

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

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

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

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

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

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

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

MONTHLY RECONCILIATION REPORT

Wednesday April 14, 2021 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 March in 2021. This review uses the monthly bank reconciliation as its guide to review the sample transactions. Prior to this meeting the Supervisor requested documentation on 3 deposits to and 2 expenditures from the General Fund for review.

Supervisor's comments: The expenditures for tax notice printing and public notices reviewed were appropriate and properly documented. The deposits were documented and correspond to bank record. One transfer of \$6,000 to cover tax payouts was noted and appropriate. No issues of concern were identified.

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

February 27, 2021 through March 31, 2021
 Account Number: **000000771382769**

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**

00020538 DRE 021 210 09321 NNNNNNNNNN 1 000000000 D2 0000
 CENTERVILLE TOWNSHIP
 GENERAL FUND ACCOUNT
 5001 S FRENCH RD
 CEDAR MI 49621



CHECKING SUMMARY Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$193,378.21
Deposits and Additions	3	94,882.17
Checks Paid	17	-2,670.23
Electronic Withdrawals	12	-12,735.07
Fees	1	-25.00
Ending Balance	33	\$272,830.08

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
03/01	Remote Online Deposit	2	\$38,046.97 ✓
03/11	Remote Online Deposit	2	18,594.00 ✓
03/22	Remote Online Deposit	2	38,241.20 ✓
Total Deposits and Additions			\$94,882.17

CHECKS PAID

CHECK NO.	DESCRIPTION	DATE PAID	AMOUNT
5348 ^		03/16	\$597.22
5349 ^		03/18	151.63
5350 ^		03/17	136.98
5351 ^		03/15	47.98
5352 ^		03/15	248.93
5353 ^		03/16	477.47
5354 ^		03/19	56.00

PRESCRIBED BY BUREAU OF LOCAL GOVERNMENT SERVICES MICHIGAN DEPARTMENT OF TREASURY

OFFICIAL RECEIPT

CENTERVILLE TOWNSHIP
CEDAR MICHIGAN
LEELANAU COUNTY

No **3064**

DATE 2.24.21

RECEIVED FROM Local Community Stabilization Authority \$ 113.60

DOLLARS

FUND	ACCOUNT NO.	AMOUNT
<u>Bms. Ching</u>	<u>#2769</u>	<u>113.60</u>
	<u>EFT</u>	

IN PAYMENT FOR Personal Prop. Tax Reimbursement

H. Pleva

AUTHORIZED SIGNATURE

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

PRESCRIBED BY BUREAU OF LOCAL GOVERNMENT SERVICES MICHIGAN DEPARTMENT OF TREASURY

OFFICIAL RECEIPT

CENTERVILLE TOWNSHIP
CEDAR MICHIGAN
LEELANAU COUNTY

No **3065**

DATE 2-26-21

RECEIVED FROM Chase Bank \$ 3.87

DOLLARS

FUND	ACCOUNT NO.	AMOUNT
<u>Bms. Hi Yield Savings</u>	<u>#5793</u>	<u>3.68</u>
<u>same</u>	<u>#6868</u>	<u>0.19</u>

IN PAYMENT FOR Interest

H. Pleva

AUTHORIZED SIGNATURE

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

PRESCRIBED BY BUREAU OF LOCAL GOVERNMENT SERVICES MICHIGAN DEPARTMENT OF TREASURY

OFFICIAL RECEIPT

CENTERVILLE TOWNSHIP
CEDAR MICHIGAN
LEELANAU COUNTY

No **3066**

DATE 3-11-2021

RECEIVED FROM State of MI \$ 18,469.00

DOLLARS

FUND	ACCOUNT NO.	AMOUNT
<u>Bms. Ching</u>	<u>#2769</u>	
	<u>ck #104076975</u>	

IN PAYMENT FOR Sales Tax Revenue
Nov/Dec. 2020

H. Pleva

AUTHORIZED SIGNATURE

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

OFFICIAL RECEIPT

CENTERVILLE TOWNSHIP
CEDAR MICHIGAN
LEELANAU COUNTY

No 3061

DATE 2-10-21

RECEIVED FROM K Pleva, Treasurer \$ 12,939.41

FUND	ACCOUNT NO.	AMOUNT	IN PAYMENT FOR
BWS. Chng	#2769	12,939.41	2020 Tax Coll.
			Admin. fee - 501.38 \$w
			Twp - 3009.46
			Enc/Ambnl - 9426.07
			K Pleva

