



Howell Area Parks & Recreation Authority Board Meeting

Tuesday, December 9, 2008

7:00 p.m.

Howell City Hall, Lower Level

AGENDA

1. Call to Order
2. Approve Board Meeting Minutes dated November 11, 2008
3. Call to the Public (for any items not on the agenda)
4. Approve Agenda
5. Correspondence
6. Lease of Genoa Township Athletic Fields (Discussion/Approval)
7. By-laws (Discussion/Approval)
8. Audit Request for Proposals (Discussion/Approval)
9. Master plan (Discussion)
10. Articles of Incorporation (Discussion/Approval)
11. Check Register Reports for November 1 - 30, 2008 (Discussion)
12. Financial Report ending October 31, 2008 (Discussion)
13. Old Business
14. New Business
15. Member Discussion
16. Executive Session – property purchase
17. Next Meeting – Tuesday, January 13, 2009
18. Adjourn



Howell Area Parks & Recreation Authority

Board Meeting Minutes

November 11, 2008

Call to Order

Todd Smith called the meeting to order at 7:00 pm

Members Present

Paula Wyckoff, Steve Manor, Sean Dunleavy, Todd Smith, Rick Terres

Also Present

Director Deborah E. Mikula, Administrative Assistant Cassie Matlock, Enrichment Director Beth Schrader, Sports Director Chris Galatis, Livingston Community News Reporter Laurie Humphrey, John Hartsig, George Buyaki, Charlotte Swann, Mike Hall, Bob Henshaw, Dick Schafer, Bob Hanvey, Bill Bamber, Cheri White, Ned Bowlie, Russell Driver

Approval of Minutes

Motion by Dunleavy and support by Wyckoff to approve the regular meeting minutes for the recreation authority dated October 14, 2008. Motion carried unanimously.

Approval of Executive Session Minutes

Motion by Dunleavy and support by Wyckoff to approve the Executive Session meeting minutes for the recreation authority dated October 14, 2008. Motion carried unanimously.

Call to Public

None.

Approval of Agenda

Motion by Manor and support by Wyckoff to approve the agenda dated November 11, 2008. Motion carried unanimously.

Correspondence

None.

Chemung Hills Presentation

A presentation was given by a group of private citizens regarding Chemung Hills Golf Course. A PowerPoint presentation, followed by a question and answer session was included. The goal of the group has been to prevent a high-density development occupying the space. Their request is that the Howell Area Parks & Recreation Authority look into purchasing this property to save it from development. *Motion by Dunleavy, support by Terres to form an ad-hoc committee to review the Chemung Hills proposal as presented and to come back to the Authority board at a future date to be determined with a recommendation of the feasibility, cost estimates, funding for the consulting fees, and future development and use. Motion carried unanimously.*

Director's Report

Mikula stated that about \$4000 has been collected in sponsorships for the Holiday in the Park. She also recognized Paula for the great contact at ITC Holdings, who donated \$2500 and is the exclusive sponsor for the opening festivities of Holiday in the Park. Also due to the economic conditions around the state, the per vehicle fee has been lowered to \$3 per car. Also added for the opening festivities on December 5 will be a donation of 1 canned good/person in lieu of the admission fee. Donations will benefit Gleaner's Food Bank.

Mikula noted that the Turkey Stroll will take place at Howell City Park at 10 am on Saturday, November 15. Also, the Buck Pole will be held in Marion Township.

Mikula stated that the Recreation Recognition Reception will take place on Friday, November 21st. All board members should plan to be present if they can.

Mikula stated that the partnership grant that the Livingston County Department of Health had applied for was denied.

Holiday Closure Schedule

Motion by Manor, support by Dunleavy to approve the holiday closure schedule for the Thanksgiving & Christmas/New Year's Holiday for 2008. Motion carried unanimously.

Lease for Lower Level of Barnard Community Center with CTH

Motion by Manor, support by Wyckoff to approve a one year lease extension from February 1, 2009 – January 31, 2010 to the Community Theatre of Howell for \$5,000. Motion carried unanimously.

Lease of Genoa Township Athletic Fields

Motion by Manor, support by Dunleavy to approve the lease agreement to manage, maintain and schedule the athletic fields between Genoa Township, the Howell Area Parks & Recreation Authority and the Southeastern Livingston County Recreation Authority (SELCRA) from January 1, 2009 – December 31, 2009 for \$1. Motion carried unanimously.

Lease of Oceola Township Athletic Fields

Motion by Manor, support by Wyckoff to approve the lease agreement to manage, maintain and schedule the athletic fields between Oceola Township and the Howell Area Parks & Recreation Authority from January 1, 2009 – December 31, 2009 for \$1. Motion carried unanimously.

Director's Evaluation & Salary Review

Motion by Manor and support by Wyckoff to accept the Director's Evaluation and place it in her official personnel file. Motion carried unanimously.

Motion by Dunleavy, support by Wyckoff to increase the Director's annual salary by 3%, retroactive to July 1, 2008. Motion carried unanimously.

By-Laws

After a review of the by-laws, Manor noted that the Authority Board is committed to follow the Parliamentary Procedure according to Roberts Rules of Order. *Motion by Manor, support by Dunleavy to allow a 30-day review of the By-laws as proposed and place the final document onto the December 9, 2008 agenda for approval. Motion carried unanimously.*

Cell Phone Policy

Motion by Manor, support by Wyckoff to approve the Cell Phone Policy as presented. Motion carried unanimously.

Identity Theft Prevention Policy

Motion by Dunleavy, support by Wyckoff to approve adoption and implementation of the proposed

Identify Theft Prevention Policy as required by the Fair & Accurate Credit Transaction Act of 2003. Motion carried unanimously.

Director's & Officers Liability Insurance

Motion by Dunleavy, support by Wyckoff to send out a request for proposals to Cobb-Hall Insurance; Smith, Peabody, Stiles; and the Michigan Municipal Risk Management Authority; to provide a quote and coverage to the Authority board and staff for Director's and Officers Liability Insurance. Motion carried unanimously.

Check Register Reports for October 1-31, 2008

No comments or questions

Financial Report ending September 30, 2008

No comments or questions.

Investment of Cash in 6-Month Certificate of Deposit

Mikula proposed investing up to \$25,000 in a 6 month certificate of deposit. Smith asked if we would incur any penalties if we needed to access the money. Mikula responded that the penalty was 3 month's interest. *Motion by Manor, support by Wyckoff to open a Certificate of Deposit with First National Bank of Howell and invest up to \$25,000 in a 6 month Certificate of Deposit which is currently earning 2.22% as of 11/7/08. Motion carried unanimously.*

Old Business

None.

New Business

Wyckoff inquired as to when bids would be taken for auditors. Mikula stated she would be including an RFP in the next Board packet for discussion by the board.

Member Discussion

None.

Adjourn

Motion by Dunleavy, support by Wyckoff to adjourn at 8:27 p.m. Next meeting will be on December 9, 2008 at the Howell City Hall. Motion carried unanimously.



Lease Agreement for Genoa Township Athletic Fields

At our last meeting, the Howell Area Parks & Recreation Authority approved a lease to rent the athletic fields behind Genoa Township Hall. The next evening, the SELCRA also approved the lease agreement. Although all attorneys had reviewed this document in advance, Genoa Township officials did not approve the lease at their meeting, instead proposing two additional changes that they would like us to consider. The changes are in bold in the attached document.

Our attorney, Dennis Perkins has reviewed the changes and doesn't see any problem with adding these updates to the lease agreement.

Action Requested: A motion to approve the changes as proposed to the lease agreement to manage, maintain and schedule the athletic fields between Genoa Township, the Howell Area Parks & Recreation Authority and the Southeastern Livingston County Recreation Authority (SELCRA) from January 1, 2009 – December 31, 2009 for \$1.

Athletic Fields Lease
Between Genoa Township , the Howell Area Parks & Recreation Authority, and the Southeastern Livingston County Recreation Authority

This lease is effective on January 1, 2009 between Genoa Township (landlord), whose address is 2911 Dorr Rd., Brighton, MI 48116 and the Howell Area Parks & Recreation Authority (Co-Tenant), whose address is 925 W. Grand River Ave., Howell, MI 48843, and Southeastern Livingston County Recreation Authority (Co-Tenant), whose address is 7878 Brighton Rd., Brighton, MI 48116 upon the following terms and conditions:

Premises: Landlord hereby leases to Co-Tenants, real property containing approximately 5 acres of land located in Genoa Township, Livingston County, behind Genoa Township Hall, described in Exhibit A attached hereto and made a part hereof (the "Premises").

Use. Co-Tenants shall use and occupy the premises as athletic fields (soccer, football, lacrosse, or any other lawn sport) and for no other purpose without the prior written consent of Landlord. Co-Tenants shall be solely responsible for the booking and scheduling of games, practices and events on the Premises. When the Co-Tenants are not using the fields for play by teams associated with the Co-Tenants, the fields may be rented by other organizations not associated with Co-Tenants at reasonable rates, with rent being paid to Co-Tenants. Co-Tenants shall ensure that games are properly supervised. Co-Tenants shall not intentionally and knowingly use the premises for any purpose or in any manner in violation of any law, ordinance, rule or regulation adopted or imposed by Genoa Charter Township and any other governmental body.

Common Areas. Landlord shall also make available areas to the Co-Tenants and facilities of common benefit to the Co-Tenants and occupants including parking areas, driveways, sidewalks and ramps, service areas and landscaped area ("common areas"). All common areas shall be under the exclusive control and management of Landlord.

Term: The term of this lease shall be for one year commencing on January 1, 2009, the "commencement date" and shall expire on December 31, 2009.

Rent: Co-Tenants shall pay to landlord as annual rent the sum of one (\$1) dollar.

Landlord's Expenses:

Landlord shall pay cost and expenses incurred by the Landlord for improvements made to the subject premises and the common areas. In addition, Landlord shall pay the cost of operation of the sprinkler system, the cleaning and maintenance of restroom facilities, the cost of netting, lighting and operation of scoreboards, if any.

REPLACE WITH THE FOLLOWING:

Landlord's Operating Expenses The Landlord agrees that it will pay for (a) the cost of cleaning and maintenance of permanent restroom facilities, if constructed, (b) the

maintenance and repair of the sprinkling system, (c) the existing lighting of the common areas (d) the electricity for operating of the scoreboards (if constructed).

Co-Tenant's Expenses. Co-Tenants shall pay for the following:

- a. Maintenance of the athletic fields including mowing, fertilizing, grass seeding and watering.
- b. Striping of the property for athletic events.
- c. Providing signage for Co-Tenants and for sponsors, if the signs are approved by the Landlord.
- d. The actual costs of electricity, used at the site during events if the cost can be ascertained, if the cost cannot be ascertained then the Co-Tenants shall pay the entire cost of electricity supplied to the leasehold premises.

Improvements: Any improvements to the Premises shall be constructed in accordance with all federal and state laws and applicable building codes,

Notification of Adjacent Property Owners: Prior to the first games on the Premises and on a quarterly basis thereafter, Co-Tenants shall notify the adjacent property owners whose property abuts the Genoa Township fields of the dates and times of all activities on the Premises. Co-Tenants shall also provide the name, address and telephone number of a person who may be contacted on behalf of the Co-Tenants by the adjacent property owners with respect to activities.

Notification to Participants: Co-Tenants shall provide all league players and to visiting teams or their leagues a notice containing the following information:

- a. Parking is allowed only within designated parking areas within the township complex.
- b. Athletic facility users must stay within the boundaries of the facility and that trespassing onto the adjacent property shall not be allowed under any circumstances.
- c. Participants must remove all debris from the athletic fields and the surrounding area immediately after the completion of all games.
- d. No alcohol or tobacco usage allowed.
- e. All pets must be leashed.

Waste Collection: Landlord shall provide a sufficient number of waste collection containers to prevent littering on the Premises and shall arrange for trash collection on a regular basis.

No Trespassing: Landlord shall post “No Trespass” notices adequate in size and number on the boundary of the Premises to alert the users of the athletic facility as to the boundary of the Premises and to remind them not to trespass onto the adjacent property.

Parking Control: During any tournaments conducted on the Premises, Co-Tenants shall provide parking controls to ensure that participants park only in the areas designated for parking and do not park on adjacent property.

Meetings: Co-Tenants shall meet with Landlord prior to the anniversary of this lease to discuss renewal of the Lease.

Insurance: The Co-Tenants shall provide insurance coverage for itself, equipment, its employees, and its recreation personnel as it relates to the terms and conditions of this agreement. The Co-Tenants shall indemnify and hold harmless, the Township from any loss or damage that may be claimed to have arisen through the alleged negligent acts or omissions of the Co-Tenants. The Township shall provide insurance coverage for itself, its employees and any other personnel under the terms of this Agreement, holding the Howell Area Parks & Recreation Authority and Southeastern Livingston County Recreation Authority harmless for any loss or damage that may be claimed to have arisen through the alleged negligent acts or omissions of the Township.

Holding Over: If Co-Tenants remain in possession of the premises after the expiration or termination of the Lease and without signing a new Lease, it shall be deemed to be occupying the premises as a Tenant from month to month, subject to all of the conditions, provisions, rent and obligations of this Lease insofar as it can be applicable to a month to month tenancy, cancelable by either party upon sixty (60) days written notice to the other.

The parties hereto understand and agree that this lease contains the entire agreement between them and that no alteration, modification, rescission or cancellation hereof, either in whole or in part, shall be effective or binding unless and until the same be reduced to writing and signed by the party hereto against whom the enforcement of such alteration, modification, rescission or cancellation is sought. Any notice given by any party hereto to any other party hereto shall be sufficient if mailed to the party for whom such notice is intended at its address set forth herein by first class mail with postage fully prepaid thereon and shall be deemed effective when mailed. This agreement shall be interpreted under the laws of the State of Michigan.

