



Howell Area Parks & Recreation Authority Board Meeting

Tuesday, February 10, 2008

7:00 p.m.

Oceola Township Hall, 1577 N. Latson Rd.

AGENDA

1. Call to Order
2. Approve Board Meeting Minutes dated December 9, 2008
3. Approval Executive Session Minutes dated December 9, 2008
4. Call to the Public (for any items not on the agenda)
5. Approve Agenda
6. Correspondence
7. Budget Amendments for 2008-2009 (Discussion/Approval)
8. Board Approval of United Way Grants for Senior Center and Teen Center (Discussion/Approval)
9. Preschool Tuition Rates for 2009-2010 (Discussion/Approval)
10. Check Register Reports for December 1 - 31, 2008 and January 1 – 31, 2009 (Discussion)
11. Financial Report ending December, 2008 (Discussion)
12. Old Business
 - a. Appointment of Alternates for each Trustee (Discussion)
 - b. Articles of Incorporation, 2nd Amended (Discussion)
 - c. Audit Proposals Received (Discussion)
13. New Business
 - a. Scholarship Support for Low Income Participants (Discussion)
14. Director's Report
 - a. Awards
 - b. Teen Center Grand Opening of Internet Café
 - c. Program Participation Report for 2008
15. Member Discussion
16. Next Meeting – Tuesday, March 10, 2009 (Howell City Hall, 611 E. Grand River Ave.)
17. Adjourn



Howell Area Parks & Recreation Authority

Board Meeting Minutes

December 9, 2008

Call to Order

Todd Smith called the meeting to order at 7:03 pm

Members Present

Steve Manor, Sean Dunleavy, Todd Smith, Rick Terres, Tammy Beal (for Paula Wyckoff)

Also Present

Director Deborah E. Mikula, Administrative Assistant Cassie Matlock, Kris Karol

Approval of Minutes

Motion by Dunleavy and support by Manor to approve the regular meeting minutes for the Howell Area Parks & Recreation Authority dated November 11, 2008. Motion carried unanimously. (5-0)

Call to Public

None.

Approval of Agenda

Motion by Manor and support by Beal to approve the agenda dated December 9, 2008. Motion carried unanimously. (5-0)

Correspondence

None.

Lease of Genoa Township Athletic Fields

Smith noted that the minor change was made in case the Township needed the fields in case of an emergency. *Motion by Manor, support by Dunleavy 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 and Recreation Authority and the Southeastern Livingston County Recreation Authority (SELCRA) from January 1, 2009 - December 31, 2009 for \$1. Motion carried unanimously. (5-0)*

By-Laws

Manor asked for clarification of the 2 changes. Article 4.2, there was 1 addition and Article 9 there was 1 change. *Motion by Manor and support by Dunleavy to approve the By-laws for the Howell Area Parks and Recreation Authority as presented. Motion carried unanimously. (5-0)*

Choosing Alternates from each Township & City

Mikula stated now that the by-laws have been approved that we are required to have alternates appointed for every board member. The City has appointed Scott Niblock as Manor's alternate, Marion Township has appointed Tammy Beal as Wyckoff's alternate, and Oceola Township has appointed

Kieth Huff as Dunleavy's alternate. Smith stated that for the next agenda, we will have the names of the other alternates from Genoa Township and from the Howell Public Schools.

