

**CENTERVILLE TOWNSHIP
5001 S. FRENCH RD.
CEDAR, MICHIGAN 49621**

SUPERVISOR
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TREASURER
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ZONING ADMIN:
TIM CYPHER
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AGENDA

Wednesday July 8, 2020 7:00PM

Monthly Township Board Meeting

Meeting will be in person, but also available on Zoom

1. Call to Order/Pledge of Allegiance
2. Review Agenda/Additions/Public Comment/Approve Agenda
 - Special Item under Public Comment: Patricia Soutas-Little regarding Senior Millage
3. Previous Meeting Minutes June 10, 2020
4. Invoices - Review and authorize payment
5. Township Financial Update
 1. Treasurer's Report
 2. Quarterly Fund Balance and Budget Review
 3. Reconciliation Report
 4. Reconciliation Policy and Memorandum
6. Clerk Report
7. Correspondence/ Communications
8. Report on Assessing
 1. Assessor Duties and Employment Policy
 2. Board of Review meets on Tuesday, July 21, 2020 9:00 AM
9. Zoning Administrator's Report
 1. Tim Cypher to report
10. Planning Commission
 1. Board Member Report
 2. Next meeting: Thursday, July 27, 2020, 6:30 PM
11. Cedar Area Fire and Rescue Board
 1. Board member report
 2. Policy for appointing CAFR board member discussion
 3. Upcoming meetings: Regular meeting: Thursday July 16, 2020, 7:00PM
12. Board – Unfinished business
 1. Deputy Clerk and Deputy Treasurer
 2. Upper hall emergency light
 3. Chalet Roads: letter to property owners
 4. LIFT Letter
13. Board – New business
14. County Commissioner Report
15. Next Board Meeting: Wednesday, August 12, 2020, at 7:00.
16. Public Comment
17. Motion to Adjourn

CENTERVILLE TOWNSHIP
Monthly Check Journal with Totals Sorted by Check#
 June 11 2020 through July 8 2020

Type	Date	Num	Name	Memo	Account	Debit	Credit
Liability Check	06/27/2020	EFT	United States Treasury	38-2297948	015 - CHASE CHECKING GEN FUND 2769	0.00	800.42
Paycheck	07/08/2020	EFT	BETH CHILES BETH CHILES		015 - CHASE CHECKING GEN FUND 2769 215-701 - Wages	1,316.67	1,148.80
Paycheck	07/08/2020	EFT	JAMES SCHWANTES (SUPERVISOR) JAMES SCHWANTES (SUPERVISOR)		015 - CHASE CHECKING GEN FUND 2769 171-701 - Adm Wages	1,316.67	1,148.80
Paycheck	07/08/2020	EFT	JULIE KROMBEEN (ASSESSOR) JULIE KROMBEEN (ASSESSOR)		015 - CHASE CHECKING GEN FUND 2769 257-701 - Wages	850.00	748.84
Paycheck	07/08/2020	EFT	KATRINA PLEVA (TREASURER) KATRINA PLEVA (TREASURER)		015 - CHASE CHECKING GEN FUND 2769 253-701 - Wages & School Col.	1,233.33	1,086.56
Paycheck	07/08/2020	EFT	RONALD J SCHAUB (TRUSTEE) RONALD J SCHAUB (TRUSTEE)		015 - CHASE CHECKING GEN FUND 2769 104-701 - Adm Wages	1,316.67	1,159.99
Check	06/11/2020	5189	KATRINA PLEVA KATRINA PLEVA	ProMark - 3 150 page receipt books 3 150 page receipt books	015 - CHASE CHECKING GEN FUND 2769 253-726 - Office Supplies/Software	100.00	92.35
Check	06/11/2020	5190	TIME WARNER CABLE	086220701	015 - CHASE CHECKING GEN FUND 2769	182.76	162.76
Check	06/11/2020	5191	BRIAN BOOTH BRIAN BOOTH BRIAN BOOTH	Centerville May 2020 Lawn care township hall May 2020 lawn care parks May 2020	015 - CHASE CHECKING GEN FUND 2769 265-930 - Repairs & Maintenance 751-930 - Repairs & Maintenance	0.00 200.00 175.00	136.98 375.00
Paycheck	06/16/2020	5192	TESHA MILLIRON (DEPUTY TREAS) TESHA MILLIRON (DEPUTY TREAS)		015 - CHASE CHECKING GEN FUND 2769 253-703 - Part Time Wages	375.00	375.00
Check	07/08/2020	5193	CEDAR AREA FIRE & RESCUE CEDAR AREA FIRE & RESCUE	2nd qrt operations assessment	015 - CHASE CHECKING GEN FUND 2769 336-801 - Administrative Fee	60.00	55.41
Check	07/08/2020	5194	Jana M Keen Jana M Keen	4 hours clerk training/consulting	015 - CHASE CHECKING GEN FUND 2769 215-703 - Part Time Wages	51,583.24	51,583.24
Check	07/08/2020	5195	WILLIAMS AND BAY PORTABLE RESTROO... WILLIAMS AND BAY PORTABLE RESTROO...	Inv # 131340 May and June and remaining balance from April	015 - CHASE CHECKING GEN FUND 2769 751-801 - Contracted Services	60.00	60.00
Check	07/08/2020	5196	KCI KCI	Inv # 280462 - Centerville Twp 1123 ProcessMail tax bills with postage	015 - CHASE CHECKING GEN FUND 2769 253-802 - Contracted Services	272.25 402.71	272.25 402.71

Credit Column shows NET CHECK TOTALS

CENTERVILLE TOWNSHIP Monthly Check Journal with Totals Sorted by Check#

June 11 2020 through July 8 2020

Type	Date	Num	Name	Memo	Account	Debit	Credit
Check	07/08/2020	5197	LEELANAU COUNTY EQUALIZATION DEPT. LEELANAU COUNTY EQUALIZATION DEPT.	Centerville Twp Database Maintenance Summer tax bills database maintenance	015 - CHASE CHECKING GEN FUND 2769 253-802 - Contracted Services	712.00	712.00
Check	07/08/2020	5198	CHERRYLAND ELECTRIC CO-OP CHERRYLAND ELECTRIC CO-OP	acc# 6311010 Mid-June thru Mid-July	015 - CHASE CHECKING GEN FUND 2769 266-920 - Utilities-Electric	712.00 32.89	712.00 32.89
Check	07/08/2020	5199	CYPHER GROUP, INC CYPHER GROUP, INC	June 2020 - Centerville Twp June Contract Payment	015 - CHASE CHECKING GEN FUND 2769 723-701 - Contracted Services	32.89 1,000.00	32.89 1,000.00
Check	07/08/2020	5200	BRIAN BOOTH BRIAN BOOTH BRIAN BOOTH	Summer 2020 Payment # 2 Park lawn maintenance hall lawn maintenance	015 - CHASE CHECKING GEN FUND 2769 751-930 - Repairs & Maintenance 265-930 - Repairs & Maintenance	1,000.00 175.00 200.00	1,000.00 375.00
Check	07/08/2020	5201	JAMES SCHWANTES JAMES SCHWANTES	reimbursement for Zoom Zoom Reimbursement	015 - CHASE CHECKING GEN FUND 2769 171-725 - Office Supplies	375.00 15.89	375.00 15.89
Check	07/08/2020	5202	Beth Chiles 1 Beth Chiles 1	VOID: VOID:	015 - CHASE CHECKING GEN FUND 2769 215-726 - Office Supplies/Software	15.89 0.00	15.89 0.00
Check	07/08/2020	5203	Beth Chiles 1 Beth Chiles 1 Beth Chiles 1	reimbursement Keyboard and mouse stamps for election mailing	015 - CHASE CHECKING GEN FUND 2769 215-726 - Office Supplies/Software 262-726 - Office Supplies	0.00 66.75 238.00	0.00 304.75
Paycheck	07/08/2020	5204	DANIEL HUBBELL (TRUSTEE) DANIEL HUBBELL (TRUSTEE) DANIEL HUBBELL (TRUSTEE)		015 - CHASE CHECKING GEN FUND 2769 101-701 - Adm Wages 721-701 - Part Time Wages	0.00 150.00	138.52
Paycheck	07/08/2020	5205	JAMIE DAMM (PC MEMBER) JAMIE DAMM (PC MEMBER) JAMIE DAMM (PC MEMBER)		015 - CHASE CHECKING GEN FUND 2769 247-703 - Part Time Wages 722-701 - Part Time Wages 721-701 - Part Time Wages	150.00 0.00 0.00 150.00	138.52 138.53
Paycheck	07/08/2020	5206	LINDY KELLOGG LINDY KELLOGG		015 - CHASE CHECKING GEN FUND 2769 721-701 - Part Time Wages	150.00	138.52
Paycheck	07/08/2020	5207	MICHAEL SCHARPF (PC MEMBER) MICHAEL SCHARPF (PC MEMBER)		015 - CHASE CHECKING GEN FUND 2769 721-701 - Part Time Wages	150.00 75.00	138.52 69.26
Paycheck	07/08/2020	5208	TIMOTHY P JOHNSON (PC Chair) TIMOTHY P JOHNSON (PC Chair)		015 - CHASE CHECKING GEN FUND 2769 721-701 - Part Time Wages	75.00 180.00	69.26 166.23
Paycheck	07/08/2020	5209	DANA BOOMER (REC SECRETARY) DANA BOOMER (REC SECRETARY)		015 - CHASE CHECKING GEN FUND 2769 721-701 - Part Time Wages	180.00 40.00	166.23 36.94

