

For Payroll ID: 201 Check Date: 11/14/2019 Pay Period End Date: 10/31/2019

Check Date	Bank	Check Number	Check Number Name	Check Gross	Physical Check Amount	Direct Deposit Status
11/14/2019	GEN	87492	COLLINS, BARBARA J.	1,156.24	912.95	0.00 Open
11/14/2019	GEN	87493	DEVOOGHT, REBECCA	42.70	39.43	0.00 Open
11/14/2019	GEN	87494	DOPKOWSKI, ROBERT D	266.68	236.72	0.00 Open
11/14/2019	GEN	87495	DUROCHER, JULIE E	360.00	312.83	0.00 Open
11/14/2019	GEN	87496	EARLY, JAMES L	1,115.83	910.38	0.00 Open
11/14/2019	GEN	87497	FINCH, SARAH J	352.75	310.89	0.00 Open
11/14/2019	GEN	87498	FRIEND, DAVID	304.05	242.87	0.00 Open
11/14/2019	GEN	87499	HEATH, KEVIN	527.00	464.29	0.00 Open
11/14/2019	GEN	87500	HEATH, PHILIP	1,154.54	1,048.31	0.00 Open
11/14/2019	GEN	87501	LIEB, KAREN JO	1,392.08	1,085.55	0.00 Open
11/14/2019	GEN	87502	MANCIK, OLGA L	208.98	184.12	0.00 Open
11/14/2019	GEN	87503	PORTER, PATRICK T	42.70	39.44	0.00 Open
11/14/2019	GEN	87504	SCHAUER, JOHN	47.38	41.75	0.00 Open
11/14/2019	GEN	87505	WALLINE, MATT P	42.70	37.62	0.00 Open

Totals:	Number of Checks: 014	5,867.15	0.00
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Total Physical Checks: 14

Total Check Stubs:

TOTAL DISBURSEMENTS \$51,282.38
 For OCTOBER

Check Date	Bank	Check #	Payee	Description	GL #	Amount
10/03/2019	GEN	87456	DIGITAL PERSPECTIVE	COMMUNICATIONS	101-265-850.000	710.85
10/03/2019	GEN	87457	United States Treasury	DUE TO FEDERAL GOVERNMENT	701-000-229.000	545.81
10/17/2019	GEN	87468	Lennard, Graham, & Goldsmith	LEGAL FEES	101-266-805.000	90.00
10/17/2019	GEN	87469	MI DEPT. OF TREASURY	DUE TO STATE OF MICHIGAN	701-000-228.000	236.44
10/17/2019	GEN	87470	Monroe County Road Commission	ROAD IMPROVEMENT - LIQUID CHLORIDE		** VOIDED **
10/17/2019	GEN	87471	MONROE PUBLISHING CO.	PRINTING AND PUBLISHING	101-722-900.000	153.49
10/17/2019	GEN	87472	VERIZON WIRELESS	COMMUNICATIONS	101-265-850.000	169.86
10/22/2019	ROAD	1004	Monroe County Road Commission	ROAD FUND MAINT. GRADING, STONING, PAV	204-204-931.000	32,035.79
10/24/2019	GEN	87473	ACCIDENT FUND	INSURANCE	101-851-956.000	957.75
10/24/2019	GEN	87474	David Arthur Consultants, INC	ENGINEERS	101-377-818.000	130.00
10/24/2019	GEN	87475	DIGITAL PERSPECTIVE	COMMUNICATIONS	101-265-850.000	3,425.00
10/24/2019	GEN	87476	DTE Energy	STREETLIGHT EXPENSES	219-219-974.000	659.17
10/24/2019	GEN	87477	FP MAILING SOLUTIONS	POSTAGE	101-215-730.000	127.20
10/24/2019	GEN	87478	MONROE BANK & TRUST	POSTAGE	101-262-730.000	35.00
10/24/2019	GEN	87479	RICK'S LAWN SERVICE	PROFESSIONAL SERVICES/LAWN CARE	101-276-801.000	1,600.00
10/24/2019	GEN	87480	SOUTHEASTERN FENCING LLC	PROFESSIONAL SERVICES/LAWN CARE	101-276-801.000	850.00
10/24/2019	GEN	87481	Steven's Disposal Inc.	TRASH DAY	101-521-807.000	2,500.00
10/24/2019	GEN	87482	VERIZON WIRELESS	COMMUNICATIONS	101-265-850.000	42.39
TOTAL - ALL FUNDS						44,268.75
TOTAL OF 18 CHECKS (1 voided)						
--- GL TOTALS ---						
			POSTAGE			127.20
			POSTAGE			35.00
			COMMUNICATIONS			4,348.10
			LEGAL FEES			90.00
			PROFESSIONAL SERVICES/LAWN CARE			2,450.00
			ENGINEERS			130.00
			TRASH DAY			2,500.00
			PRINTING AND PUBLISHING			153.49