Audit Request for Proposals

Mikula noted that they are looking to have a decision made by March of who the Authority will choose as our Auditing firm. We have identified 5 organizations that were suggested by township officials and the city to solicit. Terres noted that he believed that we are required to be open to anybody that is authorized to bid. *Motion by Manor, support by Terres to solicit proposals from qualified firms of Certified Public Accountants to audit the Howell Area Parks and Recreation Authority's financial statements for the fiscal years ending June 30, 2009; 2010; and 2011. Motion carried unanimously. (5-0)*

Master Plan and Articles of Incorporation

Mikula stated that she received a letter from the DNR that they would not approve the Master Plan because of a technicality within our Articles of Incorporation. Within the Article on Dissolution, the DNR has requested that we add the names of the specific grant programs that they fund. *Motion by Manor, support by Dunleavy to amend 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. Motion carried unanimously. (5-0)*

Waterways Grant Waiver

Mikula stated that Shea Charles, City Manager for the City of Howell has asked that we stay involved with the boat launch issues. They have met with the DNR concerning an increase in a grant to pave the parking lot at the boat launch. The DNR had agreed to increase the funding, but then said that with the 3-tier system, the pricing was not acceptable. Because the DNR serves the whole state, anything funded through them has to have a fee structure that is equal to all citizens. They suggested that the City write a letter and present it to the Waterways Coalition. Manor noted that this issue is strictly a City of Howell appeal, and the Authority is only assisting in this endeavor.

D & O Insurance

Mikula stated that she put requests out to 3 organizations, and Cobb-Hall and Smith, Peabody and Stiles came back with proposals for us to look at. Mikula recommends moving forward with Smith, Peabody and Stiles because they have a lower deductible and more coverage. Manor asked where the funding was coming from and Mikula responded that there was still funds left in the Insurance line item in the budget. *Motion by Beal, support by Dunleavy to purchase Director's & Officers Liability Insurance, Employment Practices Liability Insurance, and Fiduciary Liability from Smith-Peabody-Stiles for a period of one year beginning December 1, 2008 for a total cost of \$1,490. Motion carried unanimously.*

Check Register Reports for November 1-30, 2008

There were no questions concerning the check register reports for the month of November, 2008.

Financial Report ending October 31, 2008

There were no questions concerning the financial report ending October 31, 2008.

Old Business

Mikula stated that the Teen Center project is moving along. Many organizations have stepped up to the plate and are helping to complete the Internet Café. The wall between the two rooms has a new archway thanks to Irish Construction and Zimmerman Masonry. Kelly Hansen has been wonderful. Citizen's insurance is re-examining the initial costs now that we have solid figures about the costs of computers and furnishings and may be able to contribute at a higher level. We have also secured donations of paint from Pittsburgh Paints, and the carpet and installation is being donated as well. We are now looking at a late February completion.

Mikula noted that the Winter Brochure is now out. New this year are a lot more Early Childhood and Enrichment classes. The direct mailings have increased participation. We have reduced the print run and are not distributing to the public schools because of the direct mailing which reaches the same audience.

Holiday in the Park opening festivities were held on Friday. Over the weekend, there were about 270 cars and 1000 individuals that came through. We are open every night from 6-9 pm. We collected about 400 pounds of food for Gleaners and about \$600 in sales.

Mikula noted that the we received the grant to hold the ORV safety classes. The grant was for \$1,200.

Mikula also noted that the Howell Area Parks & Recreation Authority has been recognized by our peers and we have been awarded the Marketing Award for our new website from Michigan Recreation and Parks Association and we will accept the award in February at the annual conference in Dearborn.

New Business

Dunleavy stated that Oceola Township approved the fencing for the athletic fields and he is currently looking for bids. Hopefully will start work in the winter.

Member Discussion

None.

Executive Session

Motion by Manor, support by Dunleavy to go into executive session to discuss property purchase. A Roll Call vote was taken - Dunleavy, yes; Smith, yes; Manor, yes; Terres, yes; Beal, yes. Motion carried unanimously. (5-0)

Adjournment

Motion by Terres, support by Manor to adjourn the meeting. Motion carried unanimously.



Budget Amendments for 2008-2009

Action Requested: To approve the budget as amended for the 2008-2009 fiscal year.