Credit Column shows NET CHECK TOTALS

CENTERVILLE TOWNSHIP
Monthly Check Journal with Totals Sorted by Check#
 June 11 2020 through July 8 2020

Type	Date	Num	Name	Memo	Account	Debit	Credit
Check	07/08/2020	5210	BETH CHILES BETH CHILES	VOID: VOID:	015 - CHASE CHECKING GEN FUND 2769 215-701 - Wages	0.00 0.00	
Check	07/08/2020	5211	JAMES SCHWANTES (SUPERVISOR) JAMES SCHWANTES (SUPERVISOR)	VOID: VOID:	015 - CHASE CHECKING GEN FUND 2769 171-701 - Adm Wages	0.00 0.00	0.00
Check	07/08/2020	5212	JULIE KROMBEEN (ASSESSOR) JULIE KROMBEEN (ASSESSOR)	VOID: VOID: VOID: VOID:	015 - CHASE CHECKING GEN FUND 2769 257-701 - Wages	0.00 0.00	0.00
Check	07/08/2020	5213	CONSUMERS ENERGY CONSUMERS ENERGY	Acct 1000 0031 1496 June Bill	015 - CHASE CHECKING GEN FUND 2769 448-920 - Utilities-Electric	0.00 68.71	0.00 68.71
TOTAL						60,988.87	61,282.55

CENTERVILLE TWP TREASURER'S REPORT
As of June 30, 2020

Account Balances:

Chase Tax Fund Cking #9301	\$1,533.42
Chase HI Yield Savings #5793	\$68,147.69
Chase Business Savings #6868	\$5,037.50
Chase Commercial Cking #2769	\$155,291.43
TOTAL:	<u><u>\$230,010.04</u></u>

Certificates of Deposit:

Chemical Bank #3220; 7/21/20; 2.50%; 17 mo \$28,181.00

TOTAL:

\$28,181.00

GRAND TOTAL CASH ACCOUNTS:

\$ 258,191.04

<u>Receipts</u>	<u>From</u>	<u>Description</u>
#3004	MI Twp Participating Plan	2011-2017 Dividends
#3005	Tim Cypher, ZA Honor Bank	3 LUP's; 1 Lot Consolidation
#3006		CD #0050 Interest-3/8 to 6/17/2020
#3007	Honor Bank	Transfer matured CD #0050 from Honor Bank to Chase Savings #5793
#3008	Chase Bank	Interest

Centerville Township Balance Sheet				06/30/20	
Assets:					
Cash and Cash Equivalents				\$258,191.04	
Capital Assets (trucks, land, building)					
Receivables:		Fire Millage:	\$0.00		
		Administration Fee:	\$0.00		
		General:	\$0.00		
			Total:	\$0.00	
Total Assets:				\$258,191.04	
Liabilities:					
Accrued Liabilities:				\$0.00	
Current Liabilities:					
2100- Payroll Liabilities				-\$308.82	
2200- Offsetting Tax Liability				\$1,533.42	
For Disbursement				\$21,074.51	
For Centerville				\$1,533.42	\$21,074.51
Non-current Liabilities					
Due within current fiscal year					
Fire Department (FY 20 annual payment)				\$162,069.76	
Due within more than one fiscal year				\$0.00	
Total Liabilities				\$162,069.76	
Net Assets:					
Invested in Capital Assets, net of related debt (trucks)				\$0.00	
Restricted:					
Tax Disbursement Funds				\$21,074.51	
Fire Department (millage)				\$39,896.34	
Metro funds (FY2014 to current FY)				\$8,743.73	
Tax administration fee				\$0.00	
Total Restricted				\$69,714.58	
Unrestricted:					
Committed:				\$0.00	% of Policy Targets:
Assigned:					
Roads:				\$60,652.33	100% with Metro Fund
Fire Department Back up Fund				\$6,925.29	6%
Total Assigned				\$67,577.62	
Unassigned:				\$120,898.84	
Total Unrestricted:				\$188,476.46	
Total Net Assets:				\$96,121.28	
Total Net Assets and Liabilities				\$258,191.04	
Notes:					
Fund Balance Policy Targets:					
Unassigned Balance:					
FY 2020-2021 Expenses:				\$381,458.03	
Reduced by Fire restricted funds: \$39,896.34				\$341,561.69	
April 1 Unassigned Balance of 50% of Expenses:				% of Target: 71%	\$170,780.85
Nov 30 Unassigned Balance of 15% of Expenses:					\$51,234.25
Assigned Funds:					
Fire Back-up Fund:					
FY 2020-2021 CAFR Liability:				\$220,673.00	
Fire Back-up Fund Target 50% of Annual Liability				% of Target: 6%	\$110,336.50
Road Fund:					
Project needs through FY 2021-2022 (Chalet Streets)					\$65,000.00
Specified Projects:					
none					\$0.00

Restricted Funds Calculations:						
Fire Millage Funding:						
Balance on 3/30/20 plus \$\$8,215.46 delinquent payments.						
Paid out since 4/1/20:	to be paid	to be paid	to be paid	to be paid	Collected:	
	04/08/20	07//2020	10/14/20	01/13/21		\$90,357.62
	\$50,461.28	\$51,583.24	\$55,243.26	\$55,243.26	Balance:	\$39,896.34
Date paid:						
Note: 2020-21 Assessment of \$220,973.03 is reduced by \$8442.00 in capital credits.						
March 31 balance based on 12/1/19 to 3/31/20 collection of:			\$126,402.16			
Minus December 11, 2019 payment for 4qtr FY 19-20:			\$44,260.00			
			Balance:	\$82,142.16		
Tax Administration Fee:						
Collected Since 4/1/20						\$1,000.47
Paid out since 4/1/20: 4/8, 5/13, 6/17						\$7,599.99
Paid out as Treasurer & Assessor monthly wages:						Balance: -\$6,599.52
\$2,533.33						
Metro Fund:						
6-2019, 6-2020						\$8,743.73
2019, 2020 Road Funds Spent						\$0.00
						Balance: \$8,743.73