NEW SECTION

Suspension of Lease Landlord reserve the right to suspend the Co-Tenant's right to use the property when it becomes necessary for Landlord to use the premises as a result of unforeseen circumstances such as, but not limited to, natural disasters and catastrophic events.

The parties hereby represent that the persons executing this agreement have authority by law, charter, or resolution to bind both parties to this agreement.

This agreement is entered as of this _____ day of December, 2008.

HOWELL AREA PARKS & RECREATION AUTHORITY
A Michigan Municipal Corporation

BY: Todd Smith, Chairman

BY: Deborah E. Mikula, Director

SOUTHEASTERN LIVINGSTON COUNTY RECREATION AUTHORITY
A Michigan Municipal Corporation

BY: Dan Mulvihill, Co-Chairman

BY: Patrick Gerace, Director

GENOA CHARTER TOWNSHIP
A Michigan Municipal Corporation

BY: Gary McCririe, Supervisor

BY: Paulette A. Skolarus, Clerk



By-laws

At the November, 2008 board meeting, a draft of the By-laws were included for discussion and were placed on file for a 30 day review. Two comments (highlighted in yellow) were received from Paula Wyckoff to include more detail in Article 4.2 and Article 9.3. These have been incorporated into the document and our recommendation is to approve the by-laws as presented.

Action Requested: A motion to approve the By-laws for the Howell Area Parks & Recreation Authority as presented.

ARTICLE 1: MISSION

The Howell Area Parks & Recreation Authority exists to bring communities together to enrich lives by promoting active and healthy lifestyles.

ARTICLE 2: POWERS and AUTHORITY

These by-laws offer further guidance and support to the Articles of Incorporation concerning the governance and operations of the Howell Area Parks & Recreation Authority, hereafter referred to as the Authority. These by-laws are meant to be complimentary and supportive to the Articles of Incorporation. In the event of a conflict between these by-laws and the Articles of Incorporation, the Articles shall prevail.

ARTICLE 3: LOCATION & PARTICIPATING MUNICIPALITIES

- 3.1 **PRINCIPAL OFFICE.** The principal office of the Authority shall be located at 925 W. Grand River Avenue, Howell, Michigan or such other location as may be designated by the Board of the Authority.
- 3.2 **PARTICIPATING MUNICIPALITIES.** The participating municipalities of the Authority are the City of Howell, portions of Genoa Township containing precinct 1, 2, 3, 5, 9, 10, Township of Marion and the precincts of the Township of Oceola which are contained in the Howell Public School District, in the County of Livingston, Michigan. The territory of the Authority shall be all of the combined territory of the participating municipalities.

ARTICLE 4: BOARD OF TRUSTEES

- 4.1 **POWERS OF BOARD.** The business and affairs of the Authority shall be managed by a Board of Trustees as defined in Article 5 of the Articles of Incorporation, first amended.
- 4.2 **NUMBER AND QUALIFICATION.** The board shall be directed and governed by an odd number and be made up of one member selected by the governing body of each of the participating municipalities, each of whom shall be an elected official of said participating municipality; and a member selected by the Howell Public Schools Board of Education. Each member of the board shall qualify by taking the constitutional oath of office **when they are appointed** and filing it with the clerk of his or her respective participating municipality, or in the case of the member selected by the Howell Public Schools Board of Education with the Secretary of the Howell Public Schools Board of Education.
- 4.3 **ALTERNATE MEMBERS.** The governing body of each participating municipality, and the Howell Public Schools Board of Education shall formally appoint an alternate member who shall attend and vote and otherwise act at such meetings in the absence of the member appointed by such governing body.
- 4.4 **VACANCIES.** The governing body which selected the representative shall fill the vacancy as expeditiously as possible.
- 4.5 **DURATION OF TERM.** Members of the board shall hold office for the term which they are appointed and until their successors are assigned and qualified, or until resignation or removal.
- 4.6 **RESIGNATION.** A trustee may resign by written notice to the Authority. The resignation is effective upon receipt by the Authority or at a later time as stated in the notice.
- 4.7 **REMOVAL.** A member of the board may be removed by the board for cause, which includes absence from two or more board meetings in any year of the member's term without excuse. A trustee may be removed from office on a majority vote of the remaining trustees in office at a regular or special meeting of the Board of Trustees called for the stated purpose of voting on the removal of such director; however, any director to be removed shall have the right to attend such meeting and to present any evidence which the trustee may wish to present at such meeting.
- 4.8 **DUTIES OF THE BOARD.** In addition to any other responsibilities of the Board of Trustees under Michigan law, the Authority's Articles of Incorporation or these Bylaws, the Board of Trustees will have the following specific obligations and responsibilities.

By-laws of the Howell Area Parks & Recreation Authority

FINAL DRAFT – 12/1/08

- 4.8.1 The Board of Trustees must establish practices and procedures to assure that funds and property received by the Authority are disbursed only for the purpose for which they were received. The Board of Trustees must require a regular accounting of all funds held and disbursed by the Authority.
 - 4.8.2 The Board of Trustees will establish and approve policies governing the day-to-day operation of the Authority.
 - 4.8.3 The Board of Trustees will recruit, select, evaluate, and replace the paid Executive Director. It will fix the terms of compensation, benefits, duties, and responsibilities of the Executive Director in accordance with a personnel policy approved by the Board of Trustees.
 - 4.8.4 The Board of Trustees will require periodic reports on the operations of the Authority from the Director.
- 4.9 COMPENSATION. Trustees shall not be compensated for their services as such, but by resolution of the Board of Trustees, expenses if any, may be allowed for attendance at regular or special meetings of the board.
- 4.10 PARLIMENTARY PROCEDURE. The Board of Trustees will operate under the latest version of Roberts Rules of Order.

ARTICLE 5: MEETINGS OF THE BOARD

- 5.1 REGULAR MEETINGS. Regular meetings of the Board of Trustees shall be held at least quarterly at such time and place as shall be determined by the Board of Trustees.
- 5.2 SPECIAL MEETINGS. Special meetings of the Board of Trustees may be called by the Chairman or upon written request of any two members then in office.
- 5.3 ORGANIZATIONAL MEETING. Each year in July, the board shall hold an organizational meeting with the sole intent to elect officers of the Authority.
- 5.4 NOTICE OF MEETINGS. Written notice of regular, special or organizational meetings shall be provided all board members not less than 24 hours or more than 30 days before a meeting. The notice of a special meeting shall contain the purpose of the meeting. Notice may be given by mail, fax, e-mail or other electronic means of communication.
- 5.5 QUORUM. A majority of the members of the board then in office constitutes a quorum for the transaction of business at any regular, special or organizational meeting.
- 5.6 VOTING. Each member of the board shall have one vote on any matter to come before the board unless the member has a conflict of interest, as determined by the remaining members at the meeting. The vote of the majority of the directors present at a meeting at which a quorum is present shall be the action of the board.
- 5.7 ADDITIONAL MEETING FORMATS. One or more members of the board, or a board committee, may participate in a meeting by means of a conference telephone or similar communications equipment which allows all persons participating in the meeting to interact with each other. Participation in a meeting in this manner constitutes presence in person at the meeting.

ARTICLE 6: OFFICERS

- 6.1 POSITIONS. The officers of the Authority shall be the chairman, vice chairman, secretary, and treasurer.
- 6.2 TERMS OF OFFICE. Officers shall be elected annually by the Board of Trustees, from among its members, at its July board meeting. Officers will hold office for one (1) year terms, and until their successors are assigned and qualified, or until resignation or removal.

By-laws of the Howell Area Parks & Recreation Authority
FINAL DRAFT – 12/1/08

- 6.3 RESIGNATION. An officer may resign by written notice to the Authority. The resignation is effective upon receipt by the Authority or at a later time stated in the notice.
- 6.4 REMOVAL. The Board of Trustees may remove an officer with or without cause. An officer may be removed from office on a majority vote of the remaining directors then in office at a special meeting of the Board of Trustees called for the specific purpose of voting on the removal of such officer; however, any officer to be removed shall have the right to attend such special meeting and to present any evidence which (s)he may wish to present at such meeting.
- 6.5 VACANCIES. Vacancies for unexpired terms of office shall be filled by the board from among its current members.
- 6.6 DUTIES OF OFFICERS.
- 6.6.1 CHAIRMAN. The Chairman shall be the chief officer of the Authority, and shall have such powers and duties as are vested in the chairman of a corporation by law or custom, and as may be determined from time to time by the Board of Trustees, except as otherwise provided by law, the Articles of Incorporation, or these By-laws.
- 6.6.2 VICE CHAIRMAN. The Vice-Chairman shall, in the absence or disability of the chairman, perform the duties and exercise the powers of the chairman, and shall perform such other duties as the Chairman or the Board of Trustees may prescribe.
- 6.6.3 SECRETARY. The secretary shall attend meetings of the board and shall record the minutes of the meetings. The secretary shall give or cause to be given notice of all meetings to the members of the board, and shall perform such other duties as may be prescribed by the Chairman or the Board of Trustees.
- 6.6.4 TREASURER. The treasurer shall exercise general supervision over the receipt, custody and disbursement of the corporate funds within the policies determined by the Board of Trustees. The treasurer shall ensure that an accurate accounting of the financial transactions of the Authority is made, and shall report on all such transactions to the board. The treasurer shall have such further powers and duties as may be conferred upon him/her from time to time by the Chairman or the Board of Trustees.

ARTICLE 7: EXECUTIVE DIRECTOR

The board shall select and employ a competent, experienced administrator who shall be its executive director in the management of the Authority. The board shall delegate to the executive director the necessary authority and responsibility for the administration of the Authority and its activities, subject to policies adopted and orders issued by the board.

ARTICLE 8: COMMITTEES

- 8.1 COMMITTEES. The Board of Trustees may by resolution at any meeting of the board designate and empower standing and/or ad hoc committees to assist with the setting of policy, administering and staffing a function and /or performing other duties which will benefit the mission and purpose of the organization.
- 8.2 COMMITTEE MEMBERSHIP. Each committee shall consist of at least three (3) committee members, at least one, but not more than two, of whom shall be a member of the board. Unless otherwise provided for in these by-laws, the chairman of each committee shall be appointed by the chairman of the board. Any standing or ad hoc committee designated by the Board of Trustees may include as full voting members of such committees such persons, whether or not trustees or officers of the Authority, as the Board of Trustees shall determine. Each such committee shall have power to the extent delegated to it by the board, except that no such powers shall be delegated that are inconsistent or adverse to the Authority's Articles of Incorporation. Each committee shall keep minutes of the proceedings and report to the Board of Trustees. At least one (1) member of the management staff of the Authority shall be an ex-officio member on each committee.

By-laws of the Howell Area Parks & Recreation Authority

FINAL DRAFT – 12/1/08

8.3 COMMITTEE MEETINGS. Committees shall meet on the call of their representative chairs or in the event of their absence or inability to act, on the call of the chairman of the Board of Trustees or the executive director of the Authority. A majority of the members then serving on a committee constitutes a quorum for the meeting of the committee and the vote of a simple majority of those present at a meeting at which a quorum is present, constitutes an action of the committee. Each committee shall determine and schedule the number of regular meetings it will hold each year.

ARTICLE 9: FISCAL YEAR AND FINANCES

9.1 FISCAL YEAR. The fiscal year of the Authority shall be from July 1 of each year through June 30 of the following year.

9.2 CONTRACTS, CHECKS, BANK ACCOUNTS, ETC. The Board of Trustees is authorized to select such banks or depositories as it shall deem proper for funds of the Authority. The board shall determine who, if anyone, in addition to the Executive Director and the Treasurer shall be authorized from time to time on the Authority's behalf to sign checks, drafts and money orders for the payment of money, acceptances, notes and other evidences of indebtedness, to enter into contracts or to execute and deliver other documents and instruments. All persons having access to the monetary assets of the Authority shall be bonded for such purposes.

9.3 AUDIT OR FINANCIAL REVIEW. An audit of the Authority accounts shall be performed annually at the end of the fiscal year by a certified public accountant. The annual audit will be presented to the Board of Trustees for approval prior to sending three copies of the annual audit to each participating municipality and placed on file with the State of Michigan.

ARTICLE 10: LIABILITY INSURANCE, INDEMNIFICATION

10.1 LIABILITY INSURANCE. The Authority shall have and maintain liability insurance for the Authority.

10.2 INDEMNIFICATION. The Authority shall indemnify its directors and officers, employees and agents and other persons whom it shall have power to indemnify, as permitted by law, and as determined by the Board of Trustees.

ARTICLE 11: OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS

All meetings of the Authority shall be open to the public and shall be held in a place available to the general public. All deliberations and decisions of the Authority shall be made at a meeting open to the public. A person shall be permitted to address a hearing of the Authority under the rules established by these by-laws. A person shall not be excluded from a meeting of the Authority except for a breach of the peace committed at the meeting. All records, files, publications, correspondence, and other materials are available to the public for reading, copying, and other purposes as governed by the Freedom of Information Act.

ARTICLE 12: BY-LAW AMENDMENT

These by-laws may be amended, repealed or altered in whole or in part by the affirmative vote of two thirds (2/3) of the members of the Board of Trustees then in office, who are present at any regular meeting of the board, except that no such action shall be taken in a manner inconsistent with or adverse to "the Authority's" status. Any proposal to amend these by-laws shall be included with the written notice at least thirty (30) days in advance of the meeting at which the amendment is proposed.



Audit Request for Proposals

As specified in our Articles of Incorporation and our By-laws, The Howell Area Parks & Recreation Authority will need to conduct a year end audit as of June 30, 2009. A draft of the request for proposals is attached for a three year contract and will be sent out to qualified auditing firms for responses due back at the end of January for review and a contract to be awarded at the March board meeting.

We have asked each of the townships and the City for their recommendation on where to send the RFP and we would propose sending it to the following qualified firms of Certified Public Accountants:

1. Pfeffer, Hanniford & Palka CPA
2. Rhemann Robson
3. Plante Moran
4. Cost, Smythe, Lutz & Ziel, llp
5. Brendernitz Wagner & Co PC

Action Requested: A motion to solicit three to five proposals from qualified firms of Certified Public Accountants to audit the Howell Area Parks & Recreation Authority's financial statements for the fiscal years ending June 30, 2009; 2010; and 2011.



