council, hereinafter referred to as "H-GAC," having its principal place of business at 3555 Timmons Lane, Suite 120, Houston, Texas 77027, and **Township of Armada**, a local government, a state agency, or a non-profit corporation created and operated to provide one or more governmental functions and services, hereinafter referred to as "End User," having its principal place of business at **23121 East Main Street Armada Township, MI 48005**.

**WITNESSETH**

**WHEREAS**, H-GAC is a regional planning commission and political subdivision of the State of Texas operating under Chapter 391, Texas Local Government Code; and

**WHEREAS**, pursuant to the Act, H-GAC is authorized to contract with eligible entities to perform governmental functions and services, including the purchase of goods and services; and

**WHEREAS**, in reliance on such authority, H-GAC has instituted a cooperative purchasing program under which it contracts with eligible entities under the Act; and

**WHEREAS**, End User has represented that it is an eligible entity under the Act, that its governing body has authorized this Contract on **08/12/2020** (Date), and that it desires to contract with H-GAC on the terms set forth below;

**NOW, THEREFORE**, H-GAC and the End User do hereby agree as follows:

**ARTICLE 1: LEGAL AUTHORITY**

The End User represents and warrants to H-GAC that (1) it is eligible to contract with H-GAC under the Act because it is one of the following: a local government, as defined in the Act (a county, a municipality, a special district, or other political subdivision of the State of Texas or any other state), or a combination of two or more of those entities, a state agency (an agency of the State of Texas as defined in Section 771.002 of the Texas Government Code, or a similar agency of another state), or a non-profit corporation created and operated to provide one or more governmental functions and services, and (2) it possesses adequate legal authority to enter into this Contract.

**ARTICLE 2: APPLICABLE LAWS**

H-GAC and the End User agree to conduct all activities under this Contract in accordance with all applicable rules, regulations, and ordinances and laws in effect or promulgated during the term of this Contract.

**ARTICLE 3: WHOLE AGREEMENT**

This Contract and any attachments, as provided herein, constitute the complete contract between the parties hereto, and supersede any and all oral and written agreements between the parties relating to matters herein.

**ARTICLE 4: PERFORMANCE PERIOD**

The period of this Contract shall be for the balance of the fiscal year of the End User, which began **04/01/2020** and ends **03/31/2021**. This Contract shall thereafter automatically be renewed annually for each succeeding fiscal year, provided that such renewal shall not have the effect of extending the period in which the End User may make any payment due an H-GAC contractor beyond the fiscal year in which such obligation was incurred under this Contract.

**ARTICLE 5: SCOPE OF SERVICES**

The End User appoints H-GAC its true and lawful purchasing agent for the purchase of certain products and services through the H-GAC Cooperative Purchasing Program. End User will access the Program through HGACBuy.com and by submission of any duly executed purchase order, in the form prescribed by H-GAC to a contractor having a valid contract with H-GAC. All purchases hereunder shall be in accordance with specifications and contract terms and pricing established by H-GAC. Ownership (title) to products purchased through H-GAC shall transfer directly from the contractor to the End User.

#### **ARTICLE 6: PAYMENTS**

H-GAC will confirm each order and issue notice to contractor to proceed. Upon delivery of goods or services purchased, and presentation of a properly documented invoice, the End User shall promptly, and in any case within thirty (30) days, pay H-GAC's contractor the full amount of the invoice. All payments for goods or services will be made from current revenues available to the paying party. In no event shall H-GAC have any financial liability to the End User for any goods or services End User procures from an H- GAC contractor.

#### **ARTICLE 7: CHANGES AND AMENDMENTS**

This Contract may be amended only by a written amendment executed by both parties, except that any alterations, additions, or deletions to the terms of this Contract which are required by changes in Federal and State law or regulations are automatically incorporated into this Contract without written amendment hereto and shall become effective on the date designated by such law or regulation.

H-GAC reserves the right to make changes in the scope of products and services offered through the H-GAC Cooperative Purchasing Program to be performed hereunder.

#### **ARTICLE 8: TERMINATION PROCEDURES**

H-GAC or the End User may cancel this Contract at any time upon thirty (30) days written notice by certified mail to the other party to this Contract. The obligations of the End User, including its obligation to pay H-GAC's contractor for all costs incurred under this Contract prior to such notice shall survive such cancellation, as well as any other obligation incurred under this Contract, until performed or discharged by the End User.