CENTERVILLE TOWNSHIP BUDGET REVIEW

2nd Qrt 2020 Profit & Loss Budget vs. Actual

	Apr - Jun 20	Budget	\$ Over Budget	% of Budget
Income				
101-401 · Revenues				
401-402 · Property Taxes	3,737.32	63,718.00	-59,980.68	5.9%
401-403 · Fire Operating 1.25 Mills	8,215.46	199,687.00	-191,471.54	4.1%
401-404 · PILT National Park	0.00	600.00	-600.00	0.0%
401-451 · Zoning/Permits/Splits	1,245.00	0.00	1,245.00	100.0%
401-452 · PC Zoning (Site Plan Review)	0.00	0.00	0.00	0.0%
401-574 · State Shared Sales Tax Revenue	18,395.00	111,000.00	-92,605.00	16.6%
401-575 · State Shared Metro Revenue	4,509.66	4,000.00	509.66	112.7%
401-607 · Tax Admin Fee	1,000.47	20,000.00	-18,999.53	5.0%
401-651 · Charges for Services	0.00	3,400.00	-3,400.00	0.0%
401-664 · Interest Earned	1,087.15	1,600.00	-512.85	67.9%
401-668 · Rents & Royalties	0.00	0.00	0.00	0.0%
401-676 · Reimbursements	3,086.80	1,300.00	1,786.80	237.4%
Total 101-401 · Revenues	41,276.86	405,305.00	-364,028.14	10.2%
Expense				
101-101 · Township Board				
101-449 · Road Improvements	0.00	0.00	0.00	0.0%
101-701 · Adm Wages	800.00	2,800.00	-2,000.00	28.6%
101-726 · Office Supplies	15.89	0.00	15.89	100.0%
101-801 · Legal Fees	60.00	10,000.00	-9,940.00	0.6%
101-802 · Auditing Services	0.00	2,700.00	-2,700.00	0.0%
101-900 · Printing & Publishing	571.34	1,200.00	-628.66	47.6%
101-911 · Memberships & Dues	1,845.18	1,800.00	45.18	102.5%
101-955 · Miscellaneous	86.02	500.00	-413.98	17.2%
101-101 · Township Board - Other	0.00	0.00	0.00	0.0%
Total 101-101 · Township Board	3,378.43	19,000.00	-15,621.57	17.8%
101-171 · Township Supervisor				
171-701 · Adm Wages	2,550.00	10,200.00	-7,650.00	25.0%
171-726 · Office Supplies	0.00	100.00	-100.00	0.0%
171-801 · Legal Fees	0.00	250.00	-250.00	0.0%
171-860 · Travel	0.00	200.00	-200.00	0.0%
171-955 · Miscellaneous	0.00	0.00	0.00	0.0%
171-960 · Education & Training	0.00	600.00	-600.00	0.0%
101-171 · Township Supervisor - Other	0.00	0.00	0.00	0.0%
Total 101-171 · Township Supervisor	2,550.00	11,350.00	-8,800.00	22.5%
101-215 · Clerk				
215-701 · Wages	3,950.01	15,800.00	-11,849.99	25.0%
215-703 · Part Time Wages	205.00	2,400.00	-2,195.00	8.5%
215-726 · Office Supplies/Software	201.79	1,500.00	-1,298.21	13.5%
215-802 · Contracted Services	981.50	100.00	881.50	981.5%
215-860 · Travel	0.00	100.00	-100.00	0.0%

CENTERVILLE TOWNSHIP BUDGET REVIEW 2nd Qrt 2020 Profit & Loss Budget vs. Actual

	Apr - Jun 20	Budget	\$ Over Budget	% of Budget
215-930 · computer services	150.00	0.00	150.00	100.0%
215-960 · Education & Training	0.00	100.00	-100.00	0.0%
Total 101-215 · Clerk	5,488.30	20,000.00	-14,511.70	27.4%
101-247 · Board of Review				
247-703 · Part Time Wages	885.00	1,400.00	-515.00	63.2%
247-900 · Printing & Publishing	126.53	200.00	-73.47	63.3%
247-960 · Education & Training	88.00	600.00	-512.00	14.7%
Total 101-247 · Board of Review	1,099.53	2,200.00	-1,100.47	50.0%
101-253 · Treasurer				
253-701 · Wages & School Col.	3,950.01	15,800.00	-11,849.99	25.0%
253-703 · Part Time Wages	60.00	2,400.00	-2,340.00	2.5%
253-726 · Office Supplies/Software	807.83	1,500.00	-692.17	53.9%
253-802 · Contracted Services	505.00	3,000.00	-2,495.00	16.8%
253-860 · Travel	97.18	150.00	-52.82	64.8%
253-930 · Computer Services	0.00	200.00	-200.00	0.0%
253-960 · Education & Training	0.00	200.00	-200.00	0.0%
Total 101-253 · Treasurer	5,420.02	23,250.00	-17,829.98	23.3%
101-257 · Assessor				
257-701 · Wages	3,683.33	14,800.00	-11,116.67	24.9%
257-726 · Office Supplies/Software	554.00	800.00	-246.00	69.3%
257-802 · Contracted Services	0.00	0.00	0.00	0.0%
257-860 · Travel	0.00	200.00	-200.00	0.0%
257-900 · Printing & Publishing	0.00	1,000.00	-1,000.00	0.0%
257-960 · Education & Training	0.00	200.00	-200.00	0.0%
Total 101-257 · Assessor	4,237.33	17,000.00	-12,762.67	24.9%
101-262 · Elections				
262-701 · Wages-Part time	332.88	6,000.00	-5,667.12	5.5%
262-726 · Office Supplies	522.14	3,500.00	-2,977.86	14.9%
262-802 · Contractual Fees	0.00	900.00	-900.00	0.0%
262-860 · Travel	0.00	300.00	-300.00	0.0%
262-900 · Printing & Publishing	0.00	300.00	-300.00	0.0%
262-960 · Education & Training	0.00	0.00	0.00	0.0%
Total 101-262 · Elections	855.02	11,000.00	-10,144.98	7.8%
101-265 · Township Hall				
265-931 · Hall Upgrade	272.00	10,000.00	-9,728.00	2.7%
265-740 · Operating Supplies	9.41	500.00	-490.59	1.9%
265-760 · Janitorial Services	100.00	1,300.00	-1,200.00	7.7%
265-920 · Utilities-Electric	124.82	300.00	-175.18	41.6%
265-921 · Internet Services	412.94	1,300.00	-887.06	31.8%
265-922 · Utilities-Heat	235.92	1,200.00	-964.08	19.7%

CENTERVILLE TOWNSHIP BUDGET REVIEW 2nd Qrt 2020 Profit & Loss Budget vs. Actual

	Apr - Jun 20	Budget	\$ Over Budget	% of Budget
265-930 · Repairs & Maintenance	464.00	4,900.00	-4,436.00	9.5%
Total 101-265 · Township Hall	1,619.09	19,500.00	-17,880.91	8.3%
101-336 · Fire Department				
336-801 · Administrative Fee	50,461.28	220,973.03	-170,511.75	22.8%
336-970 · Fire Department - Other	0.00	525.00	-525.00	0.0%
336-971 · Fire Dept Sleeping Quarters	0.00	0.00	0.00	0.0%
336-975 · Future Vehicle Fund	0.00	0.00	0.00	0.0%
Total 101-336 · Fire Department	50,461.28	221,498.03	-171,036.75	22.8%
101-448 · Street Lighting				
448-920 · Utilities-Electric	276.48	750.00	-473.52	36.9%
101-448 · Street Lighting - Other	0.00	0.00	0.00	0.0%
Total 101-448 · Street Lighting	276.48	750.00	-473.52	36.9%
101-721 · Planning				
721-701 · Part Time Wages	720.00	5,250.00	-4,530.00	13.7%
721-801 · Legal Fees & Professional	0.00	1,000.00	-1,000.00	0.0%
721-860 · Travel	0.00	200.00	-200.00	0.0%
721-900 · Printing & Publishing	187.88	300.00	-112.12	62.6%
721-960 · Education & Training	0.00	750.00	-750.00	0.0%
Total 101-721 · Planning	907.88	7,500.00	-6,592.12	12.1%
101-722 · Zoning Board of Appeals				
722-701 · Part Time Wages	0.00	300.00	-300.00	0.0%
722-801 · Legal Fees	0.00	0.00	0.00	0.0%
722-860 · Travel	0.00	100.00	-100.00	0.0%
722-900 · Printing & Publishing	0.00	50.00	-50.00	0.0%
722-960 · Education & Training	0.00	300.00	-300.00	0.0%
Total 101-722 · Zoning Board of Appeals	0.00	750.00	-750.00	0.0%
101-723 · Zoning Administrator				
723-701 · Contracted Services	2,750.00	13,000.00	-10,250.00	21.2%
723-726 · Office Supplies	0.00	0.00	0.00	0.0%
723-860 · Travel	102.92	0.00	102.92	100.0%
723-955 · Miscellaneous	0.00	0.00	0.00	0.0%
723-960 · Education and Training	0.00	0.00	0.00	0.0%
101-723 · Zoning Administrator - Other	175.00	0.00	0.00	0.0%
Total 101-723 · Zoning Administrator	3,027.92	13,000.00	-9,972.08	23.3%
101-751 · Parks				
751-801 · Contracted Services	0.00	700.00	-700.00	0.0%
751-930 · Repairs & Maintenance	625.00	2,500.00	-1,875.00	25.0%
Total 101-751 · Parks	625.00	3,200.00	-2,575.00	19.5%