Howell Area Parks & Recreation Authority

REQUEST FOR PROPOSAL – AUDITING SERVICES

FOR THE FISCAL YEARS ending JUNE 30, 2009 - 2011

Howell Area Parks & Recreation Authority

INTRODUCTION

General Information

The Howell Area Parks & Recreation Authority is requesting proposals from qualified firms of Certified Public Accountants to audit its financial statements for the fiscal years ending June 30, 2009; June 30, 2010; and June 30, 2011. The continuation of the contract after each year is solely at the discretion of the Howell Area Parks & Recreation Authority.

There is no expressed or implied obligation for the Howell Area Parks & Recreation Authority to reimburse responding firms for any expenses in preparing proposals in response to this request.

During the evaluation process, the Authority reserves the right to retain all proposals submitted and to use any ideas in the proposals regardless of whether the proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the firm selected.

The contact person regarding this RFP is Deborah E. Mikula, Director – 517/546-0693 ext. 7702

Terms of Engagement

A three-year contract that is subject to an annual review by the Director, the satisfactory negotiation of terms (including a price acceptable for both the Authority and the selected firm) and the concurrence of the Authority Board.

In the event of a merger of the audit firm with another firm of certified public accountants or the change of partners to the audit firm, this contract will be transferable to the successor firm with the approval of the Authority.

Howell Area Parks & Recreation Authority

SPECIFICATIONS FOR AUDITING SERVICES

Your examination will be conducted in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the standards applicable to financial audits contained in the Government Auditing Standards and any other applicable standards. Your engagement will include any other tests of the accounting records and such other auditing procedures you consider necessary in the circumstances.

Your audit will need to address the requirements of and be in compliance with all: State of Michigan, Federal, GAAP and any other applicable requirements.

The services shall include an audit of the 2009-2011 financial statements as well as compliance with pertinent statutory and internal control regulations. Internal control systems will be documented and examined to identify any weaknesses. Any areas of identified risks by the auditor or board members will be sufficiently examined to determine if proper procedures have been followed or should be implemented. The audit will comply with GASB 34 requirements. The level of audit necessary is that which at the conclusion of the audit, board members and staff are satisfied that the Authority's financial statements are free of material misstatements and control policies are in place or recommended that deliver efficient and lawful procedures for the Authority.

We would also ask that a separate quote be included to complete the F-65 Annual Report on behalf of the Howell Area Parks & Recreation Authority.

The auditors shall be required to make an immediate, written report of all irregularities and if illegal acts or indications of illegal acts of which they become aware of, to the Director and Board Chairman.

ASSISTANCE TO BE PROVIDED TO THE AUDITOR

The responsible management personnel will be available during the audit to assist in the performance of the examination. The staff will also prepare balanced trial balances, work papers and schedules detailing the Authority's assets, liabilities, debt, expenditures and revenues. The Authority will make efforts to provide additional requested schedules in a timely manner.

The Authority will provide the auditor with reasonable workspace and access to telephones, photocopy, fax machines and wireless internet access.

WORKPAPER RETENTION AND ACCESS TO WORKING PAPERS

All work papers and reports must be retained, at the auditor's expense, for a minimum of 3 calendar years after completion of the audit, unless the firm is notified in writing by the Authority of a need to extend the retention period. The auditor will be required to make any and all work papers available upon request to the Authority.

TIMELINE

The following is a list of key dates:

Request for Proposals issued	December 15, 2009
Due date of proposals	January 30, 2009
Authority Board award contract	March 10, 2009
Selected firm notified	March 11, 2009
Contract signed	By March 20, 2009

The firm shall contact the Director within two weeks after the audit contract has been awarded to establish a projected start date for the audit.

The auditors must be able to substantially adhere to the following timeline for the audit:

Interim Work shall be completed by June 30

A detailed audit plan and listing of schedules to be prepared by the Authority shall be provided by mid-July

The Authority will have all records ready for the audit and all management personnel available to meet with the firm's personnel by August 15.

The auditor shall have available by the middle of September a draft report and recommendations to management. The Director and financial contractor will review the draft as expeditiously as possible. During that time period, the auditor should be available for any meetings required to discuss the audit reports.

After any inquiries or concerns have been addressed the auditor shall provide 10 signed copies of the final report to be delivered to the Director. It is anticipated that the firm shall make its audit presentation to the Authority Board at the October board meeting. The Authority will not hold the firm to this date if information necessary to complete the reports has not been received by the firm from a third party or the Authority fails to provide the necessary information or documents.

To insure the quality of the audit, the Authority may request, from time to time, a report of the progress of the audit

If the proposing firm sees any problems with meeting this schedule, it should be noted in the proposal with an alternate schedule.

PROPOSAL REQUIREMENTS

- 1) 3 copies of the proposal must be provided in a sealed envelope clearly marked “Proposals for Audit Services – Howell Area Parks & Recreation Authority” and will be accepted at:

Howell Area Parks & Recreation Authority
ATTN: Deborah E. Mikula
925 W. Grand River Ave.
Howell MI 48843

- 2) Proposals will be accepted through 2:00 pm on January 30, 2009. Submitted proposals will not be opened until after the deadline.
- 3) No proposal will be accepted after the time specified for the opening of proposals
- 4) The Authority reserves the right to reject any and all proposals submitted.

FORMAT OF THE RFP RESPONSE

It is suggested that the RFP response be formatted as follows

Title Page

The response should identify the RFP subject and name of the independent auditor, local address, telephone number, name and title of contract person and the date of the proposal.

Table of Contents

The table of contents should include a clear and complete identification of the materials submitted by section and page number.

Transmittal Letter

A signed letter of transmittal briefly stating the firm’s understanding of audit services to be performed, a commitment to perform the work within the time period and a statement why the firm feels itself to be the best qualified to perform the engagement

PROFILE OF THE INDEPENDENT AUDITOR

The firm should provide an affirmative statement that it is independent of The Howell Area Parks & Recreation Authority as defined by generally accepted auditing standards and that the firm and all assigned key professional staff are properly registered/licensed to practice in Michigan.

Audit Firm

- 1) The proposal should state the size of the firm's governmental audit staff, the location of the office from which work on this engagement is to be performed, and the number and nature of the professional staff to be employed on this engagement. These staff members should be identified as to whether each person is registered to practice in Michigan as a CPA, their level of governmental auditing experience and any relevant professional experience or education during the last five years.
- 2) A description of the range of services performed by the firm, including but not limited to this RFP.

WORKPLAN

The proposal shall set forth a work plan. The work plan should include time estimates for each significant segment of the work and the staff level to be assigned. The plan should include an explanation of the audit methodology to be followed. What approaches the firm intends to follow concerning gaining understanding of the Authority's; current system, the internal control structure and the identifying and examining any areas of weakness.

The proposal should identify and describe any anticipated audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the Authority.

SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENT ENTITIES

For the firm's office and personnel that will be assigned responsibility for the audit, list the most significant engagements performed in the last three years that are similar to the engagement described in this request for proposal. Indicate the scope of the work and the name and telephone number of the principal client contact.

TOTAL ALL INCLUSIVE PRICE

The firm shall provide pricing information relative to performing the audit engagement as described in this request for proposal on a yearly basis. The total all-inclusive maximum price is to include all direct and indirect cost including all out-of-pocket expenses. If you believe that additional services to those requested in this proposal are necessary, please identify those services, your reasons for recommending such services, and the cost of the additional services. The firm will provide the hourly rates for partner in charge, senior and junior field staff. No additional costs may be incurred without the prior written approval of the Authority.

CONTRACTUAL ARRANGEMENTS

Invoices for services will be paid when received, with the final payment not to be issued until the Authority has received the firm's final reports. It is the firm's responsibility to bill for these payments. The Authority reserves the right to terminate the contract for audit at any time. Services rendered up to that point will be paid and the remaining contract will be nullified.

OTHER

Please include any other information that you think would be helpful in allowing the Authority to make an informed decision in the selection process.

EVALUATION CRITERIA

Proposals will be evaluated with a strict emphasis on quality. Attributes which will be analyzed include:

- 1) Number of governmental entities audited by the CPA firm proposing.
- 2) Firm governmental resources available
- 3) Training of personnel in government auditing.
- 4) Quality of staff included in the assignment.
- 5) Reference responses.
- 6) Internal quality control procedures and external quality control review.

During the evaluation process, the director and possibly one or more of the board members may, at their discretion, request any one or all firms to make oral presentations. The Authority will select a firm based upon its review of the proposals submitted. The Authority may request clarification of any items in the proposal.

RIGHT TO REJECT PROPOSALS

The Howell Area Parks & Recreation Authority reserves the right without prejudices to reject any or all proposals.

Date:

To: Audit Firms Having Expressed Interest in Responding to a Request for Proposals

From: Deborah E. Mikula, Director

Subject: Request for Proposal

The Howell Area Parks & Recreation Authority is soliciting proposals from qualified firms of certified public accountants to audit The Howell Area Parks & Recreation Authority's financial statements for the fiscal year ending June 30, 2009, with the option of auditing The Howell Area Parks & Recreation Authority's financial statements for the two subsequent fiscal years. Enclosed for your consideration is a Request for Proposal (RFP).

To be considered for this engagement, your firm must meet the qualifications and satisfy the requirements set forth in the RFP. Completed proposals must be received at the address below by January 30, 2009

Deborah E. Mikula, Director
Howell Area Parks & Recreation Authority
925 W. Grand River Ave.
Howell MI 48843

Any questions or correspondence should be directed to me in writing at the above address or by calling (517) 546-0693 ext. 7702.



Master Plan & Articles of Incorporation

At the time that our five year master plan was approved by the Board of Trustees this past August, a copy was sent to the Michigan Department of Natural Resources (DNR) but was not approved due to a technicality in our Articles of Incorporation. The DNR stated that our master plan looked fine but could not approve it without a change to the dissolution statement in our Articles that identifies all of the current and future grant programs within the DNR. If a change does not occur, we would not be eligible to apply for any state grant dollars for the next fiscal year. It was suggested by the DNR representative that we should ratify our Articles by April 2009.

A letter and draft of new language for our Articles was received from the DNR that are attached below for your perusal. It is our recommendation to make the needed changes to the Article of Incorporation so that grant dollars to acquire and develop future properties in our community through the State Department of Natural Resources can be applied for.

Action Requested: A motion to approve a change to the Articles of Incorporation to include the titles of the Department of Natural Resources grant programs in Article XV, Dissolution of Authority and to forward these changes for approval to all Authority members prior to publishing said changes in a local newspaper and finally filing them with the Secretary of State.



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN

DEPARTMENT OF NATURAL RESOURCES

LANSING

November 26, 2008



REBECCA A. HUMPHRIES
DIRECTOR

Ms. Deborah Mikula, Director
Howell Area Parks and Recreation
925 W. Grand River
Howell, MI 48843

Dear Ms. Mikula:

SUBJECT: Howell Area Recreation Plan—Articles of Incorporation

Thank you for submitting your recreation plan for the Howell Area Recreation Authority. Before we can approve a recreation plan from a recreation authority, we must ensure that the authority will be able to carry out the long-term obligations required by our recreation grant programs. Accordingly, I have reviewed the Articles of Incorporation that you included in the appendix of your recreation plan. In the second paragraph of Article XV, Dissolution of Authority, provisions are included for the disposition of property that received grant assistance from the Michigan Natural Resources Trust Fund, but not the Land and Water Conservation Fund (LWCF). I have enclosed a revised version of this paragraph, with my underlined suggestions for revising the paragraph to include references to the LWCF and future grant programs that may be offered by the Department of Natural Resources.

Please feel free to contact me with any questions you may have regarding this issue. I can be reached at the telephone number or email address below, or you may write to me at: **Grants Management, Department of Natural Resources, P.O. Box 30425, Lansing, MI 48909-7925.**

Sincerely,

Linda J. Hegstrom, Grant Coordinator

Grants Management

517-241-4128

hegstrolm@michigan.gov

LJH:lh
Attachment

NATURAL RESOURCES COMMISSION

Kelth J. Charters, Chair • Mary Brown • Hurley J. Coleman, Jr. • Darnell Earley • John Madigan • J. R. Richardson • Frank Wheatlake

STEVENS T. MASON BUILDING • P.O. BOX 30028 • LANSING, MICHIGAN 48909-7528
www.michigan.gov/dnr • (517) 373-2329

Great Lakes, Great Times, Great Outdoors!

Notwithstanding the above paragraph, in the event that, at the time of dissolution, the Authority is in possession of lands acquired with, or developed with, in whole or in part, grant funds from the Michigan Natural Resources Trust Fund (hereinafter the "MNRTF") or the Land and Water Conservation Fund (hereinafter the "LWCF"), the following procedure shall control the disposition of said lands. All lands purchased or developed with MNRTF or LWCF funds, in whole or in part, must be maintained as public outdoor recreation land in perpetuity, unless said lands are replaced with land of equivalent fair market value and recreational usefulness, unless such lands, instead of being purchased, are leased for the purpose of developing public outdoor recreation facilities for a period of at least twenty (20) years when assistance is from MNRTF funds or at least twenty-five (25) years when assistance is from LWCF funds. Accordingly, to comply with MNRTF and LWCF mandates in the event of dissolution, the participating municipality in which the lands acquired or developed with MNRTF or LWCF funds are located shall assume title and control of said lands, and shall be required to maintain said lands as public outdoor recreation land in perpetuity, or until the expiration of any lease of the lands from any party to the Authority or its successors whose original period was twenty (20) years or longer, whichever is greater, unless said lands are replaced with land of equivalent fair market value and recreational usefulness. All long-term obligations for the maintenance of public recreation land established by any other recreation grant program that may be offered by the Michigan Department of Natural Resources in the future shall similarly be followed should the Authority receive grant assistance from said future grant program. Said lands shall be transferred to the participating.....