Howell Area Parks & Recreation Authority
AMENDED Budget 2008-2009

INCOME

Dept. 751 - Recreation Department

Account Number	Description	Budget	Amended Budget
587.001	Marion Township Participation	60,000	59,314
587.002	Genoa Township Participation	60,000	59,314
587.003	Oceola Township Participation	100,000	100,000
587.005	City of Howell Participation	100,000	100,000
649.000	Teen Center Concession Sales	1,500	4,000
649.001	Amusement Park Ticket Sales	8,000	8,000
649.003	Brochure Advertisement	3,000	2,000
650.001	Program Fees SPORTS	115,000	115,000
650.002	Program Fees ENRICHMENT	60,000	60,000
650.003	Program Fees SPECIAL EVENTS	35,350	43,500
650.004	Program Fees SUMMER CAMP	45,000	41,000
650.005	Program Fees TEEN	0	500
651.004	Building Rental Fees	29,000	29,000
651.005	Program Fees/Membership SENIORS	6,000	4,500
651.007	Preschool Tuition & Program Fees	65,000	45,000
665.000	Investment Interest	100	1500
671.002	Misc. Revenue	1,000	1,000
675.003	Donations GENERAL	5,500	5,500
675.009	Donations SENIORS	1,500	1,000
675.010	Donations TEENS	1,000	15,500
675.012	United Way TEENS	8,000	8,650
675.013	United Way SENIORS	5,900	11,000
675.015	Preschool Fundraising	2,000	2,000
676.006	Senior Postage Reimbursement	800	25
677.003	Senior Travel Fees	3,000	3,000
678.010	Sponsorship Fees	38,500	22,000
678.012	Membership Fees	5,000	1,000
678.015	Senior Newsletter Advertising	0	577
		760,150	\$ 743,880

EXPENSE

Dept. 751 - Recreation Department

Account Number	Description	Budget	Amended Budget
702.000	Salary & Wages	74,960	55,000
702.001	Salary & Wages - ADMINISTRATION	196,017	196,010
702.023	Salary & Wages - PRESCHOOL	33,600	28,000
702.025	Salary & Wages - SUMMER CAMP	17,300	25,000
702.026	Salary & Wages - TEEN	7,000	9,000
702.027	Salary & Wages - SENIOR	9,000	7,500
714.004	ICMA Retirement	6,350	14,000
717.000	Fringe Benefits	96,520	75,000
727.000	Office Supplies	3,000	4,000
730.000	Postage	3,100	11,000
740.000	Operating Supplies - GENERAL	5,000	7,500
740.003	Operating Supplies - T-SHIRTS	15,000	7,000
740.016	Operating Supplies - AMUSEMENT PARK TICKETS	8,000	8,000
740.028	Operating Supplies - PRESCHOOL	2,000	2,000
740.030	Operating Supplies - SPORTS	7,500	7,500
740.031	Operating Supplies - ENRICHMENT	2,500	3,000
740.032	Operating Supplies - SENIORS	750	2,000
740.033	Operating Supplies - SUMMER CAMP	6,000	5,000
740.035	Operating Supplies - SPECIAL EVENTS	27,000	34,000
740.036	Operating Supplies - TEENS	0	3,000
751.000	Gasoline	1,000	1,000
801.000	Professional Services	23,000	25,000
804.000	Contractual Services	10,000	8,000
804.008	Contractual Services - INSTRUCTORS	22,000	32,000
804.009	Contractual Services - OFFICIALS/REFEREES	7,500	5,000
804.010	Contractual Services - FIELD MAINTENANCE	12,500	12,500
840.000	Dues, Subscriptions & Memberships	2,223	2,000
850.000	Telephone	9,300	8,000
850.008	Internet & Cable	1,000	1,000
860.000	Travel	5,060	6,000
860.001	Senior Travel Expense	0	2,000
900.000	Printing, Publishing & Marketing	35,300	32,000
910.000	Insurance	15,000	12,500
920.000	Utilities/Electricity - BENNETT	12,000	12,000
920.001	Utilities/Gas - BENNETT	7,000	7,000
920.002	Utilities/Water-Sewer - BENNETT	1,000	1,000
920.003	Utilities/Rubbish - BENNETT	6,300	1,750