**CENTERVILLE TOWNSHIP BUDGET REVIEW
2nd Qrt 2020 Profit & Loss Budget vs. Actual**

	Apr - Jun 20	Budget	\$ Over Budget	% of Budget
101-851 · Insurance & Bonds	5,118.00	5,100.00	18.00	100.4%
851-955 · Insurance & Bonds	5,118.00	5,100.00	18.00	100.4%
Total 101-851 · Insurance & Bonds	5,118.00	5,100.00	18.00	100.4%
101-861 · Employers Share of Retirement	0.00	0.00	0.00	0.0%
101-862 · FICA & Medicare Taxes	1,307.57	5,600.00	-4,292.43	23.3%
101-871 · Workers Compensation Insurance	760.00	760.00	0.00	100.0%
5977 · Capital Outlay	0.00	0.00	0.00	0.0%
97014 · Land & Improvements	0.00	0.00	0.00	0.0%
97214 · Buildings & Improvements	0.00	0.00	0.00	0.0%
97714 · Equipment	0.00	0.00	0.00	0.0%
Total 5977 · Capital Outlay	0.00	0.00	0.00	0.0%
Total Expense	87,131.85	381,458.03	-294,326.18	22.8%
Net Income	-45,854.99	23,846.97	-69,701.96	-192.3%

**CENTERVILLE TOWNSHIP
5001 S FRENCH RD
CEDAR, MICHIGAN 49621**

SUPERVISOR
JAMES SCHWANTES
PHONE: 920-5204
Email:
centervillesupervisor@gmail.com

TRUSTEE
DANIEL HUBBELL
PHONE: 228-6390
Email: dan@hubbellfarm.com

CLERK
ELIZABETH CHILES
PHONE: 620-2130
Email: clerk.centerville@gmail.com

TRUSTEE
RONALD SCHAUB
PHONE: 256-7127
Email: schaubron@yahoo.com

TREASURER
KATRINA PLEVA
PHONE: 228-5649 FAX: 228-6818
Email: dalekatrina@centurytel.net

ZONING ADMIN:
TIM CYPHER
CELL: 360-2557 FAX 256-7774
Email: tim@allpermits.com

MONTHLY RECONCILIATION REPORT

Wednesday July 8, 2020 7:00PM
Monthly Township Board Meeting
Centerville Township Hall

This is to certify that the Centerville Township Board at its regular Board meeting conducted a reconciliation review for the month of June in 2020. This review uses the monthly bank reconciliation as its guide to review the sample transactions. Prior to this meeting the Supervisor requested documentation on 1 deposit and 1 fund transfer and 2 sets of expenditures from the General Fund for review.

Supervisor's comments: Review of the receipts for the deposit and the CD transfer raised no concerns. The expenditures reviewed were appropriate as well. Documentation was forwarded to the other board members prior to the meeting.

Reviewed by the board & signed by

Supervisor _____ Date: _____

(This report will be kept monthly for the Supervisor to present at the audit)



JPMorgan Chase Bank, N.A.
 P O Box 182051
 Columbus, OH 43218-2051

May 30, 2020 through June 30, 2020
 Account Number: **000000771382769**

Jim

00034701 DRE 021 210 18520 NNNNNNNNNN 1 000000000 Z9 0000
 CENTERVILLE TOWNSHIP
 GENERAL FUND ACCOUNT
 5001 S FRENCH RD
 CEDAR MI 49621-9608

CUSTOMER SERVICE INFORMATION

Web site: **www.Chase.com**
 Service Center: **1-877-425-8100**
 Deaf and Hard of Hearing: **1-800-242-7383**
 Para Espanol: **1-888-622-4273**
 International Calls: **1-713-262-1679**



00347010201000000022

CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$168,014.76
Deposits and Additions	1	1,006.48
Checks Paid	23	-10,724.71
Electronic Withdrawals	2	-1,988.36
Fees	1	-25.00
Ending Balance	27	\$156,283.17

Your Chase Platinum Business Checking account provides:

- No transaction fees for unlimited electronic deposits (including ACH, ATM, wire, Chase Quick Deposit)
- 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

There are additional fee waivers and benefits associated with your account – please refer to your Deposit Account Agreement for more information.

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
06/19	Remote Online Deposit 2	\$1,006.48
Total Deposits and Additions		\$1,006.48

CHECKS PAID

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
5147 ^		06/01	\$30.00
5159 * ^		06/16	57.25
5165 * ^		06/15	1,215.94
5170 * ^		06/15	38.42
5171 ^		06/16	68.50
5173 * ^		06/15	128.85
5174 ^		06/19	45.00
5175 ^		06/15	1,845.18
5176 ^		06/22	1,000.00
5177 ^		06/11	378.30



JPMorgan Chase Bank, N.A.
 P O Box 182051
 Columbus, OH 43218-2051

May 30, 2020 through June 30, 2020
 Account Number: **000001601925793**

Jim

00064107 DRE 021 210 18320 NNNNNNNNNNN 1 000000000 62 0000
 CENTERVILLE TOWNSHIP
 5001 S FRENCH RD
 CEDAR MI 49621-9608

CUSTOMER SERVICE INFORMATION

Web site: **www.Chase.com**
 Service Center: **1-877-425-8100**
 Deaf and Hard of Hearing: **1-800-242-7383**
 Para Espanol: **1-888-622-4273**
 International Calls: **1-713-262-1679**



00641070101000000021

SAVINGS SUMMARY

Chase Business High Yield Savings

	INSTANCES	AMOUNT
Beginning Balance		\$31,770.80
Deposits and Additions	2	36,376.89
Ending Balance	2	\$68,147.69
Annual Percentage Yield Earned This Period		0.15%
Interest Paid This Period		\$5.41
Interest Paid Year-to-Date		\$12.63

Your monthly service fee was waived because you maintained an average savings balance of \$10,000 or more during the statement period.

TRANSACTION DETAIL

DATE	DESCRIPTION		AMOUNT	BALANCE
	Beginning Balance			\$31,770.80
06/19	Remote Online Deposit	4	36,371.48	68,142.28
06/30	Interest Payment		5.41	68,147.69
	Ending Balance			\$68,147.69

You earned a higher interest rate on your Chase Business High Yield Savings account during this statement period because you had a qualifying Chase Platinum Business Checking account.

30 deposited items are provided with your account each month. There is a \$0.20 fee for each additional deposited item.



JPMorgan Chase Bank, N.A.
P O Box 182051
Columbus, OH 43218-2051

May 30, 2020 through June 30, 2020
Account Number: **000130400399301**

Jim

00025115 DRE 021 210 18520 NNNNNNNNNN 1 000000000 D2 0000
CENTERVILLE TOWNSHIP
5001 S FRENCH RD
CEDAR MI 49621-9608

CUSTOMER SERVICE INFORMATION

Web site: **www.Chase.com**
Service Center: **1-877-425-8100**
Deaf and Hard of Hearing: **1-800-242-7383**
Para Espanol: **1-888-622-4273**
International Calls: **1-713-262-1679**



00251150101000000021

CHECKING SUMMARY Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$24,267.70
Ending Balance	0	\$24,267.70

- Your Chase Platinum Business Checking account provides:
- No transaction fees for unlimited electronic deposits (including ACH, ATM, wire, Chase Quick Deposit)
 - 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
 - \$25,000 in cash deposits per statement cycle
 - Unlimited return deposited items with no fee

There are additional fee waivers and benefits associated with your account – please refer to your Deposit Account Agreement for more information.