Check Register Reports

Attached is the check register for November 1 – November 30, 2008 for your perusal.

Action Requested: None

REPORT OF COMMITTEE OF COMMISSIONERS
ON CLAIMS AND ACCOUNTS

CITY OF HOWELL
DATED AT 11/31/2008

TO THE HONORABLE BOARD OF TRUSTEES:

YOUR COMMITTEE ON CLAIMS AND ACCOUNTS WOULD RESPECTFULLY SUBMIT THE
FOLLOWING AS THIER REPORT AND DO HEREBY RECOMMEND THAT SEVERAL AMOUNTS
SCHEDULED HEREIN BE ALLOWED, ALSO THAT THE CLERK OF THIS BOARD BE AUTHORIZED TO
DRAW ORDERS ON THE COUNTY TREASURER FOR THE SAME.

COMMITTEE ON CLAIMS AND ACCOUNTS

CHAIRMAN

VICE-CHAIRMAN

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
A-1 RENT 00030190	A-1 RENT ALL STOP 1305 E GRAND RIVER HOWELL MI 48843	11/26/2008 11/30/2008 / / 11/30/2008	10466	REC N N N	TABLES AND LINENS	231.00 0.00 231.00
PD CK# 1359 11/26/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS			231.00		

				231.00		
					VENDOR TOTAL:	231.00
ABSOLUTE C 00029920	ABSOLUTE CLEANING & RESTORATION SER 1932 OAK SQUIRE LANE HOWELL MI 48855	11/05/2008 11/15/2008 / / 11/15/2008	0898	REC N N N	CLEANED CHAIRS	150.00 0.00 150.00
PD CK# 1305 11/18/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-931.000	BLDG R & M AND SUPPLIES			150.00		

				150.00		
					VENDOR TOTAL:	150.00
AMER AWARD 00030165	AMERICAN AWARDS & ENGRAVING 126 E GRAND RIVER BRIGHTON MI 48116	11/25/2008 11/30/2008 / / 11/30/2008	13957	REC N N N	ENGRAVED MEDALS FOR SKATE JAM	27.50 0.00 27.50
PD CK# 1360 11/26/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS			27.50		

				27.50		
					VENDOR TOTAL:	27.50
MISC 00029921	ANDERSEN, JUDY 2171 WHITEBIRCH TRAIL HOWELL MI 48843	11/12/2008 11/15/2008 / / 11/15/2008	2001182.001	REC N Y N	REFUND - CLASS CANCELLED	55.00 0.00 55.00
PD CK# 1306 11/18/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-964.001	PROGRAM REFUNDS			55.00		

				55.00		
					VENDOR TOTAL:	55.00
SBC 00029922	AT & T P.O. BOX 8100 AURORA IL 60507-8100	10/31/2008 11/15/2008 / / 11/15/2008	517545021911-08	REC N N N	COMMUNICATIONS SENIORS	53.88 0.00 53.88
PD CK# 1307 11/18/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-850.000	COMMUNICATION - TELEPHONES			53.88		

				53.88		
					VENDOR TOTAL:	53.88
SBC 00029923	AT & T P.O. BOX 8100 AURORA IL 60507-8100	10/31/2008 11/15/2008 / / 11/15/2008	517546069310-08	REC N N N	COMMUNICATIONS BENNETT	399.82 0.00 399.82
PD CK# 1307 11/18/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-850.000	COMMUNICATION - TELEPHONES			399.82		

				399.82		
					VENDOR TOTAL:	453.70

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
STANISLAWS 00029988	CATHERINE STANISLAWSKI	10/31/2008 11/15/2008 / / 11/15/2008	110708	REC N N N	REIMBURSE CAR RENTAL/PERSONAL CREDIT CAR	199.53 0.00 199.53
PD CK# 1308 11/18/2008						
GL # 208-751-860.000	DESCRIPTION TRAVEL			AMOUNT		
				199.53		
				-----	199.53	
VENDOR TOTAL:						199.53
HOWELLCITY 00029982	CITY OF HOWELL	10/31/2008 11/15/2008 / / 11/15/2008	10104-1108	REC N N N	415 N BARNARD	175.80 0.00 175.80
PD CK# 1309 11/18/2008						
GL # 208-751-920.009	DESCRIPTION UTILITIES - WTR-SWR/BARNARD ST			AMOUNT		
				175.80		
				-----	175.80	
HOWELLCITY 00030166	CITY OF HOWELL	11/25/2008 11/30/2008 / / 11/30/2008	11012008	REC N N N	FRINGE BENEFITS REIMBURSED	2,858.81 0.00 2,858.81
PD CK# 1361 11/26/2008						
GL # 208-751-717.000	DESCRIPTION FRINGE BENEFITS			AMOUNT		
				2,858.81		
				-----	2,858.81	
HOWELLCITY 00029981	CITY OF HOWELL	10/31/2008 11/15/2008 / / 11/15/2008	11072008-1	REC N N N	FRINGE BENEFITS	105.29 0.00 105.29
PD CK# 1309 11/18/2008						
GL # 208-751-717.000	DESCRIPTION FRINGE BENEFITS			AMOUNT		
				105.29		
				-----	105.29	
HOWELLCITY 00030191	CITY OF HOWELL	11/26/2008 11/30/2008 / / 11/30/2008	11202008	REC N N N	FRINGE BENEFITS OCT-DEC 2008	371.34 0.00 371.34
PD CK# 1361 11/26/2008						
GL # 208-751-717.000	DESCRIPTION FRINGE BENEFITS			AMOUNT		
				371.34		
				-----	371.34	
HOWELLCITY 00030192	CITY OF HOWELL	11/26/2008 11/30/2008 / / 11/30/2008	11202008-1	REC N N N	PROFESSIONAL SERVICES	5,000.00 0.00 5,000.00
PD CK# 1361 11/26/2008						
GL # 208-751-801.000	DESCRIPTION PROFESSIONAL SERVICES			AMOUNT		
				5,000.00		
				-----	5,000.00	

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
HOWELLCITY 00029928	CITY OF HOWELL	10/31/2008 11/15/2008 / / 11/15/2008	1280-M	REC N N N	FIELD MAINTENANCE	3,146.27 0.00 3,146.27
PD CK# 1309 11/18/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-804.010	CONTRACT SERV - FIELD MAINTENANCE			3,146.27		
				-----	3,146.27	
HOWELLCITY 00030167	CITY OF HOWELL	11/25/2008 11/30/2008 / / 11/30/2008	REC04-2008	REC N N N	OCT 2008 FUEL USAGE	108.17 0.00 108.17
PD CK# 1361 11/26/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-751.000	GASOLINE & DIESEL FUEL			108.17		
				-----	108.17	
VENDOR TOTAL:						11,765.68
COFFMAN, L 00030168	COFFMAN, LESLIE 1261 S KANE RD. STOCKBRIDGE MI 49285	11/25/2008 11/30/2008 / / 11/30/2008	81811	REC N N N	SNOWMOBILE SAFETY	60.00 0.00 60.00
PD CK# 1362 11/26/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS			60.00		
				-----	60.00	
VENDOR TOTAL:						60.00
COMCAST 00029925	COMCAST P O BOX 3005 SOUTHEASTERN PA 19398-3005	10/31/2008 11/15/2008 / / 11/15/2008	10-2008-REC CEN	REC N N N	415 N BARNARD ST	51.83 0.00 51.83
PD CK# 1310 11/18/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-850.008	COMMUNICATION - INTERNET & CABLE			51.83		
				-----	51.83	
COMCAST 00029926	COMCAST P O BOX 3005 SOUTHEASTERN PA 19398-3005	10/31/2008 11/15/2008 / / 11/15/2008	112208-BENNETT	REC N N N	925 W GRAND RIVER	19.39 0.00 19.39
PD CK# 1310 11/18/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-850.008	COMMUNICATION - INTERNET & CABLE			19.39		
				-----	19.39	
VENDOR TOTAL:						71.22
COM THEATR 00029929	COMMUNITY THEATRE OF HOWELL P.O. BOX 533 HOWELL MI 48844	10/31/2008 11/15/2008 / / 11/15/2008	11-28-08	REC N N N	COSTUME RENTAL FOR CEMETERY WALK	274.00 0.00 274.00
PD CK# 1311 11/18/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS			274.00		
				-----	274.00	

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
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COM THEATR 00030169	COMMUNITY THEATRE OF HOWELL P.O. BOX 533 HOWELL MI 48844	11/25/2008 11/30/2008 / / 11/30/2008	11-30-08	REC N N N	DEPOSITED IN ERROR	33.00 0.00 33.00
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PD CK# 1363 11/26/2008

GL #	DESCRIPTION	AMOUNT
208-751-956.000	MISCELLANEOUS	33.00
		33.00

VENDOR TOTAL: 307.00

CONSUMERS 00029977	CONSUMERS ENERGY LANSING MI 48937-0001	10/31/2008 11/15/2008 / / 11/15/2008	2508-1108	REC N N N	415 N BARNARD ST	334.07 0.00 334.07
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PD CK# 1312 11/18/2008

GL #	DESCRIPTION	AMOUNT
208-751-920.006	UTILITIES - GAS/BARNARD ST	334.07
		334.07

CONSUMERS 00029976	CONSUMERS ENERGY LANSING MI 48937-0001	10/31/2008 11/15/2008 / / 11/15/2008	9516-1108	REC N N N	925 W GRAND RIVER	101.68 0.00 101.68
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PD CK# 1312 11/18/2008

GL #	DESCRIPTION	AMOUNT
208-751-920.001	UTILITIES - GAS	101.68
		101.68

VENDOR TOTAL: 435.75

CONTINENTA 00030172	CONTINENTAL LINEN SERVICES 4200 MANCHESTER KALAMAZOO MI 49001	11/25/2008 11/30/2008 / / 11/30/2008	3991346	REC N N N	FLOOR MATS	56.33 0.00 56.33
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PD CK# 1364 11/26/2008

GL #	DESCRIPTION	AMOUNT
208-751-931.000	BLDG R & M AND SUPPLIES	56.33
		56.33

CONTINENTA 00030171	CONTINENTAL LINEN SERVICES 4200 MANCHESTER KALAMAZOO MI 49001	11/25/2008 11/30/2008 / / 11/30/2008	4015795	REC N N N	FLOOR MATS	56.33 0.00 56.33
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PD CK# 1364 11/26/2008

GL #	DESCRIPTION	AMOUNT
208-751-931.000	BLDG R & M AND SUPPLIES	56.33
		56.33

CONTINENTA 00029927	CONTINENTAL LINEN SERVICES 4200 MANCHESTER KALAMAZOO MI 49001	10/31/2008 11/15/2008 / / 11/15/2008	4049293	REC N N N	RUGS	135.64 0.00 135.64
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PD CK# 1313 11/18/2008

GL #	DESCRIPTION	AMOUNT
208-751-931.000	BLDG R & M AND SUPPLIES	135.64
		135.64

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
CONTINENTA 00030170	CONTINENTAL LINEN SERVICES 4200 MANCHESTER KALAMAZOO MI 49001	11/25/2008 11/30/2008 / / 11/30/2008	4053852	REC N N N	FLOOR MATS	56.33 0.00 56.33
PD CK# 1364 11/26/2008						
GL #	DESCRIPTION				AMOUNT	
208-751-931.000	BLDG R & M AND SUPPLIES				56.33	

					56.33	
CONTINENTA 00030193	CONTINENTAL LINEN SERVICES 4200 MANCHESTER KALAMAZOO MI 49001	11/26/2008 11/30/2008 / / 11/30/2008	4068034	REC N N N	FLOOR MATS & MOPS	135.64 0.00 135.64
PD CK# 1364 11/26/2008						
GL #	DESCRIPTION				AMOUNT	
208-751-931.000	BLDG R & M AND SUPPLIES				135.64	

					135.64	
VENDOR TOTAL:						440.27
MISC 00029924	DAVIS, CHAD 534 ATLANTIC MILFORD MI 48381	10/31/2008 11/15/2008 / / 11/15/2008	1000.360	REC N Y N	SPANISH TAPAS COOKING CLASS	247.50 0.00 247.50
PD CK# 1314 11/18/2008						
GL #	DESCRIPTION				AMOUNT	
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS				247.50	

					247.50	
VENDOR TOTAL:						247.50
DET EDISON 00029978	DTE ENERGY P O BOX 740786 CINCINNATI OH 45274-0786	10/31/2008 11/15/2008 / / 11/15/2008	6400555-1108	REC N N N	415 N BARNARD , MAIN BLDG	320.59 0.00 320.59
PD CK# 1315 11/18/2008						
GL #	DESCRIPTION				AMOUNT	
208-751-920.007	UTILITIES - ELEC/BARNARD ST				320.59	

					320.59	
DET EDISON 00029980	DTE ENERGY P O BOX740786 CINCINNATI OH 45274-0786	10/31/2008 11/15/2008 / / 11/15/2008	6404858-1108	REC N N N	925 W GRAND RIVER	621.11 0.00 621.11
PD CK# 1315 11/18/2008						
GL #	DESCRIPTION				AMOUNT	
208-751-920.000	UTILITIES - ELECTRICITY				621.11	

					621.11	
DET EDISON 00029979	DTE ENERGY P O BOX740786 CINCINNATI OH 45274-0786	10/31/2008 11/15/2008 / / 11/15/2008	9406105-1108	REC N N N	415 N BARNARD ST	148.64 0.00 148.64
PD CK# 1315 11/18/2008						
GL #	DESCRIPTION				AMOUNT	
208-751-920.007	UTILITIES - ELEC/BARNARD ST				148.64	