#### **ARTICLE 9: SEVERABILITY**

All parties agree that should any provision of this Contract be determined to be invalid or unenforceable, such determination shall not affect any other term of this Contract, which shall continue in full force and effect.

#### **ARTICLE 10: FORCE MAJEURE**

To the extent that either party to this Contract shall be wholly or partially prevented from the performance within the term specified of any obligation or duty placed on such party by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident, order of any court, act of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed; provided, however, force majeure shall not excuse an obligation solely to pay funds. Determination of force majeure shall rest solely with H-GAC.

#### **ARTICLE 11: VENUE**

Disputes between procuring party and Vendor are to be resolved in accord with the law and venue rules of the State of purchase.

#### **THIS INSTRUMENT HAS BEEN EXECUTED BY THE PARTIES HERETO AS FOLLOWS:**

##### **Township of Armada**

Name of End User (local government, agency, or non-profit corporation)

**23121 East Main Street**

Mailing Address

**Armada Township, MI 48005**

City, State ZIP Code

##### ***Houston-Galveston Area Council***

3555 Timmons Lane, Suite 120, Houston, TX  
77027

By: \_\_\_\_\_

Executive Director

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

\_\_\_\_\_  
Signature of chief elected or appointed official | Date

**John Paterek, Township Supervisor**

Typed Name & Title of Signatory



### **END USER DATA**

Please sign and return the Interlocal Contract, along with this completed form, to H-GAC by emailing it to [cpecontractfax@h-gac.com](mailto:cpecontractfax@h-gac.com) or by faxing it to 713-993-2424. The contract may also be mailed to:

**H-GAC Cooperative Purchasing Program**  
**P.O. Box 22777, Houston, TX 77227-2777**

Name of End User Agency: **Township of Armada** County Name: **Macomb**

Mailing Address: **23121 East Main Street Armada Township, MI 48005**

Main Telephone Number: **(586) 784-5200** FAX Number: **(586) 784-5211**

Physical Address: **23121 East Main Street Armada Township, MI 48005**

Web Site Address: **armadatwp.org**

Official Contact: **Chris Krotche**

Mailing Address: **23175 Armada Center Rd**  
**Armada Township, MI 48005**

Title: **Fire Chief**

Ph No.: **(586) 784-9464**

FX No.: **(586) 784-5211**

E-Mail Address: **Chiefkrotche@armadatwp.org**

Authorized Official: **John Paterek**

Mailing Address: **23121 East Main Street**  
**Armada Township, MI 48005**

Title: **Township Supervisor**

Ph No.: **(586) 784-5200**

FX No.: **(586) 784-5211**

E-Mail Address: **Supervisor@armadatwp.org**

Official Contact: **Mary Swiacki**

Mailing Address: **23121 East Main Street**  
**Armada Township, MI 48005**

Title: **Township Clerk**

Ph No.: **(586) 784-5200**

FX No.: **(586) 784-5211**

E-Mail Address: **Clerk@armadatwp.org**

Official Contact:

Mailing Address:

Title:

Ph No.:

FX No.:

E-Mail Address:

Official Contact:

Mailing Address:

Title:

Ph No.:

FX No.:

E-Mail Address:

## **COMPLETING AND EXECUTING THE ILC PROCESS**

### **Step 1 (complete)**

Thank you for completing this step. A PDF copy of the ILC document will be delivered to the email address entered.

### **Step 2**

Secure a signature by the individual identified as the Authorized Official to contractually bind your entity.

### **Step 3**

Scan and email a copy of the contract to H-GAC at [cpcontractfax@h-gac.com](mailto:cpcontractfax@h-gac.com), or fax it to 713-993-2424.

The contract may also be mailed to:

**H-GAC Cooperative Purchasing Program**

PO Box 22777

Houston, TX 77227-2777

If you require an original signed contract, please print, sign, and mail two (2) sets of the ILC documents.

### **Step 4**

H-GAC will execute the contract and return a copy to you electronically.

## SOURCEWELL AGREEMENT

This Agreement, made effective on the date hereof, by and between Sourcewell (formerly known as National Joint Powers Alliance) and \_\_\_\_\_ (hereinafter referred to as the "Member").