920.006	Utilities/Gas - BARNARD	5,500	5,500
920.007	Utilities/Electricity - BARNARD	8,500	6,000
920.008	Utilities/Rubbish - BARNARD	1,000	1,200
920.009	Utilities/Water-Sewer - BARNARD	1,100	750
930.000	Grounds Maintenance - BENNETT & BARNARD	4,570	4,570
931.000	Building Repair, Maintenance & Supplies	8,000	8,000
940.000	Equipment Rental	2,000	3,000
942.001	Portajohn Rental	1,200	1,200
956.000	Miscellaneous	500	250
956.003	Bank Charges & Fees	7,500	7,500
957.000	Education/Trainings	2,500	1,500
960.002	Purchases from Donations - SENIORS	1,500	1,000
960.005	Purchases from Donations - TEENS	1,000	15,500
960.007	Purchases from Fundraising - PRESCHOOL	2,000	2,000
964.001	Program Refunds	3,500	3,000
965.000	Facility Rentals (Howell Public Schools & other venues)	12,700	7,000
980.000	Office Equipment	1,000	0
980.004	Computer Hardware	3,000	3,650
980.005	Computer Software	2,300	0
		760,150	\$ 743,880



United Way Grants for Senior Center and Teen Center

Last year, the Howell Area Parks & Recreation Authority was successful in securing 2 grants from the Livingston County United Way for the programming at the Howell Senior Center and the Howell Teen Center. We were one of only two organizations that received an increase to our applications.

We are again seeking funding to help support these two very worthwhile program arms of the Howell Area Parks & Recreation Authority. Our programming and attendance at both the Teen Center and the Senior Center have increased significantly and we are hopeful that we will be considered to receive funding at 2008-2009 levels.

Action Requested: To approve the applications to the Livingston County United Way for the Senior Center in the amount of \$11,000 and the Teen Center in the amount of \$8,650.



Preschool Tuition Rates for 2009-2010

Last year, our Preschool Director, Debbie Jacobs, did a lot of research regarding the preschool rates by doing a comparative analysis of area preschool and daycare programs. Our concerns last year were to bring our rates to a moderate level between the lowest fees offered and the highest fees offered around our county.

Due to the economic conditions present as we begin to plan for the next school session, we are proposing keeping our tuition rates for preschool the same as in the 2008-2009 school session and continuing to offer 2 programs for 3-5 year olds. The first is a 3 to 5 year old traditional program on MWF from 9:30 a.m. – 12 noon. The second is an extended day program for 3 to 5 years olds on TTH from 9:30 a.m. – 2 p.m. All programs to take place at the Bennett Recreation Center.

We continue to feel that we would lose students if we were to adopt the regular 3 tier fee structure and so have again proposed only a resident and a non-resident rate with a \$50 registration fee. We will also incorporate a \$20 savings coupon for those choosing to register early to be taken off the registration fee.

Traditional Morning Preschool – 9:30 a.m. – 12 noon for 3-5 year olds

Resident Rate: \$135/monthly

Non-Resident Rate: \$174/monthly

Extended Day Preschool – 9:30 a.m. – 2 p.m. for 3-5 year olds

Resident Rate: \$200/monthly

Non-Resident Rate: \$240/monthly

Action Requested: To approve the Preschool Tuition rates as presented for 2009-2010



Check Register Reports

Since we did not meet in January, I have attached the check register for December 1 – 31, 2008 for your perusal. I will be forwarding a copy of the January 1 – 31, 2009 for your perusal on Monday to be included in your board packet.