					148.64	
VENDOR TOTAL:						1,090.34

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
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FIFTH THIR 00030082	FIFTH THIRD BANK P.O. BOX 740523 CINCINNATI OH 45274-0523	10/31/2008 11/15/2008 / / 11/15/2008	102008REC	REC N N N	OPERATING, OFFICE & SPECIAL EVENTS	 1,807.86 0.00 1,807.86
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PD CK# 1358 11/18/2008

GL #	DESCRIPTION	AMOUNT
208-751-980.004	EQUIP / COMPUTER HARDWARE	51.67
208-751-822.000	COMPUTER SOFTWARE SUPPORT	195.00
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	681.33
208-751-727.000	OFFICE SUPPLIES	30.96
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	546.72
208-751-931.000	BLDG R & M AND SUPPLIES	50.78
208-751-740.028	OPERATING SUPPLIES/PRESCHOOL	14.10
208-751-740.032	OPER SUPP/SENIORS	50.00
208-751-730.000	POSTAGE	126.00
208-751-740.031	OPER SUPPLIES - ENRICHMENT	61.30
		1,807.86

VENDOR TOTAL: 1,807.86

GALATIS 00029930	GALATIS, CHRISTOS	10/31/2008 11/15/2008 / / 11/15/2008	SEPT/OCT08	REC N N N	MILEAGE REIMBURSEMENT	 112.90 0.00 112.90
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PD CK# 1318 11/18/2008

GL #	DESCRIPTION	AMOUNT
208-751-860.000	TRAVEL	112.90
		112.90

VENDOR TOTAL: 112.90

GORDON FD 00030175	GORDON FOODS PAYMENT PROCESSING CENTER DEPT CH10490 PALATINE IL 60055-0490	11/25/2008 11/30/2008 / / 11/30/2008	758052399	REC N N N	TEEN CENTER/ HAYRIDE & SENIOR LUNCH	 114.72 0.00 114.72
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PD CK# 1365 11/26/2008

GL #	DESCRIPTION	AMOUNT
208-751-740.036	OPER SUPPLIES - TEENS	20.99
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	38.91
208-751-740.032	OPER SUPP/SENIORS	54.82
		114.72

GORDON FD 00029975	GORDON FOODS PAYMENT PROCESSING CENTER DEPT CH10490 PALATINE IL 60055-0490	10/31/2008 11/15/2008 / / 11/15/2008	758052494	REC N N N	APPLE CIDER , FOIL	 25.89 0.00 25.89
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PD CK# 1319 11/18/2008

GL #	DESCRIPTION	AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	25.89
		25.89

GORDON FD 00029974	GORDON FOODS PAYMENT PROCESSING CENTER DEPT CH10490 PALATINE IL 60055-0490	10/31/2008 11/15/2008 / / 11/15/2008	758052778	REC N N N	SENIOR MOVIE CONCESSION SUPPLIES	 14.24 0.00 14.24
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PD CK# 1319 11/18/2008

GL #	DESCRIPTION	AMOUNT
208-751-740.032	OPER SUPP/SENIORS	14.24
		14.24

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
HOW PUBLIC 00029971	HOWELL PUBLIC SCHOOLS 411 N HIGHLANDER WAY HOWELL MI 48843	10/31/2008 11/15/2008 / / 11/15/2008	2008-52	REC N N N	GYM RENTAL BASKETBALL	106.00 0.00 106.00
PD CK# 1320 11/18/2008						
GL # 208-751-965.000	DESCRIPTION FACILITY RENTALS			AMOUNT 106.00	----- 106.00	
HOW PUBLIC 00029970	HOWELL PUBLIC SCHOOLS 411 N HIGHLANDER WAY HOWELL MI 48843	10/31/2008 11/15/2008 / / 11/15/2008	2008-53	REC N N N	GYM RENTAL BASKETBALL	106.00 0.00 106.00
PD CK# 1320 11/18/2008						
GL # 208-751-965.000	DESCRIPTION FACILITY RENTALS			AMOUNT 106.00	----- 106.00	
HOW PUBLIC 00029969	HOWELL PUBLIC SCHOOLS 411 N HIGHLANDER WAY HOWELL MI 48843	10/31/2008 11/15/2008 / / 11/15/2008	2008-55	REC N N N	FIELD RENTAL- FLAG FOOTBALL	65.00 0.00 65.00
PD CK# 1320 11/18/2008						
GL # 208-751-965.000	DESCRIPTION FACILITY RENTALS			AMOUNT 65.00	----- 65.00	
HOW PUBLIC 00029968	HOWELL PUBLIC SCHOOLS 411 N HIGHLANDER WAY HOWELL MI 48843	10/31/2008 11/15/2008 / / 11/15/2008	2008-56	REC N N N	GYM RENTAL- DROP IN VOLLEYBALL	150.00 0.00 150.00
PD CK# 1320 11/18/2008						
GL # 208-751-965.000	DESCRIPTION FACILITY RENTALS			AMOUNT 150.00	----- 150.00	
HOW PUBLIC 00029967	HOWELL PUBLIC SCHOOLS 411 N HIGHLANDER WAY HOWELL MI 48843	10/31/2008 11/15/2008 / / 11/15/2008	2008-57	REC N N N	FIELD RENTAL- FLAG FOOTBALL	130.00 0.00 130.00
PD CK# 1320 11/18/2008						
GL # 208-751-965.000	DESCRIPTION FACILITY RENTALS			AMOUNT 130.00	----- 130.00	
HOW PUBLIC 00029966	HOWELL PUBLIC SCHOOLS 411 N HIGHLANDER WAY HOWELL MI 48843	10/31/2008 11/15/2008 / / 11/15/2008	2008-58	REC N N N	GYM RENTAL- DROP IN BASKETBALL	150.00 0.00 150.00
PD CK# 1320 11/18/2008						
GL # 208-751-965.000	DESCRIPTION FACILITY RENTALS			AMOUNT 150.00	----- 150.00	
HOW PUBLIC 00029965	HOWELL PUBLIC SCHOOLS 411 N HIGHLANDER WAY HOWELL MI 48843	10/31/2008 11/15/2008 / / 11/15/2008	2008-59	REC N N N	GYM RENTAL-DROP IN BASKETBALL	187.50 0.00 187.50
PD CK# 1320 11/18/2008						
GL #	DESCRIPTION			AMOUNT		

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
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GL #	DESCRIPTION	AMOUNT
208-751-965.000	FACILITY RENTALS	187.50

		187.50
	VENDOR TOTAL:	-----
		1,075.50

HOW THEATE 00029932	HOWELL THEATER/ CHANDLER CORP P.O. BOX 2276 HOWELL MI 48844-2776	10/31/2008 11/15/2008 / / 11/15/2008	15	REC N N N	REBECCA- FACILITY RENTAL	100.00 0.00 100.00
PD CK# 1322	11/18/2008					

GL #	DESCRIPTION	AMOUNT
208-751-965.000	FACILITY RENTALS	100.00

		100.00
	VENDOR TOTAL:	-----
		100.00

HOW VACUUM 00030178	HOWELL VACUUMS SALES & SERVICE 233 E SIBLEY ST HOWELL MI 48843	11/25/2008 11/30/2008 / / 11/30/2008	33479	REC N N N	MAINT SUPPLIES	146.70 0.00 146.70
PD CK# 1367	11/26/2008					

GL #	DESCRIPTION	AMOUNT
208-751-931.000	BLDG R & M AND SUPPLIES	146.70

		146.70

HOW VACUUM 00030194	HOWELL VACUUMS SALES & SERVICE 233 E SIBLEY ST HOWELL MI 48843	11/26/2008 11/30/2008 / / 11/30/2008	33480	REC N N N	MAINT SUPPLIES	39.65 0.00 39.65
PD CK# 1367	11/26/2008					

GL #	DESCRIPTION	AMOUNT
208-751-931.000	BLDG R & M AND SUPPLIES	39.65

		39.65
	VENDOR TOTAL:	-----
		186.35

HOW VILLAG 00029933	HOWELL VILLAGE MARKET 505 E GRAND RIVER HOWELL MI 48843	10/31/2008 11/15/2008 / / 11/15/2008	0192	REC N N N	ICE FOR CEMETERY WALK	4.49 0.00 4.49
PD CK# 1323	11/18/2008					

GL #	DESCRIPTION	AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	4.49

		4.49
	VENDOR TOTAL:	-----
		4.49

ICMA RETIR 00030179	ICMA RC P.O. BOX 64668 BALTIMORE MD 21264-4553	11/25/2008 11/30/2008 / / 11/30/2008	11-30-08	REC N N N	EMPLOYEE BENEFITS	695.19 0.00 695.19
PD CK# 1368	11/26/2008					

GL #	DESCRIPTION	AMOUNT
208-000-231.008	DEFERRED COMPENSATION	695.19

		695.19
	VENDOR TOTAL:	-----
		695.19

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
IKON OFFIC 00029984	IKON OFFICE SOLUTIONS P.O. BOX 802815 CHICAGO IL 60680-2815	10/31/2008 11/15/2008 / / 11/15/2008	5009675723	REC N Y N	EQUIPMENT RENTAL AND SUPPORT	256.83 0.00 256.83
PD CK# 1325	11/18/2008					
GL # 208-751-940.000	DESCRIPTION EQUIPMENT RENTAL				AMOUNT 256.83 ----- 256.83	
IKON OFFIC 00029934	IKON OFFICE SOLUTIONS P.O. BOX 650016 DALLAS TX 75265-0016	10/31/2008 11/15/2008 / / 11/15/2008	77554882	REC N N N	EQUIPMENT RENTAL	127.05 0.00 127.05
PD CK# 1324	11/18/2008					
GL # 208-751-940.000	DESCRIPTION EQUIPMENT RENTAL				AMOUNT 127.05 ----- 127.05	
IKON OFFIC 00029983	IKON OFFICE SOLUTIONS P.O. BOX 650016 DALLAS TX 75265-0016	10/31/2008 11/15/2008 / / 11/15/2008	77856600	REC N N N	EQUIPMENT RENTAL	242.00 0.00 242.00
PD CK# 1324	11/18/2008					
GL # 208-751-940.000	DESCRIPTION EQUIPMENT RENTAL				AMOUNT 242.00 ----- 242.00	
VENDOR TOTAL:						625.88
JOLE'S HOR 00029931	JOLE' HOLCOMB 6425 W LAYTON RD FOWLERVILLE MI 48836	10/31/2008 11/15/2008 / / 11/15/2008	DEC 5	REC N N N	PICK UP SANTA	300.00 0.00 300.00
PD CK# 1326	11/18/2008					
GL # 208-751-740.035	DESCRIPTION OPER SUPPLIES - SPECIAL EVENTS				AMOUNT 300.00 ----- 300.00	
VENDOR TOTAL:						300.00
KEN VALL S 00029935	KENSINGTON VALLEY SPORTS, LLC 22205 PONTIAC TRAIL SOUTH LYON MI 48178	10/31/2008 11/15/2008 / / 11/15/2008	4155	REC N N N	GIRLS BASKETBALL SHIRTS	472.30 0.00 472.30
PD CK# 1327	11/18/2008					
GL # 208-751-740.003	DESCRIPTION OPERATING SUPPLIES T-SHIRTS				AMOUNT 472.30 ----- 472.30	
VENDOR TOTAL:						472.30
MISC 00029985	LAVENDER, JUANITA 316 S CENTER ST HOWELL MI 48843	10/31/2008 11/15/2008 / / 11/15/2008	2001191.001	REC N Y N	CLASS REFUND- CANCELLED	60.00 0.00 60.00
PD CK# 1328	11/18/2008					
GL # 208-751-964.001	DESCRIPTION PROGRAM REFUNDS				AMOUNT 60.00 ----- 60.00	
VENDOR TOTAL:						60.00

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
MISC 00029936	LEE, PATRICIA 3742 NORTON RD HOWELL MI 48843	10/31/2008 11/15/2008 / / 11/15/2008	2001188.001	REC N Y N	TRIP CANCELLED	20.00 0.00 20.00
PD CK# 1329 11/18/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-860.001	SENIOR TRAVEL EXPENSE			20.00		
				-----	20.00	
					VENDOR TOTAL:	20.00
MISC 00029784	LITTLE LAMBS, INC. 736 AIRPORT RD GALLATIN TN 37066	11/03/2008 11/11/2008 / / 11/11/2008	XXXX	REC N Y N	PRESCHOOL FALL FUNDRAISER	1,110.80 0.00 1,110.80
PD CK# 1303 11/03/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-675.015	PRESCHOOL FUNDRAISING			1,110.80		
				-----	1,110.80	
					VENDOR TOTAL:	1,110.80
LIV BUSIN 00029937	LIVINGSTON BUSINESS FORMS P.O. BOX 1137 HOWELL MI 48844	10/31/2008 11/15/2008 / / 11/15/2008	28081	REC N N N	MOVIE FLYERS	251.00 0.00 251.00
PD CK# 1330 11/18/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS			251.00		
				-----	251.00	
LIV BUSIN 00029986	LIVINGSTON BUSINESS FORMS P.O. BOX 1137 HOWELL MI 48844	10/31/2008 11/15/2008 / / 11/15/2008	28167	REC N N N	NAMEPLATE & HOLDER- CASSIE	33.00 0.00 33.00
PD CK# 1330 11/18/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-900.000	MARKETING, PRINTING & PUBLISHING			33.00		
				-----	33.00	
					VENDOR TOTAL:	284.00
LIV LOCK 00029938	LIVINGSTON LOCK & DOOR P.O. BOX 576 BRIGHTON MI 48116-0576	10/31/2008 11/15/2008 / / 11/15/2008	17729	REC N N N	CHANGE COMBINATION	89.00 0.00 89.00
PD CK# 1331 11/18/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-931.000	BLDG R & M AND SUPPLIES			89.00		
				-----	89.00	
					VENDOR TOTAL:	89.00
LUCKY PRO 00030180	LUCKY PROMOTIONS 34365 PLYMOUTH RD. LIVONIA MI 48150-1500	11/25/2008 11/30/2008 / / 11/30/2008	6220	REC N N N	SILK SCREEN FOR HOODIES	40.00 0.00 40.00
PD CK# 1369 11/26/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-740.003	OPERATING SUPPLIES T-SHIRTS			40.00		
				-----	40.00	

