

From: [Dodie Putney](#)
To: [Laurel Evans](#); [Chet Janik](#); [Debra Rushton](#); [Gwenne Allgaier](#); [Melinda Lautner](#); [Patricia Soutas-Little](#); [Rick Robbins](#); [Ty Wessel](#); [Will Bunek](#)
Subject: RE: Requested Information
Date: Tuesday, September 21, 2021 12:40:27 PM
Attachments: [image001.png](#)
[RU 431 YTD FY 21.pdf](#)
[January - September 2021 RU 431.pdf](#)

Thank you Laurel for sending that out to everyone.

I am attaching a year-to-date financial statement and detail general ledger for the Early Childhood program (January – September 20th). There are differences between the summary and detail reports due to “posting of expenses” . The summary report includes unposted expenses (meaning they are going to be paid 9/30/21) while the detail report only includes posted expenses.

Please keep in mind that the Health Department is on a fiscal year of October through September while the County’s fiscal year is January through December. Again, I hope this will help answer some questions for our current fiscal year.

Dodie Putney
Director of Administrative Services
Benzie-Leelanau District Health Department
6051 Frankfort Highway; Suite 100
Benzonia, Mi 49616
231-882-2113
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From: Laurel Evans <levans@leelanau.gov>
Sent: Tuesday, September 21, 2021 11:19 AM

To: Chet Janik <cjanik@leelanau.gov>; Debra Rushton <drushton@leelanau.gov>; Gwenne Allgaier <gallgaier@leelanau.gov>; Melinda Lautner <mlautner@leelanau.gov>; Patricia Soutas-Little <psoutaslittle@leelanau.gov>; Rick Robbins <rrobbins@leelanau.gov>; Ty Wessell <twessell@leelanau.gov>; Will Bunek <wbunek@leelanau.gov>

Cc: Dodie Putney <DPutney@bldhd.org>

Subject: FW: Requested Information

Importance: High

Greetings:

As noted below, please review the attached information for tonight's session from Health Department Director of Administrative Services Dodie Putney. Thank you!

Laurel S. Evans

Executive Assistant

Leelanau County Administration

8527 E. Government Center Dr., Suite #101

Suttons Bay, MI 49682

231-256-9711 *main*

231-256-8101 *direct*

231-256-0120 *fax*

Please note new email: levans@leelanau.gov

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From: Dodie Putney <DPutney@bldhd.org>

Sent: Tuesday, September 21, 2021 10:56 AM

To: Chet Janik <cjanik@leelanau.gov>; Laurel Evans <levans@leelanau.gov>

Subject: Requested Information

Hi Chet & Laurel.

Melinda Lautner asked me for a couple things this morning. But we got to talking about our cost allocation method. I emailed her this attachment but thought this might be helpful for all the Commissioners. Can you please make sure the rest of the Commissioners receive a copy of this.

Thanks Much!

Dodie Putney

Director of Administrative Services

Benzie-Leelanau District Health Department

6051 Frankfort Highway; Suite 100

Benzonia, Mi 49616

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dputney@bldhd.org



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Benzie Leelanau District Health Department
Standard General Ledger
From 1/1/2021 Through 9/30/2021

Account Code	Account Title	Name	Document Description	Effective Date	Debit	Credit
72727	Printing			Opening Balance	0.00	
		Traverse City Area Public Schools	PRINTING	1/31/2021	26.72	
		Traverse City Area Public Schools	PRINTING	3/31/2021	35.98	
		Traverse City Area Public Schools	PRINTING	7/31/2021	<u>96.52</u>	
				Transaction Total	<u>159.22</u>	<u>0.00</u>
Balance 72727	Printing				159.22	
72728	Postage			Opening Balance	0.00	
			August Month-End	8/31/2021	10.12	
			March Recall	3/31/2021	<u>10.88</u>	
			Letters/Postage/Copy			
				Transaction Total	<u>21.00</u>	<u>0.00</u>
Balance 72728	Postage				21.00	
72729	Office Supplies			Opening Balance	0.00	
		Synchrony Bank/Amazon.com	OFFICE SUPPLIES	6/30/2021	172.96	
		Synchrony Bank/Amazon.com	OFFICE, JANITORIAL & OTHER SUPPLIES	8/31/2021	21.99	
		Synchrony Bank/Amazon.com	OFFICE, OTHER & JANITORIAL SUPPLIES	3/31/2021	3.99	
		Synchrony Bank/Amazon.com	OFFICE/ CLINIC / OTHER SUPPLIES	4/30/2021	173.56	
		Synchrony Bank/Amazon.com	OTHER & OFFICE SUPPLIES	7/15/2021	<u>89.40</u>	
				Transaction Total	<u>461.90</u>	<u>0.00</u>
Balance 72729	Office Supplies				461.90	