SERVICE CHARGE SUMMARY

Monthly Service Fee	\$0.00
Other Service Charges	\$0.00
Total Service Charges	\$0.00

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS: Call us at 1-866-564-2262 or write us at the address on the front of this statement (non-personal accounts contact Customer Service) immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.
For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number
- The dollar amount of the suspected error
- A description of the error or transfer you are unsure of, why you believe it is an error, or why you need more information.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation

IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC TRANSACTIONS: Contact the bank immediately if your statement is incorrect or if you need more information about any non-electronic transactions (checks or deposits) on this statement. If any such error appears, you must notify the bank in writing no later than 30 days after the statement was made available to you. For more complete details, see the Account Rules and Regulations or other applicable account agreement that governs your account. Deposit products and services are offered by JPMorgan Chase Bank, N.A. Member FDIC





JPMorgan Chase Bank, N.A.
 P O Box 182051
 Columbus, OH 43218-2051

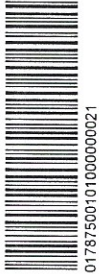
May 30, 2020 through June 30, 2020
 Account Number: **000002337816868**

gim

00178750 DRE 021 219 18320 NNNNNNNNNN 1 000000000 61 0000
 CENTERVILLE TOWNSHIP
 GENERAL FUND ACCOUNT
 5001 S FRENCH RD
 CEDAR MI 49621-9608

CUSTOMER SERVICE INFORMATION

Web site: www.Chase.com
 Service Center: **1-877-425-8100**
 Deaf and Hard of Hearing: 1-800-242-7383
 Para Espanol: 1-888-622-4273
 International Calls: 1-713-262-1679



0178750010100000021

SAVINGS SUMMARY

Chase Business High Yield Savings

	INSTANCES	AMOUNT
Beginning Balance		\$5,036.80
Deposits and Additions	1	0.70
Ending Balance	1	\$5,037.50
Annual Percentage Yield Earned This Period		0.16%
Interest Paid This Period		\$0.70
Interest Paid Year-to-Date		\$4.41

The monthly service fee for this account was waived as an added feature of Chase Platinum Business Checking account.

TRANSACTION DETAIL

DATE	DESCRIPTION	AMOUNT	BALANCE
	Beginning Balance		\$5,036.80
06/30	Interest Payment	0.70	5,037.50
	Ending Balance		\$5,037.50

You earned a higher interest rate on your Chase Business High Yield Savings account during this statement period because you had a qualifying Chase Platinum Business Checking account.

30 deposited items are provided with your account each month. There is a \$0.20 fee for each additional deposited item.

PRINTED BY BUREAU OF LOCAL GOVERNMENT SERVICES, MICHIGAN DEPARTMENT OF TREASURY

OFFICIAL RECEIPT

**CENTERVILLE TOWNSHIP
CEDAR MICHIGAN
LEELANAU COUNTY**

No **3004**

51M

DATE 6-19-20

RECEIVED FROM M1 Twp. Participating Plan \$ 546.48

DOLLARS

FUND	ACCOUNT NO.	AMOUNT
Bnd. Ching	#2769	546.48

IN PAYMENT FOR _____

2011-2017 Dividends

K Pleva

AUTHORIZED SIGNATURE

FORM NO. TUA-12 (REV 2/14)

OFFICIAL RECEIPT

**CENTERVILLE TOWNSHIP
CEDAR MICHIGAN
LEELANAU COUNTY**

No **3005**

DATE 6-19-20

RECEIVED FROM Tim Cypher, 2A \$ 460.00

DOLLARS

FUND	ACCOUNT NO.	AMOUNT
Bnd. Ching	#2789	
Duncan	LUP #2681	245.00
Miller	" #3992	50.00
Kelenske	" #1612	115.00
Kraniec	Lot #3374	50.00

IN PAYMENT FOR _____

3 LUP's; 1 Lot
Consolidation

K Pleva

AUTHORIZED SIGNATURE

Consolidation

FORM NO. TUA-12 (REV 2/14)

OFFICIAL RECEIPT

**CENTERVILLE TOWNSHIP
CEDAR MICHIGAN
LEELANAU COUNTY**

No **3006**

DATE 6-19-20

RECEIVED FROM Honor Bank \$ 112.24

DOLLARS

FUND	ACCOUNT NO.	AMOUNT
CD	#0050	112.24
	ck #200023178	

IN PAYMENT FOR _____

Interest 3/8 + 0
6/17/20

K Pleva

AUTHORIZED SIGNATURE

FORM NO. TUA-12 (REV 2/14)

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PREPARED BY MUNICIPAL LEGAL DEPARTMENT SERVICES MICHIGAN DEPARTMENT OF TREASURY

OFFICIAL RECEIPT

CENTERVILLE TOWNSHIP
CEDAR MICHIGAN
LEELANAU COUNTY

No **3007**

DATE 6-19-20

RECEIVED FROM Honor Bank

\$ 36,371.48

DOLLARS

FUND	ACCOUNT NO.	AMOUNT
	to Chase	
	CD #0050 #5793	
Honor Bank CD matured - Deposited into Chase Savings #5793 - ck #200023178		

IN PAYMENT FOR _____

Transferred from #0050 to #5793

K Pleva

AUTHORIZED SIGNATURE

PREPARED BY MUNICIPAL LEGAL DEPARTMENT SERVICES MICHIGAN DEPARTMENT OF TREASURY

OFFICIAL RECEIPT

CENTERVILLE TOWNSHIP
CEDAR MICHIGAN
LEELANAU COUNTY

No **3008**

DATE 6-30-20

RECEIVED FROM Chase Bank

\$ 6.11

DOLLARS

FUND	ACCOUNT NO.	AMOUNT
	One 3% yield Savings #5793	\$5.41
	" " " " #6868	\$0.70

IN PAYMENT FOR _____

Interest

K Pleva

AUTHORIZED SIGNATURE

PREPARED BY MUNICIPAL LEGAL DEPARTMENT SERVICES MICHIGAN DEPARTMENT OF TREASURY

OFFICIAL RECEIPT

CENTERVILLE TOWNSHIP
CEDAR MICHIGAN
LEELANAU COUNTY

No **3009**

DATE _____

RECEIVED FROM _____

\$ _____

DOLLARS

FUND	ACCOUNT NO.	AMOUNT

IN PAYMENT FOR _____

AUTHORIZED SIGNATURE

CENTERVILLE TOWNSHIP
Monthly Check Journal with Totals Sorted by Check#
 May 14 thru June 10 2020