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
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LUCKY PRO 00030195	LUCKY PROMOTIONS 34365 PLYMOUTH RD. LIVONIA MI 48150-1500	11/26/2008 11/30/2008 / / 11/30/2008	6236	REC N N N	HATS FOR BUCK POLE	288.85 0.00 288.85
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PD CK# 1369 11/26/2008

GL #	DESCRIPTION	AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	288.85
		288.85

VENDOR TOTAL: 328.85

MISC 00029939	LUPFER, MEL 2151 BRIGHTON RD HOWELL MI 48843	10/31/2008 11/15/2008 / / 11/15/2008	2001189.001	REC N Y N	TRIP CANCELLED	40.00 0.00 40.00
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PD CK# 1332 11/18/2008

GL #	DESCRIPTION	AMOUNT
208-751-860.001	SENIOR TRAVEL EXPENSE	40.00
		40.00

VENDOR TOTAL: 40.00

MISC 00029940	MANSON, JOHN J N B MACHINING CO P.O. BOX 362 FOWLERVILLE MI 48836	10/31/2008 11/15/2008 / / 11/15/2008	2001180.001	REC N Y N	TEAM FEES OVER PAYMENT	70.00 0.00 70.00
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PD CK# 1333 11/18/2008

GL #	DESCRIPTION	AMOUNT
208-751-964.001	PROGRAM REFUNDS	70.00
		70.00

VENDOR TOTAL: 70.00

MI REC&PK 00029941	MICHIGAN RECREATION & PARK ASSN 2465 WOODLAKE CIRCLE SUITE 180 OKEMOS MI 48864	10/31/2008 11/15/2008 / / 11/15/2008	7925	REC N N N	2009 MRPA HOOPS CHALLENGE	40.00 0.00 40.00
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PD CK# 1334 11/18/2008

GL #	DESCRIPTION	AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	40.00
		40.00

VENDOR TOTAL: 40.00

DURAND REN 00029942	MY-CAN DURAND RENTALS 989 N SAGINAW STREET DURAND MI 48429	10/31/2008 11/15/2008 / / 11/15/2008	122008	REC N N N	PORT A JOHN RENTAL	265.00 0.00 265.00
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PD CK# 1335 11/18/2008

GL #	DESCRIPTION	AMOUNT
208-751-942.001	PORTA JOHN RENTALS	265.00
		265.00

VENDOR TOTAL: 265.00

OBERG 00030196	OBERG, CHRIS 5884 GREEN RD. HASLETT MI 48840	11/26/2008 11/30/2008 / / 11/30/2008	1000.361	REC N N N	INSTRUCTOR	409.50 0.00 409.50
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PD CK# 1370 11/26/2008

GL #	DESCRIPTION	AMOUNT
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VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
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GL #	DESCRIPTION	AMOUNT
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS	409.50

		409.50
	VENDOR TOTAL:	-----
		409.50

MISC	DESCRIPTION	POST DATE	INVOICE #	REC	INVOICE DESCRIPTION	GROSS AMT
00029946	OUELLETTE, CONNIE 1770 BYRON RD HOWELL MI 48855	10/31/2008 11/15/2008 / / 11/15/2008	2001186.001	REC N Y N	REFUND TRIP- CANCELLED	60.00 0.00 60.00

PD CK# 1336 11/18/2008

GL #	DESCRIPTION	AMOUNT
208-751-860.001	SENIOR TRAVEL EXPENSE	60.00

		60.00
	VENDOR TOTAL:	-----
		60.00

PDQ	DESCRIPTION	POST DATE	INVOICE #	REC	INVOICE DESCRIPTION	GROSS AMT
00029944	PDQ 7475 GRAND RIVER RD BRIGHTON MI 48114-9383	10/31/2008 11/15/2008 / / 11/15/2008	200636	REC N N N	SENIOR NEWSLETTER	301.46 0.00 301.46

PD CK# 1337 11/18/2008

GL #	DESCRIPTION	AMOUNT
208-751-900.000	MARKETING, PRINTING & PUBLISHING	301.46

		301.46

PDQ	DESCRIPTION	POST DATE	INVOICE #	REC	INVOICE DESCRIPTION	GROSS AMT
00029987	PDQ 7475 GRAND RIVER RD BRIGHTON MI 48114-9383	10/31/2008 11/15/2008 / / 11/15/2008	200731	REC N N N	YOUTH SPORT SPONSORSHIP BROCHURE	131.50 0.00 131.50

PD CK# 1337 11/18/2008

GL #	DESCRIPTION	AMOUNT
208-751-900.000	MARKETING, PRINTING & PUBLISHING	131.50

		131.50
	VENDOR TOTAL:	-----
		432.96

PETTY CASH	DESCRIPTION	POST DATE	INVOICE #	REC	INVOICE DESCRIPTION	GROSS AMT
00029943	PETTY CASH CITY OF HOWELL	10/31/2008 11/15/2008 / / 11/15/2008	11102008	REC N N N	PROGRAM SUPPLIES	102.07 0.00 102.07

PD CK# 1338 11/18/2008

GL #	DESCRIPTION	AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	45.49
208-751-740.036	OPER SUPPLIES - TEENS	29.95
208-751-740.028	OPERATING SUPPLIES/PRESCHOOL	11.99
208-751-740.032	OPER SUPP/SENIORS	14.64

		102.07
	VENDOR TOTAL:	-----
		102.07

PITNEY BOW	DESCRIPTION	POST DATE	INVOICE #	REC	INVOICE DESCRIPTION	GROSS AMT
00030181	PITNEY BOWES P O BOX 856390 LOUISVILLE KY 40285-6390	11/25/2008 11/30/2008 / / 11/30/2008	368619	REC N N N	POSTAGE	148.83 0.00 148.83

PD CK# 1371 11/26/2008

GL #	DESCRIPTION	AMOUNT
208-751-730.000	POSTAGE	148.83

		148.83
	VENDOR TOTAL:	-----
		148.83

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
MISC 00029945	PRITCHETT, IRENE 4111 N LATSON RD HOWELL MI 48855	10/31/2008 11/15/2008 / / 11/15/2008	2001190.001	REC N Y N	TRIP CANCELLED	40.00 0.00 40.00
PD CK# 1339 11/18/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-860.001	SENIOR TRAVEL EXPENSE			40.00		
				-----	40.00	
					VENDOR TOTAL:	40.00
RICHARDS 00030182	RICHARDS, KORY 5140 PRESTON RD HOWELL MI 48855	11/25/2008 11/30/2008 / / 11/30/2008	112008	REC N N Y	MILEAGE	10.53 0.00 10.53
PD CK# 1372 11/26/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-860.000	TRAVEL			10.53		
				-----	10.53	
					VENDOR TOTAL:	10.53
ROLLERAMA 00029947	ROLLERAMA II 6995 W GRAND RIVER BRIGHTON MI 48114	10/31/2008 11/15/2008 / / 11/15/2008	2675	REC N N N	LEARN TO SKATE	120.00 0.00 120.00
PD CK# 1340 11/18/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS			120.00		
				-----	120.00	
					VENDOR TOTAL:	120.00
MISC 00029948	SAMPIER, RAY 112056 COLONY PINCKNEY MI 48169	10/31/2008 11/15/2008 / / 11/15/2008	2001185.001	REC N Y N	REFUND TRIP- CANCELLED	40.00 0.00 40.00
PD CK# 1341 11/18/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-860.001	SENIOR TRAVEL EXPENSE			40.00		
				-----	40.00	
					VENDOR TOTAL:	40.00
SANCHIN 00030198	SANCHIN SYSTEMS INC P O BOX 476 LESLIE MI 49251	11/26/2008 11/30/2008 / / 11/30/2008	0037	REC N N N	INSTRUCTOR	225.00 0.00 225.00
PD CK# 1373 11/26/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS			225.00		
				-----	225.00	
SANCHIN 00030197	SANCHIN SYSTEMS INC P O BOX 476 LESLIE MI 49251	11/26/2008 11/30/2008 / / 11/30/2008	0068	REC N N N	INSTRUCTORS FEES	62.50 0.00 62.50
PD CK# 1373 11/26/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS			62.50		
				-----	62.50	
					VENDOR TOTAL:	287.50

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
SCHALLHORN 00029949	SCHALLHORN, CHARLENE HOWELL MI 48843	11/15/2008 11/15/2008 / / 11/15/2008	112008	REC N N Y	MILEAGE	27.03 0.00 27.03
PD CK# 1342 11/18/2008						
GL #	DESCRIPTION				AMOUNT	
208-751-860.000	TRAVEL				27.03	

					27.03	
VENDOR TOTAL:						27.03
HOWARD, B 00030183	SCHRADER, BETH	11/25/2008 11/30/2008 / / 11/30/2008	11.13.08	REC N N N	MEALS FOR CONFERENCE	18.29 0.00 18.29
PD CK# 1374 11/26/2008						
GL #	DESCRIPTION				AMOUNT	
208-751-860.000	TRAVEL				18.29	

					18.29	
VENDOR TOTAL:						18.29
HOWARD, B 00029951	SCHRADER, BETH	10/31/2008 11/15/2008 / / 11/15/2008	OCT 2008	REC N N N	MILEAGE	54.99 0.00 54.99
PD CK# 1343 11/18/2008						
GL #	DESCRIPTION				AMOUNT	
208-751-860.000	TRAVEL				54.99	

					54.99	
VENDOR TOTAL:						54.99
SHERWOOD 00029950	SHERWOOD, LANCE 16440 BIRD RD LINDEN MI 48451	11/13/2008 11/15/2008 / / 11/15/2008	11282008	REC N N N	MUSIC FOR REC. RECEPTION	300.00 0.00 300.00
PD CK# 1344 11/18/2008						
GL #	DESCRIPTION				AMOUNT	
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS				300.00	

					300.00	
VENDOR TOTAL:						300.00
SIGNS BY T 00029952	SIGNS BY TOMORROW 2150 PLESS DR SUITE 3A BRIGHTON MI 48114	10/31/2008 11/15/2008 / / 11/15/2008	54-15150	REC N N N	BANNER FOR BUCK POLE	148.00 0.00 148.00
PD CK# 1345 11/18/2008						
GL #	DESCRIPTION				AMOUNT	
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS				148.00	

					148.00	
VENDOR TOTAL:						148.00
SIGNS BY T 00030184	SIGNS BY TOMORROW 2150 PLESS DR SUITE 3A BRIGHTON MI 48114	11/26/2008 11/30/2008 / / 11/30/2008	54-15212	REC N N N	TURKEY STROLL, HOLIDAY IN THE PARK, BUCK	336.00 0.00 336.00
PD CK# 1375 11/26/2008						
GL #	DESCRIPTION				AMOUNT	
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS				336.00	

					336.00	
VENDOR TOTAL:						336.00
VENDOR TOTAL:						484.00

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
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SSCI 00029953	SOUTHEASTERN SECURITY CONSULTANTS 1853 PIEDMONT RD SUITE 100 MARIETTA GA 30066	10/31/2008 11/15/2008 / / 11/15/2008	27809	REC N N N	SECURITY CHECKS (2)	45.00 0.00 45.00
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PD CK# 1346 11/18/2008

GL #	DESCRIPTION	AMOUNT
208-751-801.000	PROFESSIONAL SERVICES	45.00

		45.00

SSCI 00029955	SOUTHEASTERN SECURITY CONSULTANTS 1853 PIEDMONT RD SUITE 100 MARIETTA GA 30066	10/31/2008 11/15/2008 / / 11/15/2008	27928	REC N N N	SECURITY CHECK	22.50 0.00 22.50
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PD CK# 1346 11/18/2008

GL #	DESCRIPTION	AMOUNT
208-751-801.000	PROFESSIONAL SERVICES	22.50

		22.50

SSCI 00029954	SOUTHEASTERN SECURITY CONSULTANTS 1853 PIEDMONT RD SUITE 100 MARIETTA GA 30066	10/31/2008 11/15/2008 / / 11/15/2008	27992	REC N N N	SECURITY CHECKS (3)	67.50 0.00 67.50
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PD CK# 1346 11/18/2008

GL #	DESCRIPTION	AMOUNT
208-751-801.000	PROFESSIONAL SERVICES	67.50

		67.50

SSCI 00029956	SOUTHEASTERN SECURITY CONSULTANTS 1853 PIEDMONT RD SUITE 100 MARIETTA GA 30066	10/31/2008 11/15/2008 / / 11/15/2008	28067	REC N N N	SECURITY CHECK	22.50 0.00 22.50
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PD CK# 1346 11/18/2008

GL #	DESCRIPTION	AMOUNT
208-751-801.000	PROFESSIONAL SERVICES	22.50

		22.50

SSCI 00030185	SOUTHEASTERN SECURITY CONSULTANTS 1853 PIEDMONT RD SUITE 100 MARIETTA GA 30066	11/26/2008 11/30/2008 / / 11/30/2008	28276	REC N N N	SECURITY CHECKS(1)	22.50 0.00 22.50
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PD CK# 1376 11/26/2008

GL #	DESCRIPTION	AMOUNT
208-751-801.000	PROFESSIONAL SERVICES	22.50

		22.50

VENDOR TOTAL: 180.00

STAPLES 00030202	STAPLES P O BOX 6721 DEPT 00-05383229 THE LAKES NV 88901-6721	11/26/2008 11/30/2008 / / 11/30/2008	1992080786	REC N N N	TAG PAK FOR BUCK POLE	6.29 0.00 6.29
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PD CK# 1377 11/26/2008

GL #	DESCRIPTION	AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	6.29

		6.29

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
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STAPLES 00030199	STAPLES P O BOX 6721 DEPT 00-05383229 THE LAKES NV 88901-6721	11/26/2008 11/30/2008 / / 11/30/2008	9187849174	REC N N N	LECTERN & OFFICE SUPPLIES	416.45 0.00 416.45
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PD CK# 1377 11/26/2008