ck # 5129

AUTHORIZED SIGNATURE

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

OFFICIAL RECEIPT

CENTERVILLE TOWNSHIP
CEDAR MICHIGAN
LEELANAU COUNTY

No 3062 *

DATE 3-1-21

RECEIVED FROM K Pleva, Treasurer \$ 38,046.97

FUND	ACCOUNT NO.	AMOUNT	IN PAYMENT FOR
BWS. Chng	#2769	38,046.97	2020 Tax Coll.
			Admin. fee - 1394.98
			Twp - 68869.69
			Enc/Ambnl - 27,782.30
			K Pleva

ck # 5138

AUTHORIZED SIGNATURE

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

OFFICIAL RECEIPT

CENTERVILLE TOWNSHIP
CEDAR MICHIGAN
LEELANAU COUNTY

No 3063

DATE 2-8-21

RECEIVED FROM Chase Bank \$ 1159.98

FUND	ACCOUNT NO.	AMOUNT	IN PAYMENT FOR
BWS. Chng	#2769	1159.98	Reversal of payroll check accidentally entered twice for same person
			K Pleva

AUTHORIZED SIGNATURE

PRESCRIBED BY BUREAU OF LOCAL GOVERNMENT SERVICES MICHIGAN DEPARTMENT OF TREASURY

RE ORDER FROM ProMark. PH: 1.888.786.6455 www.promark.com

PRESCRIBED BY BUREAU OF LOCAL GOVERNMENT SERVICES MICHIGAN DEPARTMENT OF TREASURY

OFFICIAL RECEIPT

CENTERVILLE TOWNSHIP
CEDAR MICHIGAN
LEELANAU COUNTY

No **3067**

DATE 3-11-21

RECEIVED FROM Tim Cypher, 2A

\$ 125.00

DOLLARS

FUND	ACCOUNT NO.	AMOUNT
Bus. Ching	#2769	125.00
Dennis (Duell Ent.)	#19883	50.00
Cowan	#367	75.00

IN PAYMENT FOR Two Land Use Permits

K Pleva

AUTHORIZED SIGNATURE

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

RE ORDER FROM ProMark PH: 1.888.788.6455 www.pumil.com

PRESCRIBED BY BUREAU OF LOCAL GOVERNMENT SERVICES MICHIGAN DEPARTMENT OF TREASURY

OFFICIAL RECEIPT

CENTERVILLE TOWNSHIP
CEDAR MICHIGAN
LEELANAU COUNTY

No **3068**

DATE 3-22-21

RECEIVED FROM K Pleva, Treasurer

\$ 38,241.20

DOLLARS

FUND	ACCOUNT NO.	AMOUNT
Bus. Ching	#2769	38,241.20
	CR # 5145	

IN PAYMENT FOR 2020 Tax Coll.

Admin. fee 5- (8.33)
W-1665.74

TWP- 8853.13
Frie/Ambul- 27,730.66

K Pleva

AUTHORIZED SIGNATURE

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

PRESCRIBED BY BUREAU OF LOCAL GOVERNMENT SERVICES MICHIGAN DEPARTMENT OF TREASURY

OFFICIAL RECEIPT

CENTERVILLE TOWNSHIP
CEDAR MICHIGAN
LEELANAU COUNTY

No **3069**

DATE 3-8-21

RECEIVED FROM K Pleva, Treasurer

\$ 6,000.00

DOLLARS

FUND	ACCOUNT NO.	AMOUNT
Tax fund Ching	#9301	\$6,000

IN PAYMENT FOR:

Transfer from #2769 to #9301 to cover reimbursements

K Pleva

AUTHORIZED SIGNATURE

OFFICIAL RECEIPT

**CENTERVILLE TOWNSHIP
CEDAR MICHIGAN
LEELANAU COUNTY**

No **3070**

DATE 3-31-21

RECEIVED FROM Chase Bank \$ 4.57

DOLLARS

FUND	ACCOUNT NO.	AMOUNT
Buss. Hi Yield Savings	# 5793	4.34
" "	# 6666	0.23

IN PAYMENT FOR Interest

K. Plea

AUTHORIZED SIGNATURE

FORM NO. T1A-12 (REV 2/14)

OFFICIAL RECEIPT

**CENTERVILLE TOWNSHIP
CEDAR MICHIGAN
LEELANAU COUNTY**

No **3071**

DATE _____

RECEIVED FROM _____ \$ _____

DOLLARS

FUND	ACCOUNT NO.	AMOUNT

IN PAYMENT FOR _____

AUTHORIZED SIGNATURE

FORM NO. T1A-12 (REV 2/14)

OFFICIAL RECEIPT

**CENTERVILLE TOWNSHIP
CEDAR MICHIGAN
LEELANAU COUNTY**

No **3072**

DATE _____

RECEIVED FROM _____ \$ _____

DOLLARS

FUND	ACCOUNT NO.	AMOUNT

IN PAYMENT FOR _____

AUTHORIZED SIGNATURE

PRESCRIBED BY BUREAU OF LOCAL GOVERNMENT SERVICES MICHIGAN DEPARTMENT OF TREASURY

RE ORDER FROM PH: 1.888.786.6455 www.purormil.com

CENTERVILLE TOWNSHIP
Monthly Check Journal with Totals Sorted by Check#
 Jan 14 thru Feb 3 2021

Type	Date	Num	Name	Memo	Account	Debit	Credit
Paycheck	02/09/2021	5347	ROSS (BOR), KAMA ROSS (BOR), KAMA		015 - CHASE CHECKING GEN FUND 2789 247-703 - Part Time Wages	60.00	55.41
Check	03/10/2021	5348	CRYSTAL FLASH ENERGY CRYSTAL FLASH ENERGY	Acct 639281200 Jan Balance and February	015 - CHASE CHECKING GEN FUND 2789 265-922 - Utilities-Heat	60.00 597.22	55.41 597.22
Check	03/10/2021	5349	CONSUMERS ENERGY CONSUMERS ENERGY	1000 0031 1496 January and February 2021	015 - CHASE CHECKING GEN FUND 2789 448-920 - Utilities-Electric	597.22 151.63	597.22 151.63
Check	03/10/2021	5350	TIME WARNER CABLE	Inv # 086220701020121	015 - CHASE CHECKING GEN FUND 2789	151.63	151.63
Check	03/10/2021	5351	CHERRYLAND ELECTRIC CO-OP CHERRYLAND ELECTRIC CO-OP	6311010 Jan 13 - Feb 13 2021	015 - CHASE CHECKING GEN FUND 2789 265-920 - Utilities-Electric	0.00 47.98	136.98 47.98
Check	03/10/2021	5352	LEE/ANAU ENTERPRISE TRIBUNE LEE/ANAU ENTERPRISE TRIBUNE LEE/ANAU ENTERPRISE TRIBUNE	cust # 1101 BOR Meeting Notices cust # 1101	015 - CHASE CHECKING GEN FUND 2789 247-900 - Printing & Publishing 101-900 - Printing & Publishing	47.98 140.58 108.35	47.98 248.93
Check	03/10/2021	5353	KCI KCI	Inv 296630 Inv 296630	015 - CHASE CHECKING GEN FUND 2789 257-802 - Contracted Services	248.93 477.47	248.93 477.47
Check	03/10/2021	5354	OLSON, BZDOK & HOWARD, P.C. OLSON, BZDOK & HOWARD, P.C.	5392-00M Rodgers zoning issue	015 - CHASE CHECKING GEN FUND 2789 101-801 - Legal Fees	477.47 56.00	477.47 56.00
Check	03/10/2021	5355	SHANNON ROUTHAN SHANNON ROUTHAN	138 February cleaning 2021	015 - CHASE CHECKING GEN FUND 2789 265-760 - Janitorial Services	56.00 50.00	56.00 50.00
Check	03/10/2021	5356	SLEEPING BEAR COMPUTER CARE SLEEPING BEAR COMPUTER CARE	Julie Krombaen - assessor Updates to laptop	015 - CHASE CHECKING GEN FUND 2789 257-726 - Office Supplies/Software	50.00 45.00	50.00 45.00
Check	03/10/2021	5357	LASER PRINTER TECH LASER PRINTER TECH	Inv 212290 Inv 212290	015 - CHASE CHECKING GEN FUND 2789 253-930 - Computer Services	45.00 74.00	45.00 148.00
Check	03/10/2021	5358	Beth Chiles 1 Beth Chiles 1	stamps and envelopes for W2, W3, 1096 stamps and envelopes for W2, W3, 1096	015 - CHASE CHECKING GEN FUND 2789 215-726 - Office Supplies/Software	74.00 16.60	148.00 16.60
Check	03/10/2021	5359	Joe Mosher Joe Mosher	New PC Member training New PC member training	015 - CHASE CHECKING GEN FUND 2789 721-960 - Education & Training	16.60 108.00	16.60 108.00
Check	03/10/2021	5360	KATRINA PLEVA KATRINA PLEVA	envelopes envelopes	015 - CHASE CHECKING GEN FUND 2789 253-726 - Office Supplies/Software	108.00 17.47	108.00 17.47