### Agreement

1. Sourcewell, a public entity whose creation was authorized by Minn. Stat. § 123A.21, has followed procurement procedures for products and services offered by this Agreement in accordance with Minn. Stat. § 471.345. Sourcewell is permitted to engage in cooperative purchasing pursuant to Minn. Stat. § 123A.21 Subd. 7(23).
2. It is the sole responsibility of each Member to follow state and local procurement statutes and rules as it pertains to cooperative purchasing or joint power Agreements with in-state or out-of-state public agencies.
3. Sourcewell makes cooperative purchasing contracts available to Members "as is," and is under no obligation to revise the terms, conditions, scope, price, and/or any other conditions of the contract for the benefit of the Member. Members are permitted to negotiate and agree to additional terms and conditions with Vendors directly.
4. Each party shall be responsible for its acts and the results thereof, to the extent authorized by law, and will not be responsible for the acts of the other party and the results thereof. The Member will be responsible for all aspects of its purchase, including ordering its goods and/or services, inspecting and accepting the goods and/or services, and paying the Vendor who will have directly billed the Member placing the order.
5. The use of each contract by the Member will adhere to the terms and conditions of the Sourcewell contract.
6. Any dispute which may arise between the Member and the Vendor are to be resolved between the Member and the Vendor.
7. This Agreement incorporates all Agreements, covenants and understandings between Sourcewell and the Member. No prior Agreement or understanding, verbal or otherwise, by the parties or their agents, shall be valid or enforceable unless embodied in this Agreement. This Agreement shall not be altered, changed or amended except by written amendment executed by both parties.

### Member Name

By \_\_\_\_\_  
Its \_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

### Sourcewell

\_\_\_\_\_  
\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

## MEMBER INFORMATION

Indicate an address to which correspondence may be delivered.

Organization Name\* \_\_\_\_\_

Address\* \_\_\_\_\_

City \_\_\_\_\_

State/Province Code \_\_\_\_\_ ZIP code\* \_\_\_\_\_

Country \_\_\_\_\_

Employer Identification Number \_\_\_\_\_

Website \_\_\_\_\_

Contact person\* (First, Last) \_\_\_\_\_

Job Title\* \_\_\_\_\_

Job Role\* \_\_\_\_\_

E-mail\* \_\_\_\_\_

Phone\* \_\_\_\_\_

### Organization Type:

#### Government

- ☐ Federal
- ☐ State
- ☐ County
- ☐ Municipality
- ☐ Tribal
- ☐ Township
- ☐ Special District

### Education

- ☐ Pre-K
- ☐ Public K-12
- ☐ Private K-12
- ☐ Public Higher Ed
- ☐ Private Higher Ed



**Non-Profit (Please include documentation demonstrating non-profit status)**

- ☐ Church
- ☐ Medical Facility
- ☐ Other

**REFERRED BY**

- ☐ Advertisement
- ☐ Colleague/Friend
- ☐ Vendor Representative
- ☐ Conference/Trade Show \_\_\_\_\_
- ☐ Search Engine/Web Search

**RETURN COMPLETED AGREEMENT TO:**

Sourcewell  
202 12<sup>th</sup> Street NE  
P.O. Box 219  
Staples, MN 56479

877-585-9706  
[membership@sourcewell-mn.gov](mailto:membership@sourcewell-mn.gov)

*\*Denotes required information*

August 12, 2020

To: Supervisor & Township Board of Armada Township  
From: Tom Schlichting, Sanilac Appraisers, Inc  
Re: Assessing annual service contract renewal effective 10-15-20

In accordance with provision #10 of the service contract between Sanilac Appraisers, Inc and the Township of Armada, I am providing notice of the company's intent to increase fees as allowed by the terms of our contract, subject to board approval. The contract agreement does not specify an amount of increase, only that there shall be an annual increase as approved by the board. With company costs increasing each year, and tax revenue rising, the company seeks to maintain a modest level of increases comparable to the inflation-rate increase as determined by the state of Michigan in the prior October. The contract revision would become effective for the coming contract year, after the expiration of the existing contract October 15, 2020.

The state of Michigan last October determined a Consumer Price index increase for taxable values at 1.9%. The proposed annual fee increase for this year of service is 1.9%. That rate of increase, rounded to the nearest dollar, will change monthly fee payments from \$3,246 to \$3,308.

No change to the contract is proposed except the fee increase.

Respectfully submitted,

  
Thomas E. Schlichting  
Sanilac Appraisers, Inc

## CONTRACT FOR ASSESSMENT ADMINISTRATION OF ARMADA TOWNSHIP

Contract renewal submitted by Sanilac Appraisers, Inc., hereinafter referred to as the Company, whose main office is located at 151 South Ridge St., PO Box 355, Port Sanilac, Michigan 48469; to the Township of Armada, Macomb County, hereinafter referred to as the Township.