GL #	DESCRIPTION	AMOUNT
208-751-740.000	OPERATING SUPPLIES	269.99
208-751-727.000	OFFICE SUPPLIES	146.46

		416.45

STAPLES 00030200	STAPLES P O BOX 6721 DEPT 00-05383229 THE LAKES NV 88901-6721	11/26/2008 11/30/2008 / / 11/30/2008	9188052268	REC N N N	HIGHLIGHTERS AND INK CARTRIDGE	38.98 0.00 38.98
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PD CK# 1377 11/26/2008

GL #	DESCRIPTION	AMOUNT
208-751-727.000	OFFICE SUPPLIES	38.98

		38.98

STAPLES 00030201	STAPLES P O BOX 6721 DEPT 00-05383229 THE LAKES NV 88901-6721	11/26/2008 11/30/2008 / / 11/30/2008	9188292043	REC N N N	OFFICE SUPPLIES	185.75 0.00 185.75
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PD CK# 1377 11/26/2008

GL #	DESCRIPTION	AMOUNT
208-751-727.000	OFFICE SUPPLIES	185.75

		185.75

STAPLES 00029959	STAPLES P O BOX 6721 DEPT 00-05383229 THE LAKES NV 88901-6721	10/31/2008 11/15/2008 / / 11/15/2008	OCTO2008	REC N N N	OFFICE SUPPLIES	687.39 0.00 687.39
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PD CK# 1347 11/18/2008

GL #	DESCRIPTION	AMOUNT
208-751-727.000	OFFICE SUPPLIES	687.39

		687.39

VENDOR TOTAL: 1,334.86

STONE, AND 00029958	STONE, ANDREW	10/31/2008 11/15/2008 / / 11/15/2008	OCT2008	REC N N N	MILEAGE	2.34 0.00 2.34
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PD CK# 1348 11/18/2008

GL #	DESCRIPTION	AMOUNT
208-751-860.000	TRAVEL	2.34

		2.34

VENDOR TOTAL: 2.34

SWANK 00029957	SWANK MOTION PICTURES 2844 PAYSHERE CIRCLE CHICAGO IL 60674	10/31/2008 11/15/2008 / / 11/15/2008	1253021	REC N N N	MOVIE RENTAL-MR SMITH GOES TO WASHINGTON	171.00 0.00 171.00
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PD CK# 1349 11/18/2008

GL #	DESCRIPTION	AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	171.00

		171.00

VENDOR TOTAL: 171.00

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
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TALLMAN 00029960	TALLMAN, CAROL	10/31/2008 11/15/2008 / / 11/15/2008	AUG-OCT 08	REC N N N	MILEAGE REIMBURSEMENT	29.25 0.00 29.25
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PD CK# 1350 11/18/2008

GL #	DESCRIPTION	AMOUNT
208-751-860.000	TRAVEL	29.25

		29.25

VENDOR TOTAL: 29.25

THE HOME 00030097	THE HOME DEPOT P.O. BOX 9055 DES MOINES IA 50368-9055	10/31/2008 11/15/2008 / / 11/15/2008	2034350	REC N N N	MAINT SUPPLIES	6.66 0.00 6.66
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PD CK# 1351 11/18/2008

GL #	DESCRIPTION	AMOUNT
208-751-931.000	BLDG R & M AND SUPPLIES	6.66

		6.66

THE HOME 00030096	THE HOME DEPOT P.O. BOX 9055 DES MOINES IA 50368-9055	10/31/2008 11/15/2008 / / 11/15/2008	6040102	REC N N N	MAINT SUPPLIES	60.41 0.00 60.41
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PD CK# 1351 11/18/2008

GL #	DESCRIPTION	AMOUNT
208-751-931.000	BLDG R & M AND SUPPLIES	60.41

		60.41

VENDOR TOTAL: 67.07

USPS 00030203	UNITED STATES POSTAL SERVICE	11/26/2008 11/30/2008 / / 11/30/2008	2008WINT	REC N Y N	WINTER BROCHURE POSTAGE 2008	4,543.73 0.00 4,543.73
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PD CK# 1378 11/26/2008

GL #	DESCRIPTION	AMOUNT
208-751-730.000	POSTAGE	4,543.73

		4,543.73

VENDOR TOTAL: 4,543.73

VGS FOOD 00029991	VG'S FOOD CENTER 2400 GRAND RIVER HOWELL MI 48843-8585	10/31/2008 11/15/2008 / / 11/15/2008	73398	REC N N N	PRESCHOOL- DAD'S PUMPKIN CARVING	62.12 0.00 62.12
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PD CK# 1352 11/18/2008

GL #	DESCRIPTION	AMOUNT
208-751-740.028	OPERATING SUPPLIES/PRESCHOOL	62.12

		62.12

VGS FOOD 00030186	VG'S FOOD CENTER 2400 GRAND RIVER HOWELL MI 48843-8585	11/26/2008 11/30/2008 / / 11/30/2008	73407	REC N N N	HOTDOGS FOR HAYRIDE	13.58 0.00 13.58
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PD CK# 1379 11/26/2008

GL #	DESCRIPTION	AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	13.58

		13.58

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
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VG'S FOOD 00030189	VG'S FOOD CENTER 2400 GRAND RIVER HOWELL MI 48843-8585	11/26/2008 11/30/2008 / / 11/30/2008	80040	REC N N N	REFRESHMENTS-BUCK POLE	6.73 0.00 6.73
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PD CK# 1379 11/26/2008

GL #	DESCRIPTION	AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	6.73

		6.73

VG'S FOOD 00029989	VG'S FOOD CENTER 2400 GRAND RIVER HOWELL MI 48843-8585	10/31/2008 11/15/2008 / / 11/15/2008	81380	REC N N N	COOKIES-PRESCHOOL PARTY	3.99 0.00 3.99
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PD CK# 1352 11/18/2008

GL #	DESCRIPTION	AMOUNT
208-751-740.028	OPERATING SUPPLIES/PRESCHOOL	3.99

		3.99

VG'S FOOD 00029990	VG'S FOOD CENTER 2400 GRAND RIVER HOWELL MI 48843-8585	10/31/2008 11/15/2008 / / 11/15/2008	81393	REC N N N	LEGEND OF SLEEPY HOWELL-HAND WIPES	3.17 0.00 3.17
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PD CK# 1352 11/18/2008

GL #	DESCRIPTION	AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	3.17

		3.17

VG'S FOOD 00030188	VG'S FOOD CENTER 2400 GRAND RIVER HOWELL MI 48843-8585	11/26/2008 11/30/2008 / / 11/30/2008	81617	REC N N N	ICE FOR HUNTER SAFETY	5.96 0.00 5.96
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PD CK# 1379 11/26/2008

GL #	DESCRIPTION	AMOUNT
208-751-740.031	OPER SUPPLIES - ENRICHMENT	5.96

		5.96

VG'S FOOD 00030187	VG'S FOOD CENTER 2400 GRAND RIVER HOWELL MI 48843-8585	11/26/2008 11/30/2008 / / 11/30/2008	81621	REC N N N	POP FOR CONCESSION	18.39 0.00 18.39
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PD CK# 1379 11/26/2008

GL #	DESCRIPTION	AMOUNT
208-751-740.036	OPER SUPPLIES - TEENS	18.39

		18.39

VENDOR TOTAL: 113.94

WALMART CO 00029996	WAL-MART COMMUNITY P O BOX 530933 DEPT 87 ATLANTA GA 30353-0933	10/31/2008 11/15/2008 / / 11/15/2008	00356	REC N N N	LANTERNS, DVD'S & DONUTS	90.40 0.00 90.40
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PD CK# 1353 11/18/2008

GL #	DESCRIPTION	AMOUNT
208-751-740.036	OPER SUPPLIES - TEENS	4.00
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	86.40

		90.40

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
WALMART CO 00029997	WAL-MART COMMUNITY P O BOX 530933 DEPT 87 ATLANTA GA 30353-0933	10/31/2008 11/15/2008 / / 11/15/2008	03057	REC N N N	SANDWICH BAGS , BASKETS & MARSHMALLOWS	52.92 0.00 52.92
PD CK# 1353 11/18/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS			52.92	----- 52.92	
WALMART CO 00029995	WAL-MART COMMUNITY P O BOX 530933 DEPT 87 ATLANTA GA 30353-0933	10/31/2008 11/15/2008 / / 11/15/2008	04299	REC N N N	SUPPLIES FOR HAY RIDE , CEMETERY WALK &	151.48 0.00 151.48
PD CK# 1353 11/18/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS			151.48	----- 151.48	
WALMART CO 00029999	WAL-MART COMMUNITY P O BOX 530933 DEPT 87 ATLANTA GA 30353-0933	10/31/2008 11/15/2008 / / 11/15/2008	06429	REC N N N	MAINTENANCE SUPPLIES	15.28 0.00 15.28
PD CK# 1353 11/18/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-931.000	BLDG R & M AND SUPPLIES			15.28	----- 15.28	
WALMART CO 00030000	WAL-MART COMMUNITY P O BOX 530933 DEPT 87 ATLANTA GA 30353-0933	10/31/2008 11/15/2008 / / 11/15/2008	07603	REC N N N	MAINTENANCE SUPPLIES	11.81 0.00 11.81
PD CK# 1353 11/18/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-931.000	BLDG R & M AND SUPPLIES			11.81	----- 11.81	
WALMART CO 00029998	WAL-MART COMMUNITY P O BOX 530933 DEPT 87 ATLANTA GA 30353-0933	10/31/2008 11/15/2008 / / 11/15/2008	09104	REC N N N	BROOMS & CANDY	55.29 0.00 55.29
PD CK# 1353 11/18/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS			43.29		
208-751-740.032	OPER SUPP/SENIORS			12.00	----- 55.29	
WALMART CO 00030001	WAL-MART COMMUNITY P O BOX 530933 DEPT 87 ATLANTA GA 30353-0933	10/31/2008 11/15/2008 / / 11/15/2008	2353	REC N N N	MAINTENANCE SUPPLIES	26.81 0.00 26.81
PD CK# 1353 11/18/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-931.000	BLDG R & M AND SUPPLIES			26.81	----- 26.81	
WALMART CO 00029993	WAL-MART COMMUNITY P O BOX 530933 DEPT 87 ATLANTA GA 30353-0933	10/31/2008 11/15/2008 / / 11/15/2008	4568	REC N N N	DVDS, LANTERNS & BASKETS	71.66 0.00 71.66
PD CK# 1353 11/18/2008						
GL #	DESCRIPTION			AMOUNT		

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
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GL #	DESCRIPTION	AMOUNT
208-751-740.036	OPER SUPPLIES - TEENS	14.70
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	56.96

		71.66

WALMART CO 00029994	WAL-MART COMMUNITY P O BOX 530933 DEPT 87 ATLANTA GA 30353-0933	10/31/2008 11/15/2008 / / 11/15/2008	5088	REC N N N	CREDIT RETURN	-5.00 0.00 -5.00
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PD CK# 1353 11/18/2008

GL #	DESCRIPTION	AMOUNT
208-751-740.036	OPER SUPPLIES - TEENS	-5.00

		-5.00

WALMART CO 00029992	WAL-MART COMMUNITY P O BOX 530933 DEPT 87 ATLANTA GA 30353-0933	10/31/2008 11/15/2008 / / 11/15/2008	7844	REC N N N	FRAMES,SNACKS AND SKATE PARK COMP	158.26 0.00 158.26
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PD CK# 1353 11/18/2008

GL #	DESCRIPTION	AMOUNT
208-751-740.031	OPER SUPPLIES - ENRICHMENT	31.52
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	97.02
208-751-740.032	OPER SUPP/SENIORS	29.72

		158.26

VENDOR TOTAL: 628.91

WASTE MAN 00029961	WASTE MANAGEMENT OF MICHIGAN ATTN: JENNIFER ADAMS 48797 ALPHA DR SUITE 150 WIXOM MI 48393	10/31/2008 11/15/2008 / / 11/15/2008	3614101-1380-4	REC N N N	RUBBISH - BARNARD	132.60 0.00 132.60
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PD CK# 1355 11/18/2008

GL #	DESCRIPTION	AMOUNT
208-751-920.008	UTILITIES - RUBBISH/BARNARD ST	132.60

		132.60

WASTE MAN 00029962	WASTE MANAGEMENT OF MICHIGAN ATTN: JENNIFER ADAMS 48797 ALPHA DR SUITE 150 WIXOM MI 48393	10/31/2008 11/15/2008 / / 11/15/2008	3614102-1389-2	REC N N N	RUBBISH- BENNETT	132.32 0.00 132.32
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PD CK# 1355 11/18/2008

GL #	DESCRIPTION	AMOUNT
208-751-920.003	UTILITIES - RUBBISH	132.32

		132.32

VENDOR TOTAL: 264.92

MISC 00029963	WOLFE, LISA 2526 FISHER RD HOWELL MI 48843	10/31/2008 11/15/2008 / / 11/15/2008	1000.358	REC N Y N	INSTRUCTOR	442.00 0.00 442.00
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PD CK# 1356 11/18/2008

GL #	DESCRIPTION	AMOUNT
208-751-804.009	CONT SERVICES OFFICIALS/REFEREES	442.00

		442.00

VENDOR TOTAL: 442.00

VENDOR ID REF#	VENDOR NAME ADDRESS CITY/STATE/ZIP	POST DATE CK RUN DATE DISC. DATE DUE DATE	INVOICE # PO DISC. PCT	BANK HOLD? SEP CK? 1099?	INVOICE DESCRIPTION	GROSS AMT DISCOUNT NET AMOUNT
YE OLDE PR 00029964	YE OLDE PRINT SHOPPE HOWELL PUBLIC SCHOOLS 1313 W HIGHLAND RD HOWELL MI 48843	10/31/2008 11/15/2008 / / 11/15/2008	144	REC N N N	BASKETBALL FLYER	97.43 0.00 97.43
PD CK# 1357	11/18/2008					
GL # 208-751-900.000	DESCRIPTION MARKETING, PRINTING & PUBLISHING				AMOUNT 97.43 ----- 97.43	
					VENDOR TOTAL:	97.43
					TOTAL - ALL VENDORS:	35,103.37



Financial Reports

Attached is the October, 2008 balance sheet and revenue and expense statement for your perusal.