Benzie Leelanau District Health Department
Standard General Ledger
From 1/1/2021 Through 9/30/2021

Account Code	Account Title	Name	Document Description	Effective Date	Debit	Credit
72730	Janitorial Supplies			Opening Balance	0.00	
		Houdek's Restroom Trailers	JANITORIAL SUPPLIES	8/31/2021	<u>200.00</u>	
				Transaction Total	<u>200.00</u>	<u>0.00</u>
Balance 72730	Janitorial Supplies				200.00	
72743	Other Supplies			Opening Balance	0.00	
		Cardmember Service	OTHER SUPPLIES	7/30/2021	263.34	
		Cardmember Service	OTHER SUPPLIES & ADVERTISING	8/31/2021	340.84	
		Dolly Parton's Imagination Library GTR	OTHER SUPPLIES	8/15/2021	314.79	
		Dolly Parton's Imagination Library GTR	OTHER SUPPLIES	9/15/2021	360.80	
		Dollywood Foundation	OTHER SUPPLIES	6/15/2021	52.58	
		Dollywood Foundation	OTHER SUPPLIES	7/30/2021	222.80	
		Heather Muha	OTHER SUPPLIES	4/30/2021	10.00	
		Heather Muha	OTHER SUPPLIES	6/30/2021	32.70	
		Hollie Anderson	MEALS & OTHER SUPPLIES	7/15/2021	100.00	
		Hollie Anderson	MEALS & OTHER SUPPLIES	7/31/2021	100.00	100.00
		Kathy Bartell	OTHER SUPPLIES	6/30/2021	62.70	
		PoWeR! Book Bags	OTHER SUPPLIES	6/30/2021	4,000.00	
		Synchrony Bank/Amazon.com	OFFICE & OTHER SUPPLIES	7/30/2021	13.22	
		Synchrony Bank/Amazon.com	OFFICE, JANITORIAL & OTHER SUPPLIES	8/31/2021	223.22	
		Synchrony Bank/Amazon.com	OTHER & OFFICE SUPPLIES	8/15/2021	82.71	
		Synchrony Bank/Amazon.com	OTHER SUPPLIES	8/31/2021	276.17	
		Synchrony Bank/Amazon.com	OTHER SUPPLIES / OFFICE SUPPLIES	2/28/2021	25.72	
		Wyant Computer Services	OTHER SUPPLIES	1/28/2021	2,729.36	
		ZFN STUDIOS	OTHER SUPPLIES	4/30/2021	144.00	

Benzie Leelanau District Health Department
Standard General Ledger
From 1/1/2021 Through 9/30/2021