Credit Column shows NET CHECK TOTALS



3900 Eastlans Ave. SE
 Grand Rapids, MI 49512
 616.957.2120 phone
 616.957.3026 fax
 kci@outpostinc.com

Customer Copy
Invoice
 296630

Attention: Julie Krombeen
 Invoice To: Centerville Township
 3900 S Townline Rd
 Cedar, MI 49621

Invoice Date: 2/12/2021

Invoice Due: 2/12/2021

Job Number: 159037

Your Order #:

Salesrep: Autumn Hoffman

Quantity	Description	Setup	Min	Unit Price	U/M	Sub Total	Tax	Total
	Assessment Notice							
1	Assessment Set-up PDF File			100.0000	ea	100.00		100.00
1,350	Process & Mail Assessments		350.00			350.00		350.00

Postage Used includes: 14 pcs. @ .51 and 1 foreign pc. @ \$1.20

Postage-Earmarked for Job	\$544.60
Postage Used from Suspense	\$544.60
Postage Usage for Job	(\$572.07)
Postage Balance:	\$27.47

TERMS: PLEASE NOTE OUR TERMS ARE NET 0 DAYS FROM DATE OF INVOICE.

Sub Total \$450.00

Sales Tax

Postage Balance \$27.47

TOTAL DUE \$477.47

Customer #: 9993

Tax #:

Leelanau Enterprise

The Leelanau Enterprise
7200 E Duck Lake Rd
Lake Leelanau, MI
49653
Tel : (231) 256-9827

Invoice

Centerville Township-Beth Chiles
5001 S French Road
Cedar, MI
49621

Cust #: 1101
Tel #: (231) 620-2130
Statement Date: 02/25/21
Contact: Beth Chiles

Detailed Statement of transactions between 02/01/21 to 02/28/21

Date	Description	Charge	Amount
	Balance forward as of 01/31/21		53.70
02/05/21	Payment received - Check Reference #:5337	-53.70	-53.70
02/18/21	INVOICE Ref : 325258 Boards of Review 2/18,2/25 & 3/4 Legal Notices, 1 insertions, 02/18/21 - 02/18/21	70.29	
	Total for Ad		70.29
02/18/21	INVOICE Ref : 325259 Synopsis 2/3 Legal Notices, 1 insertions, 02/18/21 - 02/18/21	53.70	
	Total for Ad		53.70
02/25/21	INVOICE Ref : 325444 Twp Meetings & Public Hearings 2/25-3/18 Legal Notices, 1 insertions, 02/25/21 - 02/25/21	54.65	
	Total for Ad		54.65
02/25/21	INVOICE Ref : 325445 Boards of Review 2/18,2/25 & 3/4 Legal Notices, 1 insertions, 02/25/21 - 02/25/21	70.29	
	Total for Ad		70.29
Balance Due			248.93