Action Requested: None

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
ABOVO VIS 00030495	ABOVO VISUAL COMMUNICATIONS 5075 N BURKHART RD HOWELL MI 48843	11/30/2008 12/15/2008 / / 12/15/2008	75708	REC N N N	GRAPHIC DESIGN SERVICE & PRINTING	1,902.50 0.00 1,902.50
PD CK# 1383 12/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS			1,902.50		
				-----	1,902.50	
ABOVO VIS 00030494	ABOVO VISUAL COMMUNICATIONS 5075 N BURKHART RD HOWELL MI 48843	12/11/2008 12/15/2008 / / 12/15/2008	78208	REC N N N	HOLIDAY IN THE PARK BANNER	280.00 0.00 280.00
PD CK# 1383 12/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-740.031	OPER SUPPLIES - ENRICHMENT			280.00		
				-----	280.00	
VENDOR TOTAL:					2,182.50	
SBC 00030497	AT & T P.O. BOX 8100 AURORA IL 60507-8100	11/30/2008 12/15/2008 / / 12/15/2008	517545021912-08	REC N N N	COMMUNICATIONS-SENIOR CENTER	50.68 0.00 50.68
PD CK# 1384 12/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-850.000	COMMUNICATION - TELEPHONES			50.68		
				-----	50.68	
SBC 00030498	AT & T P.O. BOX 8100 AURORA IL 60507-8100	11/30/2008 12/15/2008 / / 12/15/2008	517546069311-08	REC N N N	PHONES-BENNETT	399.31 0.00 399.31
PD CK# 1384 12/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-850.000	COMMUNICATION - TELEPHONES			399.31		
				-----	399.31	
VENDOR TOTAL:					449.99	
AULETTE, K 00030496	AULETTE, KYLE	11/30/2008 12/15/2008 / / 12/15/2008	11302008-MILEAG	REC N N N	MILEAGE REIMBURSEMENT	38.61 0.00 38.61
PD CK# 1385 12/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-860.000	TRAVEL			38.61		
				-----	38.61	
VENDOR TOTAL:					38.61	
MISC 00030598	CHRISTENSEN, PAUL 4564 SAND STONE WILLIAMSTON MI 48895	11/30/2008 12/15/2008 / / 12/15/2008	1000.362	REC N Y N	SENIOR TAI CHI	59.00 0.00 59.00
PD CK# 1386 12/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS			59.00		
				-----	59.00	
VENDOR TOTAL:					59.00	

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 00030499	CITY OF HOWELL	11/30/2008 12/15/2008 / / 12/15/2008	11109-12-08	REC N N N	925 W GRAND RIVER	171.25 0.00 171.25
PD CK# 1387 12/15/2008						
GL #	DESCRIPTION					AMOUNT
208-751-920.002	UTILITIES - WAT / SEW					171.25

						171.25
HOWELLCITY 00030502	CITY OF HOWELL	11/30/2008 12/15/2008 / / 12/15/2008	12012008	REC N N N	FRINGE BENEFITS- BC/BS DEC 08	2,858.81 0.00 2,858.81
PD CK# 1387 12/15/2008						
GL #	DESCRIPTION					AMOUNT
208-751-717.000	FRINGE BENEFITS					2,858.81

						2,858.81
HOWELLCITY 00030501	CITY OF HOWELL	11/30/2008 12/15/2008 / / 12/15/2008	120508	REC N N N	MOWING	2,120.00 0.00 2,120.00
PD CK# 1387 12/15/2008						
GL #	DESCRIPTION					AMOUNT
208-751-930.000	GROUNDS MAINTENANCE BENNETT & BARNARD					2,120.00

						2,120.00
HOWELLCITY 00030500	CITY OF HOWELL	11/30/2008 12/15/2008 / / 12/15/2008	12082008-1	REC N Y N	FRINGE BENEFITS-MANNUAL CLAIMS PROCESSED	2,348.49 0.00 2,348.49
PD CK# 1388 12/15/2008						
GL #	DESCRIPTION					AMOUNT
208-751-717.000	FRINGE BENEFITS					2,348.49