Account Code	Account Title	Name	Document Description	Effective Date	Debit	Credit
		ZFN STUDIOS	OTHER SUPPLIES	7/30/2021	<u>540.00</u>	
				Transaction Total	<u>9,894.95</u>	<u>100.00</u>
Balance 72743	Other Supplies				9,794.95	
81810	Other Contractual			Opening Balance	0.00	
		Maggie Sprattmoran	OTHER CONTRACTUAL	7/30/2021	240.00	
		Maggie Sprattmoran	OTHER CONTRACTUAL	8/31/2021	240.00	
		Miriam Pico` Music	OTHER CONTRACTUAL	4/30/2021	150.00	
		Smobez Enterprises, LLC	OTHER CONTRACTUAL	6/30/2021	800.00	
		The Friendship Community Center	OTHER CONTRACTUAL	8/31/2021	<u>600.00</u>	
				Transaction Total	<u>2,030.00</u>	<u>0.00</u>
Balance 81810	Other Contractual				2,030.00	
85850	Telephone			Opening Balance	0.00	
			Distribute Admin Phone	1/31/2021	11.37	
			Distribute Admin Phone	2/24/2021	23.87	
			Distribute Admin Phone	3/31/2021	32.41	
			Distribute Admin Phone	4/30/2021	36.77	
			Distribute Admin Phone	5/18/2021	40.25	
			Distribute Admin Phone	6/24/2021	53.27	
			Distribute Admin Phone	7/27/2021	121.04	
			Distribute Admin Phone	8/31/2021	<u>80.84</u>	
				Transaction Total	<u>399.82</u>	<u>0.00</u>
Balance 85850	Telephone				399.82	
85851	Cell Phone			Opening Balance	0.00	
		Verizon Wireless	CELL AND DATA	1/11/2021	174.71	
		Verizon Wireless	CELL PHONE	5/31/2021	120.88	
		Verizon Wireless	CELL PHONE & DATA	8/31/2021	174.59	
		Verizon Wireless	CELL PHONE & DATA LINE	5/31/2021	53.89	

Benzie Leelanau District Health Department
Standard General Ledger
From 1/1/2021 Through 9/30/2021

Account Code	Account Title	Name	Document Description	Effective Date	Debit	Credit
		Verizon Wireless	CELL PHONE & DATA LINE	6/30/2021	177.74	
		Verizon Wireless	CELL PHONE & DATA LINE	7/31/2021	174.77	
		Verizon Wireless	CELL PHONE AND DATA	4/30/2021	174.77	
		Verizon Wireless	CELL PHONE AND DATA LINE	3/31/2021	53.89	
			MARCH			
		Verizon Wireless	CELL PHONE MARCH	3/31/2021	123.88	
		Verizon Wireless	CELL/ DATA	2/9/2021	174.71	
		Verizon Wireless	CELL/ DATA	3/12/2021	<u>174.71</u>	
				Transaction Total	<u>1,578.54</u>	<u>0.00</u>
Balance 85851	Cell Phone				1,578.54	
85852	Data Line			Opening Balance	0.00	
			Distribute Admin Data	1/31/2021	24.62	
			Distribute Admin Data	2/24/2021	53.59	
			Distribute Admin Data	3/31/2021	57.00	
			Distribute Admin Data	4/30/2021	63.97	
			Distribute Admin Data	5/31/2021	64.73	
			Distribute Admin Data	6/24/2021	86.19	
			Distribute Admin Data	7/27/2021	182.97	
			Distribute Admin Data	8/31/2021	<u>119.49</u>	
				Transaction Total	<u>652.56</u>	<u>0.00</u>
Balance 85852	Data Line				652.56	
86010	Mileage			Opening Balance	0.00	
		Autumn Jurek	Employee: A Jurek; Pay Date: 7/1/2021	7/1/2021	31.36	
		Autumn Jurek	Employee: A Jurek; Pay Date: 7/29/2021	7/29/2021	35.84	
		Autumn Jurek	Employee: A Jurek; Pay Date: 9/9/2021	9/9/2021	4.48	
		Gabriela Casares	Employee: G Casares; Pay Date: 8/12/2021	8/12/2021	19.15	

Benzie Leelanau District Health Department
Standard General Ledger
From 1/1/2021 Through 9/30/2021