October 2019 Bldg Dept Report

During October 3 permits were issued totaling \$520. -

David Freund worked 8 hrs at the hall, issued 3 permits and made 3 inspections

There were no plumbing, electrical or mechanical inspections.

Expenses for October totaled \$304.05,

MILAN TOWNSHIP
BARBARA COLLINS - CLERK
BUILDING DEPT. REPORT

Date: 11/14/2019

INSPECTORS NAME:

DAVE FRIEND (BLD)

HOURS AT HALL 8

INSPECTIONS 3

PERMITS 3
PLAN REVIEW _____
SITE PLANS (HOUSE) _____
SITE PLANS (POLE BARN
& COMM.) _____
SPECIAL INSPECTIONS _____
ADDRESS ASSIGNED _____

LAND SPLIT

JEFF FELDKAMP (MECHINICAL)

0

DAVE TUBBS (ELECTRICAL)

0

WILLIE HIGGGS (PLUMBING)

0

COST TO TOWNSHIP

DAVE FRIEND \$304.05

JEFF FELDKAMP 0

DAVE TUBBS 0

WILLIE HIGGGS 0

TOTAL \$304.05

RESPECTFULLY SUBMITTED BY: Barbara Collins - Clerk

MILAN TOWNSHIP

BUILDING INSPECTOR TIMESHEET

INSPECTOR NAME D. FRICKHO MONTH/YEAR OCT 2019 PERMITS ISSUED 3

HOURS AT HALL 8 PLAN REVIEW _____ SITE PLANS (HOUSE) _____ SITE PLANS (OTHER) _____

SPECIAL INSPECTIONS _____ REGULAR INSPECTIONS 3 ADDRESS ASSIGNED _____

ADDRESS	PERMIT	DATE	RESULTS	TYPE OF INSPECTION
<u>11600 Cove</u>	<u>1878</u>	<u>10-2</u>	<u>APP.</u> NOT APP.	<u>ROUGH FINAL</u>
<u>13570 PTERS</u>	<u>1876</u>	<u>10-14</u>	<u>APP.</u> NOT APP.	<u>ROUGH FINAL</u>
<u>16884 Day</u>	<u>1883</u>	<u>10-23</u>	<u>APP.</u> NOT APP.	<u>ROUGH FINAL</u>
_____	_____	_____	APP. NOT APP.	ROUGH FINAL
_____	_____	_____	APP. NOT APP.	ROUGH FINAL
_____	_____	_____	APP. NOT APP.	ROUGH FINAL
_____	_____	_____	APP. NOT APP.	ROUGH FINAL
_____	_____	_____	APP. NOT APP.	ROUGH FINAL
_____	_____	_____	APP. NOT APP.	ROUGH FINAL

Signature indicates you performed the above inspections.



CLERK SIGNATURE _____ INSPECTOR _____

ALL TIMESHEETS MUST BE TURNED IN THE LAST FRIDAY OF THE MONTH.

**MILAN TOWNSHIP
ASSESSOR REPORT
November 14, 2019**

FIELD WORK: (scheduled for Nov. & Dec.)

Visit parcels with permits pulled for 2019

OTHER WORK/INFORMATION:

Residential class ratio: 45.38% (last year: 48.43%)
Agricultural class ratio: pending (last year: 47.33%)
Commercial class ratio: pending
Industrial class ratio: pending

2020 CPI/Inflation Rate: 1.9% (1.019 multiplier) compared to last year 2.4% (1.024 multiplier) on the taxable value.

Exported 2019 adjusted values and winter PRE's to Treasurer and balanced winter tax roll. Finalizing on Friday Nov. 15, 2019.