						2,348.49
HOWELLCITY 00030873	CITY OF HOWELL	12/30/2008 12/30/2008 / / 12/30/2008	12152008	REC N N N	AT & T LONG DISTANCE COMMUNICATIONS	78.00 0.00 78.00
PD CK# 1437 01/02/2009						
GL #	DESCRIPTION					AMOUNT
208-751-850.000	COMMUNICATION - TELEPHONES					78.00

						78.00
HOWELLCITY 00030872	CITY OF HOWELL	12/30/2008 12/30/2008 / / 12/30/2008	REC05-2008	REC N N N	FUEL USAGE FOR NOV 2008	89.61 0.00 89.61
PD CK# 1437 01/02/2009						
GL #	DESCRIPTION					AMOUNT
208-751-751.000	GASOLINE & DIESEL FUEL					89.61

						89.61

						VENDOR TOTAL: 7,666.16

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
COMCAST 00030476	COMCAST P O BOX 3005 SOUTHEASTERN PA 19398-3005	11/30/2008 12/15/2008 / / 12/09/2008	09588-RECENTER	REC N N N	CABLE	63.54 0.00 63.54
PD CK# 1380 12/10/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-850.000	COMMUNICATION - TELEPHONES			63.54		
				-----	63.54	
COMCAST 00030504	COMCAST P O BOX 3005 SOUTHEASTERN PA 19398-3005	11/30/2008 12/15/2008 / / 12/15/2008	122208-REC	REC N N N	INTERNET	64.03 0.00 64.03
PD CK# 1389 12/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-850.008	COMMUNICATION - INTERNET & CABLE			64.03		
				-----	64.03	
					VENDOR TOTAL:	127.57
CONSUMERS 00030506	CONSUMERS ENERGY LANSING MI 48937-0001	11/30/2008 12/15/2008 / / 12/15/2008	9516-1208	REC N N N	925 W GRAND RIVER	1,233.15 0.00 1,233.15
PD CK# 1390 12/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-920.001	UTILITIES - GAS			1,233.15		
				-----	1,233.15	
CONSUMERS 00030505	CONSUMERS ENERGY LANSING MI 48937-0001	11/30/2008 12/15/2008 / / 12/15/2008	9759-1208	REC N N N	415 N BARNARD ST	855.17 0.00 855.17
PD CK# 1390 12/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-920.006	UTILITIES - GAS/BARNARD ST			855.17		
				-----	855.17	
					VENDOR TOTAL:	2,088.32
CONTINENTA 00030507	CONTINENTAL LINEN SERVICES 4200 MANCHESTER KALAMAZOO MI 49001	12/04/2008 12/15/2008 / / 12/15/2008	4077631	REC N N N	RUGS BARNARD	56.33 0.00 56.33
PD CK# 1391 12/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-931.000	BLDG R & M AND SUPPLIES			56.33		
				-----	56.33	
CONTINENTA 00030867	CONTINENTAL LINEN SERVICES 4200 MANCHESTER KALAMAZOO MI 49001	12/30/2008 12/30/2008 / / 12/30/2008	4087080	REC N N N	BLDG MAINT	135.64 0.00 135.64
PD CK# 1438 01/02/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-931.000	BLDG R & M AND SUPPLIES			135.64		
				-----	135.64	
					VENDOR TOTAL:	191.97

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 00030508	COSTELLO, MICHAELNE 904 CHELSEA RIDGE COURT HOWELL MI 48843	12/11/2008 12/15/2008 / / 12/15/2008	2001215.001	REC N Y N	CLASS REFUND	10.00 0.00 10.00
PD CK# 1392 12/15/2008						
GL #	DESCRIPTION				AMOUNT	
208-751-964.001	PROGRAM REFUNDS				10.00	