Type	Date	Num	Name	Memo	Account	Debit	Credit
Liability Check	05/27/2020	EFT	United States Treasury	38-2297948	015 - CHASE CHECKING GEN FUND 2769		867.20
Paycheck	06/10/2020	EFT	BETH CHILES BETH CHILES		015 - CHASE CHECKING GEN FUND 2769 215-701 - Wages	0.00	867.20
Check	06/10/2020	5170	CHERRYLAND ELECTRIC CO-OP CHERRYLAND ELECTRIC CO-OP	Acct # 6311010 service Apr. 13 thru May 13 2020	015 - CHASE CHECKING GEN FUND 2769 265-920 - Utilities-Electric	1,316.67	1,187.94
Check	06/10/2020	5171	CONSUMERS ENERGY CONSUMERS ENERGY	acct 1000 0031 1496 Service for May 2020	015 - CHASE CHECKING GEN FUND 2769 448-920 - Utilities-Electric	38.42	1,187.94
Check	06/10/2020	5172	WEBER EXCAVATING WEBER EXCAVATING	repair ramp Centerville boat launch repair boat launch	015 - CHASE CHECKING GEN FUND 2769 751-930 - Repairs & Maintenance	68.50	38.42
Check	06/10/2020	5173	LEELANAU ENTERPRISE TRIBUNE LEELANAU ENTERPRISE TRIBUNE LEELANAU ENTERPRISE TRIBUNE	cust 1101 May meeting synopsis legal notice May 7 2020	015 - CHASE CHECKING GEN FUND 2769 721-900 - Printing & Publishing	450.00	450.00
Check	06/10/2020	5174	SLEEPING BEAR COMPUTER CARE	122388	015 - CHASE CHECKING GEN FUND 2769	128.85	128.85
Check	06/10/2020	5175	MICHIGAN TOWNSHIP ASSOCIATION MICHIGAN TOWNSHIP ASSOCIATION	Typ ID O-2013 Dues for 2020-21 Dues for 2020-21	015 - CHASE CHECKING GEN FUND 2769 101-911 - Memberships & Dues	0.00	45.00
Check	06/10/2020	5176	CYPHER GROUP, INC CYPHER GROUP, INC	May 2020 contract services for May 2020	015 - CHASE CHECKING GEN FUND 2769 723-701 - Contracted Services	1,845.18	1,845.18
Check	06/10/2020	5177	JAMES SCHWANTES JAMES SCHWANTES JAMES SCHWANTES JAMES SCHWANTES	reimbursement reimbursement for MTA Annual Meeting deposit Zoom Platform for Meetings reimbursement	015 - CHASE CHECKING GEN FUND 2769 171-960 - Education & Training 101-955 - Miscellaneous 265-740 - Operating Supplies	1,000.00	1,000.00
Check	06/10/2020	5178	Beth Chiles 1 Beth Chiles 1 Beth Chiles 1 Beth Chiles 1 Beth Chiles 1	reimbursement for purchases annual QB Advanced Payroll Fee Dymo printer and labels for election printing Leaserjet printer cartridge, copy paper, glue sticks stamps for monthly mailings stamps for May 5 election	015 - CHASE CHECKING GEN FUND 2769 215-902 - Contracted Services 262-726 - Office Supplies 215-726 - Office Supplies/Software 215-726 - Office Supplies/Software 262-726 - Office Supplies	378.30	378.30
Check	06/10/2020	5179	Pummill ProMark Pummill ProMark	Job# 19204 three 150 page receipt books	015 - CHASE CHECKING GEN FUND 2769 253-726 - Office Supplies/Software	1,019.01	1,019.01
Check	06/10/2020	5180	KCI KCI	Centerville Twp postage for tax bills postage for laz bills - 1300 parcels at 38.9 cents	015 - CHASE CHECKING GEN FUND 2769 253-802 - Contracted Services	162.76	162.76

Credit Column shows NET CHECK TOTALS



Elizabeth Chiles <clerk.centerville@gmail.com>

Your QuickBooks Payroll payment receipt

1 message

Intuit Payroll Customer Service <no_reply@notifications.intuit.com>

Mon, Jun 8, 2020 at 2:03 PM

Reply-To: Intuit No Reply <reply-feef11797c6d04-98_HTML-159356410-95467-19442@notifications.intuit.com>

To: clerk.centerville@gmail.com



Payment receipt

Beth Chiles, thank you for your payment.

Customer account: *0410
Payment date: Jun 8, 2020
Payment total: \$689.00
Payment method: Credit card *9516
Reference #: P1-58013796

Payment details

Qty	Item	Payment
		(includes sales tax)
1	Intuit QuickBooks Payroll Annual	\$689.00
Total payment:		\$689.00

Purchase information

Billing address:

The Wurm Residence

Your Order #04822103

Placed on May 9, 2020 11:24:23 AM PDT

ITEMS IN YOUR ORDER

PRICE



HP 65A (CE285A) COMPATIBLE BLACK JUMBO TONER
CARTRIDGE

SKU: HCE285BJRL

QTY: 1

\$20.95



CANON CLI-251XL (6452B001) COMPATIBLE GRAY
HIGH-YIELD INK CARTRIDGE TWIN PACK

SKU: ZVC0251XLGTP

QTY: 1

\$6.89

Subtotal \$27.84

Shipping & Handling \$0.00

Discount (special15) -\$4.18

GRAND TOTAL \$23.66

**BUNTINGS CEDAR
MARKET**

9054 S. KASSON ST
CEDAR, MI 49621
(231) 228-7460
00000060236
BUNTINGS
9054 KASSON ST
CEDAR MI 49621

=====
CEDAR
2989 E BELLINGER RD
CEDAR, MI 49621-9648
251650-0612
(800)275-8777
06/05/2020 03:12 PM
=====

Description	Qty	Amount
T ELMERS GLU	2	5.38
	Subtotal	5.38
	Tax	0.32
TOTAL		5.70
	DEBIT \$	5.70

Product	Qty	Unit Price	Price
US Flag Coil/100	1	\$55.00	\$55.00
Total:			\$55.00

=====
Credit Card Remitd \$55.00
(Card Name:MasterCard)
(Account #:XXXXXXXXXX9037)
(Approval #:151132)
(Transaction #:378)
(AID:A0000000042203 Chip)
(AL:Debit)
(PIN:Not Required)
=====

CARD TYPE: DEBIT
AUTH TIME: 113908
ACCT NUMBER: 9037
TRANS TYPE: SALE
AUTH: 114622 00
Ref #: 99000350308
APPLABEL: Debit
AID: A0000000042203
APP CRYPTOGRAM : TC 5001DD63EF5C3E20
ENTRY METHOD USED : CHIP
EMV STAN #: 02062578256
Account Type: DDA
Network Name: MASTERO
Terminal Seq Num: 997252

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Refunds for guaranteed services only.
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840-5493-0521-001-00017-96953-01

or scan this code with
your mobile device:



or call 1-800-410-7420.

YOUR OPINION COUNTS

**PIN USED
NO SIGNATURE NEEDED**

DEALER#: 00000060236 Term ID: 05
TEXT JOIN TO 40244
JOIN MAKEITCOUNT
REWARDS TODAY

THANK YOU
COME AGAIN
ST# BUNT1 TILL XXXX DR# 1 TRAN# 1017005
CSH: 4 05/22/20 11:39:19

Receipt #: 840-54930521-1-1796953-1
Clerk: 01

COSTCO WHOLESALE

Traverse City #1279
125 East South Airport Rd.
Traverse City, MI 49686

9H Member 111890089090

	1386831	50FT HOSE	17.99	A
E	45492	NECTARINES	9.99	
	1352748	KS GRIGIO 3L	12.99	A
Date of Birth = xx/xx/xx KEYED				
	1169418	KS CAB 3L	12.99	A
	1434670	PATAMAR	7.99	A
	1239144	KS MALBEC	6.99	A
	917100	KS LOND GIN	25.49	A
	1395061	COPY PAPER	6.99	A
E	1344413	AVO OIL MAYO	8.99	
E	21179	NAECKBREST	22.87	
E	598881	ORGANIC GRND	21.99	
E	292575	MARY'S CRKRS	7.99	
E	106177	NATURAL BACN	11.99	
E	251683	BLUEBERRIES	8.49	
E	782294	POWER GREENS	6.99	
E	1290439	MIXED NUT	7.99	
		SUBTOTAL	198.72	
		TAX	5.49	
****		TOTAL	204.21	

CEGAR
2989 E BELLINGER RD
CEDAR, MI 49621-9648
251650-0612
(800)275-8777
05/22/2020 11:35 AM

Product	Qty	Unit Price	Price
US Flag Coll/100	2	\$55.00	\$110.00
US Flag Bklt/20	2	\$11.00	\$22.00
Total:			\$132.00

Credit Card Remitd \$132.00
(Card Name: MasterCard)
(Account #:XXXXXXXXXX9037)
(Approval #:113503)
(Transaction #:291)
(AID:A0000000042203 Chip)
(AL:Debit)
(PIN:Not Required)

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Go to:
<https://postalexperience.com/Pos>
840-5493-0521-001-00017-83818-01

or scan this code with
your mobile device:



or call 1-800-410-7420.