Account Code	Account Title	Name	Document Description	Effective Date	Debit	Credit
		Heather Muha	Employee: H Muha; Pay Date: 7/1/2021	7/1/2021	41.78	
		Heather Muha	Employee: H Muha; Pay Date: 7/29/2021	7/29/2021	36.96	
		Heather Muha	Employee: H Muha; Pay Date: 8/26/2021	8/26/2021	21.28	
		Heather Muha	Employee: H Muha; Pay Date: 9/9/2021	9/9/2021	56.95	
		Hollie Anderson	Employee: H Anderson; Pay Date: 1/28/2021	1/19/2021	18.48	
		Hollie Anderson	Employee: H Anderson; Pay Date: 2/11/2021	2/11/2021	28.78	
		Hollie Anderson	Employee: H Anderson; Pay Date: 3/11/2021	3/11/2021	30.24	
		Hollie Anderson	Employee: H Anderson; Pay Date: 3/25/2021	3/25/2021	18.06	
		Hollie Anderson	Employee: H Anderson; Pay Date: 4/22/2021	4/22/2021	32.03	
		Hollie Anderson	Employee: H Anderson; Pay Date: 4/8/2021	4/8/2021	59.52	
		Hollie Anderson	Employee: H Anderson; Pay Date: 5/20/2021	5/20/2021	24.64	
		Hollie Anderson	Employee: H Anderson; Pay Date: 5/6/2021	5/6/2021	40.54	
		Hollie Anderson	Employee: H Anderson; Pay Date: 6/17/2021	6/17/2021	53.87	
		Hollie Anderson	Employee: H Anderson; Pay Date: 6/3/2021	6/3/2021	28.00	
		Hollie Anderson	Employee: H Anderson; Pay Date: 7/1/2021	7/1/2021	52.36	
		Hollie Anderson	Employee: H Anderson; Pay Date: 7/15/2021	7/15/2021	132.32	
		Hollie Anderson	Employee: H Anderson; Pay Date: 7/29/2021	7/29/2021	67.31	

Benzie Leelanau District Health Department
Standard General Ledger
From 1/1/2021 Through 9/30/2021

Account Code	Account Title	Name	Document Description	Effective Date	Debit	Credit
		Hollie Anderson	Employee: H Anderson; Pay Date: 8/12/2021	8/12/2021	65.41	
		Hollie Anderson	Employee: H Anderson; Pay Date: 8/26/2021	8/26/2021	4.03	
		Hollie Anderson	Employee: H Anderson; Pay Date: 9/9/2021	9/9/2021	60.87	
		Kathy Bartell	Employee: K Bartell; Pay Date: 1/19/2021 1/28/2021	1/19/2021	71.68	
		Kathy Bartell	Employee: K Bartell; Pay Date: 2/11/2021 2/11/2021	2/11/2021	74.76	
		Kathy Bartell	Employee: K Bartell; Pay Date: 2/25/2021 2/25/2021	2/25/2021	17.92	
		Kathy Bartell	Employee: K Bartell; Pay Date: 3/11/2021 3/11/2021	3/11/2021	36.40	
		Kathy Bartell	Employee: K Bartell; Pay Date: 3/25/2021 3/25/2021	3/25/2021	50.96	
		Kathy Bartell	Employee: K Bartell; Pay Date: 4/22/2021 4/22/2021	4/22/2021	58.24	
		Kathy Bartell	Employee: K Bartell; Pay Date: 4/8/2021 4/8/2021	4/8/2021	94.08	
		Kathy Bartell	Employee: K Bartell; Pay Date: 5/20/2021 5/20/2021	5/20/2021	75.04	
		Kathy Bartell	Employee: K Bartell; Pay Date: 5/6/2021 5/6/2021	5/6/2021	40.32	
		Kathy Bartell	Employee: K Bartell; Pay Date: 6/17/2021 6/17/2021	6/17/2021	62.72	
		Kathy Bartell	Employee: K Bartell; Pay Date: 6/3/2021 6/3/2021	6/3/2021	89.60	
		Kathy Bartell	Employee: K Bartell; Pay Date: 7/1/2021 7/1/2021	7/1/2021	184.80	
		Kathy Bartell	Employee: K Bartell; Pay Date: 7/15/2021 7/15/2021	7/15/2021	178.64	
		Kathy Bartell	Employee: K Bartell; Pay Date: 7/29/2021 7/29/2021	7/29/2021	156.24	
		Kathy Bartell	Employee: K Bartell; Pay Date: 8/12/2021 8/12/2021	8/12/2021	190.96	

Benzie Leelanau District Health Department
Standard General Ledger
From 1/1/2021 Through 9/30/2021