					10.00	
VENDOR TOTAL:						10.00
DISC SCHOO 00030511	DISCOUNT SCHOOL SUPPLY FILE #73847 P O BOX 60000 SAN FRANCISCO CA 94160-3847	11/30/2008 12/15/2008 / / 12/15/2008	P20994380002	REC N N N	PRESCHOOL SUPPLIES	639.90 0.00 639.90
PD CK# 1393 12/15/2008						
GL #	DESCRIPTION				AMOUNT	
208-751-740.028	OPERATING SUPPLIES/PRESCHOOL				639.90	

					639.90	
DISC SCHOO 00030510	DISCOUNT SCHOOL SUPPLY FILE #73847 P O BOX 60000 SAN FRANCISCO CA 94160-3847	11/30/2008 12/15/2008 / / 12/15/2008	P210173600001	REC N N N	PRESCHOOL SUPPLIES	141.41 0.00 141.41
PD CK# 1393 12/15/2008						
GL #	DESCRIPTION				AMOUNT	
208-751-740.028	OPERATING SUPPLIES/PRESCHOOL				141.41	

					141.41	
DISC SCHOO 00030509	DISCOUNT SCHOOL SUPPLY FILE #73847 P O BOX 60000 SAN FRANCISCO CA 94160-3847	11/30/2008 12/15/2008 / / 12/15/2008	P21018180001	REC N N N	PRESCHOOL SUPPLIES	32.99 0.00 32.99
PD CK# 1393 12/15/2008						
GL #	DESCRIPTION				AMOUNT	
208-751-740.028	OPERATING SUPPLIES/PRESCHOOL				32.99	

					32.99	
VENDOR TOTAL:						814.30
DET EDISON 00030654	DTE ENERGY P O BOX 740786 CINCINNATI OH 45274-0786	12/15/2008 12/15/2008 / / 12/15/2008	6400555	REC N N N	415 N BARNARD ST	413.47 0.00 413.47
PD CK# 1394 12/15/2008						
GL #	DESCRIPTION				AMOUNT	
208-751-920.007	UTILITIES - ELEC/BARNARD ST				413.47	

					413.47	
DET EDISON 00030474	DTE ENERGY P O BOX 740786 CINCINNATI OH 45274-0786	11/30/2008 12/15/2008 / / 12/09/2008	6404858-1208	REC N N N	925 W GRAND RIVER	784.77 0.00 784.77
PD CK# 1381 12/10/2008						
GL #	DESCRIPTION				AMOUNT	
208-751-920.000	UTILITIES - ELECTRICITY				784.77	

					784.77	
VENDOR TOTAL:						1,198.24

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
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DUTKIEWICZ 00030512	DUTKIEWICZ, KIETH 4738 CENTRAL PARK DR OKEMOS MI 48864	11/30/2008 12/15/2008 / / 12/15/2008	1000.366	REC N N N	REFEREE BASKETBALL	176.00 0.00 176.00
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PD CK# 1395 12/15/2008

GL #	DESCRIPTION	AMOUNT
208-751-804.009	CONT SERVICES OFFICIALS/REFEREES	176.00
		176.00

VENDOR TOTAL: 176.00

FIFTH THIR 00030732	FIFTH THIRD BANK P.O. BOX 740523 CINCINNATI OH 45274-0523	12/17/2008 12/30/2008 / / 12/23/2008	NOV 2008	REC N N N	CREDIT CARD PAYMENT	767.39 0.00 767.39
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PD CK# 1436 12/17/2008

GL #	DESCRIPTION	AMOUNT
208-751-740.022	OPER SUPP/COMP SMALL EQUIPMENT	49.65
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	345.70
208-751-740.000	OPERATING SUPPLIES	33.18
208-751-931.000	BLDG R & M AND SUPPLIES	14.48
208-751-740.032	OPER SUPP/SENIORS	35.00
208-751-960.002	PURCH FROM DONATIONS - SENIORS	49.10
208-751-860.001	SENIOR TRAVEL EXPENSE	78.12
208-751-740.036	OPER SUPPLIES - TEENS	162.16
		767.39