YOUR OPINION COUNTS

Receipt #: 840-54930521-1-1783818-1
Clerk: 06

XXXXXXXXXXXX6724 H
AID: A0000000031010
Seq# 10407 App#: 83062D
Costco Visa Resp: APPROVED
Tran ID#: 015500010407....
Merchant ID: 991279

APPROVED - Purchase
AMOUNT: \$204.21
06/03/2020 14:59 1279 10 35 32

Costco Visa 204.21
CHANGE 0.00

TAX A 6.0% 5.49
TOTAL TAX 5.49
TOTAL NUMBER OF ITEMS SOLD = 16
06/03/2020 15:00 1279 10 35 32



21127901000352006031500

OP#: 32 Name: Jenny P.

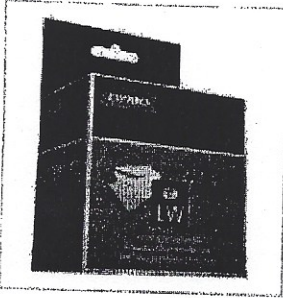
Thank You!
Please Come Again

Whse:1279 Trm:10 Trn:35 OP:32

Items Sold: 16
9H 06/03/2020 15:00

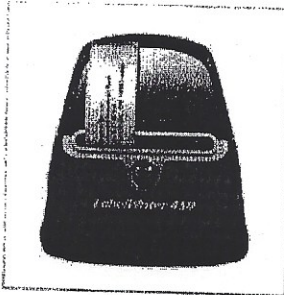
(231) 620-2130

Product Purchased



DYM30252

DYMO LabelWriter Address Labels, 1.12" x 3.5", White, 350 Labels/Roll, 2 Rolls/Pack **\$16.63** **Qty 2** **\$33.26**
1 1/8" x 3 1/2" - 350 Mailing Labels/ Roll - 2 Rolls/ Box - White
- Use With LabelWriter Printers



DYM1752264

DYMO LabelWriter 450 Label Printer, 2 3/10" Labels, 51 Labels/Min, 5w x 7.4d x 5.2h **\$73.16** **Qty 1** **\$73.16**
51 lpm Mono

Subtotal: **\$106.42**
Shipping: **\$0.00**
MI Tax 6.00%: **\$6.39**

Total: \$112.81

Please inspect all items upon receipt. We will gladly handle any returns or exchanges according to our returns policy.

Suggested For You

CENTERVILLE TOWNSHIP

KCI

Beth, I need
a check to
KCI for postage
for tax bills plz.
\$505 is good
1300 parcels @ 38.9¢

postage for tax bills - 1300 parcels at 38.9 cents
6/10/2020

5180

505.00

postage for tax bills

505.00

**CENTERVILLE TOWNSHIP
5001 S FRENCH RD
CEDAR, MICHIGAN 49621**

SUPERVISOR
JAMES SCHWANTES
PHONE: 920-5204
Email:centervillesupervisor@gmail.com
TRUSTEE
DANIEL HUBBELL
PHONE: 228-6390
Email: dan@hubbellfarm.com

CLERK
ELIZABETH CHILES
PHONE: 620-2130
Email: clerk.centerville@gmail.com
TRUSTEE
RONALD SCHAUB
PHONE: 256-7127
Email: schaubron@yahoo.com

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**Policy Establishing a Monthly Reconciliation Process and Report
Adopted July 8, 2020**

Centerville Township's auditor, Gabridge & Company, PLC, in its report on the township's Fiscal Year Ended March 31, 2018, which was reported to the township Board of Trustees on October 17, 2018, identified two weaknesses in the township's internal controls.

- 2018-1 Preparation of Governmental Financial Statements (Material Weakness)

The township relies on its external auditors to assist in preparation of its financial statements resulting in a lack of complete internal controls and the management of the Township is not able to review the financial condition of the Township on a timely basis. Management will work to reduce the number of material audit adjustments to ensure that accounting information is accurate throughout the year.

- 2018-2 Segregation of Incompatible Duties (Material Weakness)

The township has accounting functions which are performed by the same individual and are not subject to a documented independent review and approval. This exposes the Township to an increased risk of misstatement which may not be prevented or detected and corrected on a timely basis. Management will provide increased review of operations to help correct errors and deter inappropriate actions and potential fraud.

In order to address these concerns of the Township's auditor, the Board of Trustees will establish a monthly Reconciliation of Accounts by the Township Clerk and the Township Treasurer.

1. The Clerk and Treasurer will each compile a Reconciliation Report for their actions taken in the previous calendar month for the regular meeting of the Board of Trustees.
2. The Clerk and Treasurer will submit this report and any supporting documentation requested by the Supervisor for review 48 hours before the regular meeting.
3. The Supervisor will review the reports and documentation and submit his findings to the Board.
4. After presentation of the findings to Board, and if the Board has no other concerns or objections, the Supervisor will sign a statement that the reports are accurate and that there are no concerns, or that there are concerns and how they will be addressed.
5. The reports and reviews will be kept to be submitted at the next Township audit.

On July 8, 2020, Motion by _____ to adopt Centerville Township Policy Establishing a Monthly Reconciliation Process and Report as proposed, supported by _____.

Yeas: ___ Nays: ___ Motion Carried/ Failed: (Vote #__ - __)

**CENTERVILLE TOWNSHIP
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July, 8, 2020

Memorandum to Gabridge and Company in reference to Communication Regarding Internal Control from the Audit of the Annual Financial Report Year Ended March 31, 2018 dated September 18, 2018.

The Audit reported to the township Board of Trustees identified two weaknesses in the township's internal controls. These are summarized as follows.

- 2018-1 Preparation of Governmental Financial Statements (Material Weakness)

The township relies on its external auditors to assist in preparation of its financial statements resulting in a lack of complete internal controls and the management of the Township is not able to review the financial condition of the Township on a timely basis. Management will work to reduce the number of material audit adjustments to ensure that accounting information is accurate throughout the year.

- 2018-2 Segregation of Incompatible Duties (Material Weakness)

The township has accounting functions which are performed by the same individual and are not subject to a documented independent review and approval. This exposes the Township to an increased risk of misstatement which may not be prevented or detected and corrected on a timely basis. Management will provide increased review of operations to help correct errors and deter inappropriate actions and potential fraud.

At the April 10, 2019 Board of Trustees meeting, the Board decided to examine these issues and develop remedial action to improve its accounting and reporting processes.

Regarding improving the Preparation of Governmental Financial Statements by reducing the number of material audit adjustments at the end of the year, the Township has taken the following steps. Since April of 2018, the Township has been reporting a balance sheet on a regular basis to track the allocation of funds on account. Another change implemented in Fiscal Year 2019-20 reporting process was to provide a current budget report along with the balance sheet. The Supervisor is tasked as well to review potential expenditures and receipts in order to make needed budget amendments before the expenditures are made.

Regarding the Segregation of Incompatible Duties, Joe Mosher, a Centerville resident with auditing and accounting experience, offered to assist the Board in developing a way to address this issue. In May, Mr. Mosher proposed a process for analyzing the Township's practices which included reviewing the Township's bookkeeping methods and interviewing the officers. In June, he presented his findings including a Segregation of Duties Conflict Map, a Centerville Township Segregation of Duties Map, a chart of Potential Conflicts, and a sheet of notes of his observations and thoughts. In August, he worked with the Board of Trustees in considering the financial control methods that might be applicable in Centerville's situation. The methods discussed were Segregation of Duties, Application of Logical Access, Approvals, Reconciliation, and Exception Reporting and/or Audit Trail. Due to the Township's small size, it has only the elected officers and one deputy clerk and one deputy treasurer to administer the finances. The Township then is not in a position to fully segregate incompatible duties. The Township can, however, improve oversight by adding a review of the invoices and deposits on a monthly basis by an independent official and then reporting that review to the full Board of Trustees at its regular meetings.

At the August meeting, the Board of Trustees decided that establishing a Monthly Reconciliation of Accounts Report would be the most practicable way to address the Segregation of Incompatible Duties issue. The process for these reports would be as follows.

1. The Clerk and Treasurer will each compile a Reconciliation Report for their actions taken in the previous calendar month for the regular meeting of the Board of Trustees.
2. The Clerk and Treasurer will submit this report and any supporting documentation requested by the Supervisor for review 48 hours before the regular meeting.
3. The Supervisor will review the reports and documentation and submit his findings to the Board.
4. After presentation of the findings to Board, and if the Board has no other concerns or objections, the Supervisor will sign a statement that the reports are accurate and that there are no concerns, or that there are concerns and how they will be addressed.
5. The reports and reviews will be kept to be submitted at the next Township audit.