The Company shall provide assessment administration of real and personal property within the township. Preparation and certification of the assessment roll shall be in compliance with laws, regulations and directives regarding the appraisal of property for assessment purposes in the State of Michigan.

- 1) The maintenance of the assessment roll shall be made using Equalizer Assessing software. Valuations made and information concerning assessed and taxable values shall be entered and updated on said software.
- 2) The Company will cooperate with the treasurer in establishing of Township tax information on Equalizer Tax Administration software, and will prepare necessary tax warrants for collection.
- 3) All data collected is the property of the Township.
- 4) The Township shall provide workspace for Company personnel and all supplies required to meet the terms of the contract.
- 5) The Company shall be able to substantiate the individual assessed values and methods employed as a whole. Upon request of the owner or the Township, the company shall review any property the value of which is in dispute.
- 6) The Company shall represent the Township in all appeals to the small claims division of the Michigan Tax Tribunal at no additional fee. Appeals of property classification will also be defended at no additional fee. For defense of appeals to the Tribunal which require attendance at hearings held outside the township, the Township shall reimburse the Assessor within thirty days after submission of a billing at the rate of \$50 per diem expenses.
- 7) The Township shall reimburse actual fees for assessing personnel to attend educational programs approved by the state for assessors along with any exam costs, and shall reimburse for travel days for educational attendance at the rate of \$50 per diem. Reimbursement shall be made within 30 days after submission of a billing. The total reimbursable expense shall not exceed \$1200 per year.

- 8) Assessing personnel shall establish regular weekly office hours and will be available by appointment to explain assessment records and practices to taxpayers, the Township Board and its officers and employees. Company personnel will work in the township 48 weeks a year on scheduled days (except holidays, illness and in case of hazardous weather conditions.) Notice of vacation days will be given to the supervisor's office at least one week in advance of absence.
- 9) Preparation and certification of the 2021 assessment roll, maintenance of computerized assessing information until October 14, 2021, supervision of printing of year 2021 assessment change notices, and preparation of winter 2020 and summer 2021 tax warrants shall be provided at a cost of \$39,696.
- 10) Payment shall be made in twelve equal monthly payments of \$3,308 made no later than the 15<sup>th</sup> of each month between November of 2020 and October of 2021. Township shall make payment to: Sanilac Appraisers, Inc., P.O. Box 355, Port Sanilac, MI 48469.
- 11) The terms of this contract shall be renewed annually on October 15, unless at least one party provides 30-day notice of intent to cancel or alter the terms of the agreement. Compensation shall be increased each year as approved by the Township Board.
- 12) Review of proposed unplatted land divisions for compliance with the Land Division Act is not a Company service under this contract.
- 13) The Company is an independent contract provider of assessing services, working under the authority of the township supervisor, who is the chief assessor by statute. Company employees are not employees of the Township. All salary, benefits, social security taxes and unemployment taxes for company personnel are the sole responsibility of the company.

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Sanilac Appraisers, Inc.

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Date

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Township of Armada

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Date



August 28, 2020

Board of Trustees  
Township of Armada  
23121 East Main Street  
Armada, Michigan 48005

Re: Hidden River Condominium  
33 Mile Road and McKay

Dear Board:

Please accept this letter as a formal request for the Township to provide guidance once and for all whether they will be able to provide sewer and water services to the parcels consisting of approximately 27 acres located at 33 Mile Rd. and Powell Rd., currently owned by Jupiter Land Management, LLC (a Statewide Management Group, LLC company), specifically PIN 02-30-351-001 through -014 and 02-30-351-022 through -025, whether by inter-governmental agreement or 425 agreement with Bruce Township or any other entity. I would like to get a conclusive statement from the board before I seek other alternatives. I do believe it is in everybody's best interest to pursue all available options to provide services to the site while remaining in Armada Township, but perhaps not everybody agrees or it is not feasible through your offices.

I believe I have been very patient while you have conducted your due diligence. Now that the due diligence is completed I do not believe there is much further that has to be done to determine whether there is a path available to provide the services to the property. I do not want to lose another year to this process. Thank you for your consideration. I will await your response and I would prefer the same in writing.

Very truly yours,

Statewide Management Group, LLC/  
Jupiter Land Management, LLC

By: Micheal J. DeMil  
Its: Sole Member

Cc: Robert Seibert, Seibert & Dloski (by electronic mail only)

Subtotal	2,024.00
Sales Tax	121.44
<b>TOTAL</b>	<b>2,145.44</b>