Account Code	Account Title	Name	Document Description	Effective Date	Debit	Credit
		Kathy Bartell	Employee: K Bartell; Pay Date: 8/26/2021	8/26/2021	48.72	
		Kathy Bartell	Employee: K Bartell; Pay Date: 9/9/2021	9/9/2021	152.88	
		Lauren Wolf	Employee: L Wolf; Pay Date: 9/9/2021	9/9/2021	98.39	
		Susan Sparkman	Employee: S Sparkman; Pay Date: 9/9/2021	9/9/2021	<u>23.52</u>	
				Transaction Total	<u>2,670.13</u>	<u>0.00</u>
Balance 86010	Mileage				2,670.13	
86861	Meals/Lodging			Opening Balance	0.00	
		Hollie Anderson	MEALS	6/30/2021	62.36	
		Hollie Anderson	MEALS & OTHER SUPPLIES	7/15/2021	35.94	
		Hollie Anderson	MEALS & OTHER SUPPLIES	7/31/2021	<u>35.94</u>	<u>35.94</u>
				Transaction Total	<u>134.24</u>	<u>35.94</u>
Balance 86861	Meals/Lodging				98.30	
86862	Recipient			Opening Balance	0.00	
		Michelle Klein	RECIPIENT TRANSPORTATION	8/31/2021	<u>225.00</u>	
				Transaction Total	<u>225.00</u>	<u>0.00</u>
Balance 86862	Recipient				225.00	
86870	Training & Education			Opening Balance	0.00	
		Hollie Anderson	TRAINING AND EDUCATION	1/28/2021	35.00	
		Hollie Anderson	TRAINING AND EDUCATION	1/31/2021	60.00	
		Lizabeth Hardy	MILEAGE, TRAINING & EDUCATION	5/31/2021	35.00	
		Parents as Teachers	TRAINING & EDUCATION	5/31/2021	650.00	
		Parents as Teachers	TRAINING AND EDUCATION	3/31/2021	3,075.00	

Benzie Leelanau District Health Department
Standard General Ledger
From 1/1/2021 Through 9/30/2021

Account Code	Account Title	Name	Document Description	Effective Date	Debit	Credit
		The University of Michigan	TRAINING & EDUCATION	6/30/2021	<u>3,000.00</u>	
				Transaction Total	<u>6,855.00</u>	<u>0.00</u>
Balance 86870	Training & Education				6,855.00	
92941	Space-Distributed Costs			Opening Balance	0.00	
			Dist LCR Space	1/31/2021	136.14	
			Dist LCR Space	2/24/2021	255.76	
			Dist LCR Space	3/31/2021	253.34	
			Dist LCR Space	4/30/2021	340.69	
			Dist LCR Space	5/18/2021	281.98	
			Dist LCR Space	6/24/2021	392.50	
			Dist LCR Space	7/27/2021	945.85	
			Dist LCR Space	8/31/2021	<u>710.09</u>	
				Transaction Total	<u>3,316.35</u>	<u>0.00</u>
Balance 92941	Space-Distributed Costs				3,316.35	
93901	BLDHD Rent			Opening Balance	0.00	
		SUTTONS BAY TOWNSHIP	RENT	7/15/2021	100.00	
		SUTTONS BAY TOWNSHIP	SECURITY DEPOSIT	7/15/2021	<u>100.00</u>	
				Transaction Total	<u>200.00</u>	<u>0.00</u>
Balance 93901	BLDHD Rent				200.00	
96901	Advertising			Opening Balance	0.00	
		Leelanau Enterprise	ADVERTISING	5/31/2021	495.00	
		Leelanau Enterprise	ADVERTISING	6/30/2021	1,240.00	
		Leelanau Enterprise	ADVERTISING	7/31/2021	1,745.00	
		Leelanau Enterprise	ADVERTISING	8/31/2021	<u>1,590.00</u>	
				Transaction Total	<u>5,070.00</u>	<u>0.00</u>

Benzie Leelanau District Health Department
Standard General Ledger
From 1/1/2021 Through 9/30/2021