An initial trial for the reconciliation process was done for the November 13, 2019 regular Board of Trustees meeting using the month of October accounts. A modification on how specific transactions for review are identified was made. That change was used for the December 11, 2019 Board meeting. Reconciliations have continued monthly since then. On July 8, 2020, the Township Board of Trustees adopted this process as it's policy going forward.

Respectfully submitted,

Jim Schwantes,
Supervisor, Centerville Township

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Centerville Township Policy Regarding Assessor Duties and Responsibilities
Adopted July 8, 2020

General Statement of Responsibilities:

The Assessor is responsible for overall execution and management of Township's property appraisal program.

Specific Duties and Responsibilities:

1. Identifies, inventories, determines market values and calculates assessed value for all Township properties in accordance with State Tax Commission regulations, methods and procedures to ensure fair and equitable assessments.
2. Conducts field inspections of commercial and industrial properties; gathers and analyzes data and performs assessment ratio studies to determine true market values; inputs data into the computer system; updates personal property records; and supervises sending of assessment notices annually to notify property owners regarding assessed values.
3. Ensures that periodic checks are performed with home and business owners regarding changes made to facilities; works with the Township Zoning Administrator and the County Building Inspectors regarding new construction in order to update property records.
4. Maintains accurate Homestead and property transfer information in compliance with applicable state laws.
5. Prepares the property assessment roll for presentation to the Board of Review; makes adjustments of the tax roll directed by the Board of Review; participates in Board of Review sessions and compiles results and prepares letters and reports associated with this process.
6. Represents the Township in defending assessments appealed to the Michigan Tax Tribunal.
7. Maintains township assessment files including property records/cards, physical data, legal descriptions, splits and combinations of parcels, and ownership transfers; strives to identify new/improved methods for carrying out these responsibilities.
8. Completes and submits the various forms and schedules to satisfy reporting requirements to the State of Michigan.
9. Works with County Equalization to keep tax maps up to date and to complete work needed for the annual Equalization Appraisal and Sales studies.
10. Acts as a resource for Township property owners and prospective property owners by responding to their inquiries, and interpreting applicable State laws. Responds to inquiries and requests for assessment information from the public.
11. Attends annual seminars and other continuing education conferences as required by the State to maintain required certification as a Level II Assessor.
12. Maintains current knowledge regarding assessing-related technology, market trends and pending legislation pertaining to taxation and other developments in the property assessment field.
13. Reports to the Township Supervisor regarding completion of required tax roll filings, ongoing appeals to the Tax Tribunal, and any problems arising from the normal performance of assessing duties. Will participate in an annual performance review with the Supervisor and meet with the Supervisor at other

times, as needed, regarding assessment administration.

14. Documents and complies with annual performance benchmarks and goals made in cooperation with the Supervisor.
15. Provides the Supervisor with the information needed to prepare an annual budget for assessing.
16. Attends township Board of Trustees meetings if requested to do so. The assessor shall be placed on the agenda for any Board of Trustees meeting if he or she requests an appearance.

Employment and Compensation:

The assessor shall be an at will employee of the Centerville Township Board of Trustees and paid by an annual salary determined by the Board as part of its annual budget. The salary will be paid in 12 equal monthly installments. Termination of employment may be made by the assessor or the township at any time, in writing, with 60 days notice.

On July 8, 2020, Motion by _____ to adopt Centerville Township Policy Regarding Assessor Duties and Responsibilities as proposed, supported by _____.

Yeas: ___ Nays: ___ Motion Carried/ Failed: (Vote #__ - __)

Centerville Township
Zoning Administrator's
JUNE 2020 Report

7/5/2020

To: Centerville Township Board & Planning Commission

From: *Timothy A. Cypher*

Land Use Permits Issued:	3	YEAR TO DATE	14
Signs			
Single Family Residences (SFR)	1	LINDSAY	
Additions to SFR	0		
Garages / Sheds	0		
Decks & Porches / Misc.	1	SLEDER TRUST	
Accessory Buildings	0		
Commercial Construction	0		
Stairs & Landings	0		
Agriculture related construction	0		
Demolitions / Change of Use	2	SLEDER TRUST & REEVES	
Home Occupations	0		
Solar Array	0		
Z.B.A. proceedings	0		1 INQUIRY
Special Land Use Permits	0		1 INQUIRY
Land Division/Property Line	0		2 INQUIRY
Private Roads / Driveways	0		0 INQUIRY
Zoning / Site Plan Reviews	0		1 INQUIRY
Construction Site Inspections	8		
Violations/Investigations	2	ROGERS JUNK - NOT FINISHING LUP CONDITIONS	
SEE BOARD MEMO		LAND DIVISION & TRAILER USAGE	

I also supplied information via 38 phone consultations and 14 via internet to Township residents&others PC meeting and public hearing approved French Valley Special Use/site plan review w/ conditions

CALLS - 30 ZONING QUESTIONS

Please feel free to contact me with any questions.

1 LAND DIVISIONS/PLA

tim@allpermits.com

Phone 231-360-2557

0 PRIVATE ROAD

1 SITE PLAN REVIEW

1 ZBA QUESTIONS

5 VIOLATIONS

CENTERVILLE TOWNSHIP Z A'S MONTHLY SUMMARY

PERIOD: JUNE 2020

DATE	PERMIT #	NAME	USE	REC. #	CK.#	AMOUNT
6/11/2020 002-023-010-10	LUP 20-13 5410 S. LAKE SHORE DR.	REEVES	LAND USE	202013	10191	\$ 50.00
		CHG. OF USE LOFT TO HABITABLE SPACE		950 S.F.		
6/30/2020 002-225-017-00	LUP 20-14 4638 S. SKI VIEW CIRCLE	LINDSAY	LAND USE	202014	42099	\$ 165.00
		NEW DWELLING GARAGE 2 PORCHES		1,932 S.F.		
6/25/2020 002-026-037-00	LUP 19-29 REVISED 6970 S. GLAZIER BEACH	SLEDER TRUST	LAND USE	201929	1328	\$ 90.00
		DECK & CHG. OF USE TO HABITABLE SPACE		868 S.F.		
5/31/2020 002-011-024-00	MCL FINE 1901 3780 S. LAKESHORE DR	ROGERS	VIOLATION	MCLVIO1901	DELINQUENT	TWO MONTHS
		MCL VIOLATION FEE - MONTHLY UNTIL COMPLIANCE DETERMINED				

TOTAL \$ 305.00

SIGNED:

TIMOTHY A. CYPHER

7/5/2020

TIMOTHY A. CYPHER
CENTERVILLE TOWNSHIP ZONING ADMINISTRATOR
231-360-2557

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June 17, 2020

To whom it may concern,

The Centerville Board of Trustees wishes to express its support for the Economic Development Administration grant under the Administration's Coronavirus Aid, Relief, and Economic Security Act (CARES Act) Recovery Assistance. This grant is being sought by Leelanau County to expand infrastructure for delivery of fixed wireless broadband Internet service within the County.

The coronavirus pandemic shutdown has exacerbated the already extensive problem of poor internet connectivity in our township and throughout the County. The County, and the municipal governments within the county, have been partnering with Internet providers to address this problem for several years. The pandemic has accelerated the need to bring these efforts to fruition.

Leelanau County being rural, its economy is heavily agricultural. A strong tourism industry intersects with a growing wine industry. There is also a significant contingent of professionals and small businesses who work from their homes. All of these enterprises depend on the Internet for marketing, sales, and data. Our broadband levels lag far behind the need for continued business growth and resiliency.

Our poor Internet service also has a significant impact on our ability to provide quality educational resources to our children. The pandemic shutdown has made this worse by causing students to have to travel to hot spots to participate in the distance learning that has been required.

The Centerville Township Board of Trustees unanimously expressed its support of this grant application in a motion on June 17th 2020.

Respectfully submitted,
Jim Schwantes
Supervisor, Centerville Township
5001 S French Rd
Cedar, MI 49621