Action Requested: None

11/18/2008

BALANCE SHEET FOR CITY OF HOWELL
PERIOD ENDED 10/31/2008
FUND 208 - PARKS & REC AUTHORITY

*** ASSETS ***

208-000-001.001	CHECKING	102,571.35	
208-000-004.001	PETTY CASH-PARKS/REC	400.00	-----
TOTAL ASSETS			102,971.35

*** LIABILITIES ***

208-000-202.000	ACCOUNTS PAYABLE	29,838.94	-----
TOTAL LIABILITIES			29,838.94

*** CAPITAL ***

208-000-383.007	FB/RESERVED/TEEN CENTER	152.19	
208-000-383.013	DONATIONS SENIORS	7,209.76	-----
BEG. FUND BALANCE			7,361.95
NET OF REVENUES VS. EXPENDITURES			65,770.46
TOTAL CAPITAL			73,132.41
TOTAL LIABILITIES AND CAPITAL			102,971.35

11/18/2008

REVENUE & EXPENDITURE REPORT FOR CITY OF HOWELL
 Month Ended 10/31/2008

10:53 am

FUND 208 - PARKS & REC AUTHORITY

ACCOUNT DESCRIPTION	2008-09		YEAR-TO-DATE THRU 10/31/08	ACTIVITY FOR	AVAILABLE BALANCE	% OF BUDGET USED
	ORIG BUDGET	AMENDED BUDGET		MONTH ENDED 10/31/2008		
Revenues						
Dept 751: RECREATION / PARKS DEPARTMENT						
587.001 PK/RC MARION TWP PARTICIPATION	60,000.00	60,000.00	59,314.00	0.00	686.00	98.86
587.002 PK/RC GENOA TWP PARTICIPATION	60,000.00	60,000.00	28,990.00	28,990.00	31,010.00	48.32
587.003 PK/RC OCEOLA TWP PARTICIPATION	100,000.00	100,000.00	50,000.00	0.00	50,000.00	50.00
587.005 PK/RC HOWELL CITY PARTICIPATION	100,000.00	100,000.00	50,000.00	0.00	50,000.00	50.00
649.000 PARK CONCESSION SALES	1,500.00	1,500.00	1,322.84	444.31	177.16	88.19
649.001 AMUSEMENT PARK TICKET SALES	8,000.00	8,000.00	4,043.30	0.00	3,956.70	50.54
649.003 PK & REC BROCHURE ADVERTISEMNT	3,000.00	3,000.00	75.00	0.00	2,925.00	2.50
650.001 PROGRAM FEES SPORTS	115,000.00	115,000.00	33,014.50	7,859.40	81,985.50	28.71
650.002 PROGRAM FEES ENRICHMENT	60,000.00	60,000.00	21,859.01	4,664.78	38,140.99	36.43
650.003 PROGRAM FEES SPECIAL EVENTS	35,350.00	35,350.00	24,816.20	5,281.75	10,533.80	70.20
650.004 PROGRAM FEES SUMMER CAMP	45,000.00	45,000.00	17,004.45	0.00	27,995.55	37.79
651.004 BUILDING RENTAL FEES	29,000.00	29,000.00	5,594.64	1,218.00	23,405.36	19.29
651.005 PROGRAM FEES/MEMBERSHIP SENIORS	6,000.00	6,000.00	2,071.00	247.00	3,929.00	34.52
651.007 PRESCHOOL TUITION	65,000.00	65,000.00	16,269.00	4,177.00	48,731.00	25.03
665.000 INVESTMENT INTEREST	100.00	100.00	535.32	132.48	(435.32)	535.32
671.002 MISC REVENUES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
675.003 DONATIONS - GENERAL	5,500.00	5,500.00	3,445.46	35.00	2,054.54	62.64
675.009 DONATIONS SENIORS	1,500.00	1,500.00	376.83	18.44	1,123.17	25.12
675.010 DONATIONS - TEEN	1,000.00	1,000.00	1,458.71	146.08	(458.71)	145.87
675.012 UNITED WAY - TEENS	8,000.00	8,000.00	4,325.00	2,162.50	3,675.00	54.06
675.013 UNITED WAY SENIORS	5,900.00	5,900.00	5,500.00	2,750.00	400.00	93.22
675.015 PRESCHOOL FUNDRAISING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
676.006 SENIOR POSTAGE REIMB	800.00	800.00	25.00	25.00	775.00	3.13
677.003 SENIOR TRAVEL FEES	3,000.00	3,000.00	1,320.50	283.50	1,679.50	44.02
678.010 SPONSORSHIP FEES	38,500.00	38,500.00	4,800.00	1,500.00	33,700.00	12.47
678.012 MEMBERSHIP FEES	5,000.00	5,000.00	452.00	0.00	4,548.00	9.04
Total - Dept 751	760,150.00	760,150.00	336,612.76	59,935.24	423,537.24	44.28
Total Revenues	760,150.00	760,150.00	336,612.76	59,935.24	423,537.24	44.28
Expenditures						
Dept 751: RECREATION / PARKS DEPARTMENT						
702.000 SAL & WAGES	87,460.00	74,960.00	16,457.36	5,328.25	58,502.64	21.95
702.001 SAL & WAGES ADMINISTRATION	196,017.00	196,017.00	68,031.49	23,233.67	127,985.51	34.71
702.023 SAL & WAGES PRESCHOOL	33,600.00	33,600.00	6,973.20	4,999.20	26,626.80	20.75
702.025 SAL & WAGES SUMMER CAMP	17,300.00	17,300.00	14,469.20	31.20	2,830.80	83.64
702.026 SAL & WAGES TEEN	7,000.00	7,000.00	2,658.75	1,721.00	4,341.25	37.98
702.027 SAL & WAGES SENIORS	9,000.00	9,000.00	2,620.00	1,005.00	6,380.00	29.11
714.004 ICMA RETIREMENT	6,350.00	14,650.00	4,850.44	1,670.10	9,799.56	33.11
717.000 FRINGE BENEFITS	96,520.00	88,220.00	24,811.31	2,588.96	63,408.69	28.12
727.000 OFFICE SUPPLIES	3,000.00	3,000.00	2,338.77	718.35	661.23	77.96
730.000 POSTAGE	3,100.00	3,100.00	1,226.70	183.57	1,873.30	39.57
740.000 OPERATING SUPPLIES	5,000.00	5,000.00	4,685.85	487.62	314.15	93.72
740.003 OPERATING SUPPLIES T-SHIRTS	15,000.00	15,000.00	3,067.84	472.30	11,932.16	20.45
740.016 OPER SUPP/AMUSEMENT PARK TICKET	8,000.00	8,000.00	4,049.80	0.00	3,950.20	50.62
740.028 OPERATING SUPPLIES/PRESCHOOL	2,000.00	2,000.00	595.58	362.98	1,404.42	29.78
740.030 OPER SUPPLIES - SPORTS	7,500.00	7,500.00	303.50	0.00	7,196.50	4.05
740.031 OPER SUPPLIES - ENRICHMENT	2,500.00	2,500.00	917.74	92.82	1,582.26	36.71
740.032 OPER SUPP/SENIORS	750.00	750.00	1,124.73	175.41	(374.73)	149.96
740.033 OPER SUPP/SUMMER CAMP	6,000.00	6,000.00	2,506.62	0.00	3,493.38	41.78
740.035 OPER SUPPLIES - SPECIAL EVENTS	27,000.00	27,000.00	17,818.26	4,454.91	9,181.74	65.99
740.036 OPER SUPPLIES - TEENS	0.00	0.00	1,148.80	333.96	(1,148.80)	100.00
751.000 GASOLINE & DIESEL FUEL	1,000.00	1,000.00	273.31	82.24	726.69	27.33
775.000 MAINTENANCE SUPPLIES	0.00	0.00	(0.00)	0.00	0.00	100.00
801.000 PROFESSIONAL SERVICES	23,000.00	23,000.00	9,141.14	692.21	13,858.86	39.74
804.000 CONTRACTUAL SERVICES	10,000.00	10,000.00	3,112.71	1,113.46	6,887.29	31.13
804.008 CONTRACT SERVICES/INSTRUCTORS	22,000.00	22,000.00	11,005.56	1,055.00	10,994.44	50.03
804.009 CONT SERVICES OFFICIALS/REFEREES	7,500.00	7,500.00	1,559.00	1,062.00	5,941.00	20.79
804.010 CONTRACT SERV - FIELD MAINTENANCE	0.00	12,500.00	3,726.24	2,406.27	8,773.76	29.81
822.000 COMPUTER SOFTWARE SUPPORT	0.00	0.00	195.00	195.00	(195.00)	100.00
840.000 DUES, SUBSCRIPTIONS & MEMBERSHIPS	2,223.00	2,223.00	938.46	11.05	1,284.54	42.22
850.000 COMMUNICATION - TELEPHONES	9,000.00	9,000.00	2,607.86	453.70	6,392.14	28.98
850.006 COMMUNICATION - PHONE/BARNARD	300.00	300.00	0.00	0.00	300.00	0.00

11/18/2008

REVENUE & EXPENDITURE REPORT FOR CITY OF HOWELL
 Month Ended 10/31/2008

10:53 am

FUND 208 - PARKS & REC AUTHORITY

ACCOUNT DESCRIPTION	2008-09		YEAR-TO-DATE THRU 10/31/08	ACTIVITY FOR	AVAILABLE BALANCE	% OF BUDGET USED
	ORIG BUDGET	AMENDED BUDGET		MONTH ENDED 10/31/2008		
850.008 COMMUNICATION - INTERNET & CABLE	1,000.00	1,000.00	395.76	71.22	604.24	39.58
860.000 TRAVEL	5,060.00	5,060.00	1,741.50	593.18	3,318.50	34.42
860.001 SENIOR TRAVEL EXPENSE	0.00	0.00	1,716.00	200.00	(1,716.00)	100.00
900.000 MARKETING, PRINTING & PUBLISHING	35,300.00	35,300.00	17,757.28	6,706.89	17,542.72	50.30
910.000 INSURANCE	15,000.00	15,000.00	11,115.28	0.00	3,884.72	74.10
920.000 UTILITIES - ELECTRICITY	12,000.00	12,000.00	3,861.19	621.11	8,138.81	32.18
920.001 UTILITIES - GAS	7,000.00	7,000.00	244.43	101.68	6,755.57	3.49
920.002 UTILITIES - WAT / SEW	1,000.00	1,000.00	276.39	0.00	723.61	27.64
920.003 UTILITIES - RUBBISH	6,300.00	6,300.00	576.67	132.32	5,723.33	9.15
920.006 UTILITIES - GAS/BARNARD ST	5,500.00	5,500.00	460.38	334.07	5,039.62	8.37
920.007 UTILITIES - ELEC/BARNARD ST	8,500.00	8,500.00	2,029.40	469.23	6,470.60	23.88
920.008 UTILITIES - RUBBISH/BARNARD ST	1,000.00	1,000.00	397.80	132.60	602.20	39.78
920.009 UTILITIES - WTR-SWR/BARNARD ST	1,100.00	1,100.00	371.43	175.80	728.57	33.77
930.000 GROUNDS MAINTENANCE BENNETT & BARN	4,570.00	4,570.00	350.82	0.00	4,219.18	7.68
930.009 REPAIR & MAINT - EQUIPMENT	0.00	0.00	0.00	0.00	(0.00)	100.00
931.000 BLDG R & M AND SUPPLIES	8,000.00	8,000.00	4,403.18	1,746.41	3,596.82	55.04
931.003 BUILDING MAINTENANCE/BARNARD	0.00	0.00	64.18	64.18	(64.18)	100.00
940.000 EQUIPMENT RENTAL	2,000.00	2,000.00	1,342.23	625.88	657.77	67.11
942.001 PORTA JOHN RENTALS	1,200.00	1,200.00	528.00	265.00	672.00	44.00
956.000 MISCELLANEOUS	500.00	500.00	0.00	0.00	500.00	0.00
956.003 BANK CHARGES & FEES	7,500.00	7,500.00	2,951.92	621.79	4,548.08	39.36
957.000 EDUCATION / TRAINING	2,500.00	2,500.00	174.65	0.00	2,325.35	6.99
960.002 PURCH FROM DONATIONS - SENIORS	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
960.005 PURCH FROM DONATIONS - TEENS	1,000.00	1,000.00	300.00	0.00	700.00	30.00
960.007 PURCH PRESCHOOL FUNDRAISING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
964.001 PROGRAM REFUNDS	3,500.00	3,500.00	1,216.00	272.00	2,284.00	34.74
965.000 FACILITY RENTALS	12,700.00	12,700.00	1,712.92	1,175.50	10,987.08	13.49
980.000 OFFICE EQUIPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
980.004 EQUIP / COMPUTER HARDWARE	3,000.00	3,000.00	3,639.67	51.67	(639.67)	121.32
980.005 EQUIPMENT/COMPUTER SOFTWARE	2,300.00	2,300.00	0.00	0.00	2,300.00	0.00
Total - Dept 751	760,150.00	760,150.00	270,842.30	69,290.76	489,307.70	35.63
Total Expenditures	760,150.00	760,150.00	270,842.30	69,290.76	489,307.70	35.63
NET OF REVENUES AND EXPENDITURES	0.00	0.00	65,770.46	(9,355.52)	(65,770.46)	



Executive Session

Action Requested: A motion by roll call vote to go into executive session to discuss property purchase.