Account Code	Account Title	Name	Document Description	Effective Date	Debit	Credit
Balance 96901	Advertising				5,070.00	
96912	Licensing Fees			Opening Balance	0.00	
		Wyant Computer Services	LICENSING FEES	1/31/2021	<u>200.00</u>	
				Transaction Total	<u>200.00</u>	<u>0.00</u>
Balance 96912	Licensing Fees				200.00	
96956	Subscriptions			Opening Balance	0.00	
		Michelle Klein	SUBSCRIPTIONS	4/30/2021	<u>384.00</u>	
				Transaction Total	<u>384.00</u>	<u>0.00</u>
Balance 96956	Subscriptions				384.00	
98981	Administration O/H			Opening Balance	0.00	
			Dist Admin IDC	1/31/2021	602.32	
			Dist Admin IDC	2/24/2021	1,444.20	
			Dist Admin IDC	3/31/2021	1,204.46	
			Dist Admin IDC	4/30/2021	1,411.70	
			Dist Admin IDC	5/18/2021	1,076.14	
			Dist Admin IDC	6/24/2021	1,730.88	
			Dist Admin IDC	7/27/2021	3,851.96	
			Dist Admin IDC	8/31/2021	<u>3,351.43</u>	
				Transaction Total	<u>14,673.09</u>	<u>0.00</u>
Balance 98981	Administration O/H				14,673.09	
99110	GN Distribution			Opening Balance	0.00	
			Dist GN IDC	1/31/2021	67.11	
			Dist GN IDC	2/24/2021	161.50	
			Dist GN IDC	3/31/2021	124.54	
			Dist GN IDC	4/30/2021	109.04	
			Dist GN IDC	5/18/2021	87.02	

Benzie Leelanau District Health Department
Standard General Ledger
From 1/1/2021 Through 9/30/2021

Account Code	Account Title	Name	Document Description	Effective Date	Debit	Credit
			Dist GN IDC	6/24/2021	139.29	
			Dist GN IDC	7/27/2021	410.02	
			Dist GN IDC	8/31/2021	<u>414.22</u>	
				Transaction Total	<u>1,512.74</u>	<u>0.00</u>
Balance 99110	GN Distribution				1,512.74	
99991	PH Administration			Opening Balance	0.00	
			Dist PH Admin IDC	1/31/2021	440.63	
			Dist PH Admin IDC	2/24/2021	946.08	
			Dist PH Admin IDC	3/31/2021	879.54	
			Dist PH Admin IDC	4/30/2021	814.99	
			Dist PH Admin IDC	5/18/2021	45.75	
			Dist PH Admin IDC	6/24/2021	1,248.64	
			Dist PH Admin IDC	7/27/2021	2,606.45	
			Dist PH Admin IDC	8/31/2021	<u>1,908.14</u>	
				Transaction Total	<u>8,890.22</u>	<u>0.00</u>
Balance 99991	PH Administration				<u>8,890.22</u>	
Report Transaction Totals					<u>59,528.76</u>	<u>135.94</u>

Benzie Leelanau District Health Department
Normal Trial Balance - Unposted Transactions Included In Report
From 1/1/2021 Through 9/30/2021

<u>Account Short Title</u>	<u>Debit Balance</u>	<u>Credit Balance</u>
Lee Early Child		
Medicaid Fees		205.24
Reimb. Revenue		922.50
Other Local Gra		126,411.92
Salaries	107,769.69	
FICA	8,528.38	
Med. Insurance	5,357.91	
IPO	7,711.82	
Life Insurance	186.20	
Unemployment	300.63	
Retirement	13,900.08	
Workers Compens	230.71	
Dental Ins.	1,258.68	
Disability Ins.	1,487.85	
Vision Ins.	262.40	
Printing	159.22	
Postage	21.00	
Office Supplies	461.90	
Janitorial Supp	200.00	
Other Supplies	9,794.95	
Other Contractu	2,030.00	
Telephone	399.82	
Cell Phone	1,578.54	
Data Line	652.56	
Mileage	2,944.64	
Meals/Lodging	98.30	
Recipient Trans	225.00	
Training & Educ	6,855.00	
Space-Distribut	4,204.38	
BLDHD Rent	200.00	
Advertising	5,070.00	
Licensing Fees	200.00	
Subscriptions	384.00	
Admin O/H	14,673.09	
GN IDC	1,512.74	
PH Admin O/H	8,890.22	
	<hr/>	<hr/>
Report Total	207,549.71	127,539.66
	<hr/> <hr/>	<hr/> <hr/>
Report Difference	80,010.05	
	<hr/> <hr/>	