Prepared L4016 Supplemental Special Assessment Report and submitted to the Department of Treasury.

LOOKING AHEAD:

Analyze county appraisal studies for Agricultural, Industrial and Commercial classes to determine starting ratios.

Prepare Personal Property statements for mailing in late December. Effective last year and implemented for this year 2019: Small Business Taxpayer Exemption Form 5076 filing requirements have changed: Small businesses do not have to annually file for the exemption once filed, however, must file rescission if over the \$80,000 threshold and are subject to audit. If they filed in 2018, they do not have to file again until assets go over \$80,000.

Board of Review will be conducted Tuesday, December 10, 2019 at 11:00 a.m. to conduct business if any corrections are needed. Do not have any as of this date.

2020 Poverty/Income Guidelines: Adopt in December as well as review Hardship Application and Asset test.

Process 2019 land divisions for 2020 roll.

Respectfully submitted,
Karen Jo Lieb, Assessor



Is there a state manual that details the internal controls a township must use?

Yes. An important resource for all township board members is the Michigan Department of Treasury's *Uniform Accounting Procedures Manual*, which is available on the state's website, www.michigan.gov/treasury (search for "Accounting Procedures Manual"). You can also access the manual on the members-only side of MTA's website under the "Answer Center" tab in the "Resource Toolkits" link after logging in.

The following are edited excerpts from the manual listing minimum internal controls that must be in place in every unit of government in Michigan. The manual discusses these procedures in greater detail:

Required basic accounting records or computerized equivalent

- The Uniform Chart of Accounts Y
- Controlled numbered official receipts Y
- Controlled numbered official checks Y
- A detailed receipt journal Y
- A detailed disbursement journal Y
- A general ledger (The minimum requirements are discussed in detail in the various chapters of the manual.)

Receipts

- Numerically controlled (printer pre-numbered) three-part official receipts with the name of the township printed on the receipt must be issued for all receipted payment. NO
- Receipt books issued to other departments must be accounted for numerically. NO
- The use of "dime store" receipts is strictly prohibited.
- "Cash," "check" or "credit card" as the method of payment must be indicated on the receipt.
- The receipt must identify the individual receiving payment.
- The receipt must allow for immediate revenue account classification in conformance with the Uniform Chart of Accounts. Y
- Checks must be restrictively endorsed at the point and time of collection.
- When possible, someone other than the person who writes receipts or posts the accounting records must be

responsible to verify that collections received in the mail are properly receipted.

- When possible, collections must be reconciled by an individual not involved in the receipt process. NO
- Tax collections must be received by the treasurer or a person designated by the treasurer. Y

Bank accounts and deposits

- All deposits are to be made intact. Intact means that the deposit must include the checks and cash received for a specific numerical sequenced receipt group. Y
- Deposits must be made timely and reconciled to official receipts.
- Deposit tickets must list checks, by name or number and amount. Y
- All bank accounts must be in the name of the township and the township treasurer. Use of the township's tax ID number should be strictly controlled by the treasurer. Y
- Tax collections must be deposited in a separate bank account in the name of the treasurer with copy of the deposit receipt given to the clerk for entry into the township's accounting records. NO
- All bank accounts should have an ending date of the end of each month. Y
- Bank signature cards should be kept current and the authorized signers limited. Y

Disbursements

- Dual signatures are required for all checking accounts (except the separate tax collection checking account). The dual signatures MUST be the clerk (or deputy clerk) and the treasurer (or deputy treasurer).
- The separate tax collection bank account statutorily only requires the signature of the treasurer. However, the treasurer must provide the clerk with copies of all checks written so the clerk can enter the information into the township's accounting system. NO
- Appropriate documentation (supporting invoices) must be attached for all disbursements. Y
- Original bills, not copies, must be used for documentation. Y
- All disbursements must be approved by the township board prior to disbursement. The township board may establish a formal policy to authorize payments prior to approval to avoid finance or late charges and to pay appropriated amounts and payroll (including related payroll taxes and withholdings). This policy must

Yes