VENDOR TOTAL: 767.39

MISC 00030518	GIBBONS, MAUREEN 7542 RADCLIFFE TRAIL BRIGHTON MI 48114	11/30/2008 12/15/2008 / / 12/15/2008	2001204.001	REC N Y N	TRIP CANCELLED	29.00 0.00 29.00
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PD CK# 1396 12/15/2008

GL #	DESCRIPTION	AMOUNT
208-751-860.001	SENIOR TRAVEL EXPENSE	29.00
		29.00

VENDOR TOTAL: 29.00

GORDON FD 00030516	GORDON FOODS PAYMENT PROCESSING CENTER DEPT CH10490 PALATINE IL 60055-0490	11/30/2008 12/15/2008 / / 12/15/2008	758053274	REC N N N	EQUIPMENT AND FOOD FOR REC DINNER	177.42 0.00 177.42
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PD CK# 1397 12/15/2008

GL #	DESCRIPTION	AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	76.55
208-751-740.000	OPERATING SUPPLIES	100.87
		177.42

GORDON FD 00030515	GORDON FOODS PAYMENT PROCESSING CENTER DEPT CH10490 PALATINE IL 60055-0490	11/30/2008 12/15/2008 / / 12/15/2008	758053343	REC N N N	PLATES & TOWELS	85.28 0.00 85.28
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PD CK# 1397 12/15/2008

GL #	DESCRIPTION	AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	85.28
		85.28

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
GORDON FD 00030517	GORDON FOODS PAYMENT PROCESSING CENTER DEPT CH10490 PALATINE IL 60055-0490	11/30/2008 12/15/2008 / / 12/15/2008	758053353	REC N N N	BLEACH	8.58 0.00 8.58
PD CK# 1397	12/15/2008					
GL # 208-751-931.000	DESCRIPTION BLDG R & M AND SUPPLIES				AMOUNT 8.58 ----- 8.58	
GORDON FD 00030514	GORDON FOODS PAYMENT PROCESSING CENTER DEPT CH10490 PALATINE IL 60055-0490	11/30/2008 12/15/2008 / / 12/15/2008	758053455	REC N N N	MAINTENANCE SUPPLIES	228.75 0.00 228.75
PD CK# 1397	12/15/2008					
GL # 208-751-931.000	DESCRIPTION BLDG R & M AND SUPPLIES				AMOUNT 228.75 ----- 228.75	
VENDOR TOTAL:						500.03
GOT-WEB, I 00030519	GOT-WEB, INC. 3895 WINTERWOOD HOWELL MI 48843	11/30/2008 12/15/2008 / / 12/15/2008	128	REC N N N	WEB SITE SERVICES	150.00 0.00 150.00
PD CK# 1398	12/15/2008					
GL # 208-751-804.000	DESCRIPTION CONTRACTUAL SERVICES				AMOUNT 150.00 ----- 150.00	
VENDOR TOTAL:						150.00
GRUNDYS AC 00030520	GRUNDY'S ACE HARDWARE 1250 E GRAND RIVER HOWELL MI 48843	11/30/2008 12/15/2008 / / 12/15/2008	63629	REC N N N	STAPLES	65.13 0.00 65.13
PD CK# 1399	12/15/2008					
GL # 208-751-740.000	DESCRIPTION OPERATING SUPPLIES				AMOUNT 65.13 ----- 65.13	
GRUNDYS AC 00030521	GRUNDY'S ACE HARDWARE 1250 E GRAND RIVER HOWELL MI 48843	11/30/2008 12/15/2008 / / 12/15/2008	63635	REC N N N	MAINTENANCE SUPPLIES	19.97 0.00 19.97
PD CK# 1399	12/15/2008					
GL # 208-751-931.000	DESCRIPTION BLDG R & M AND SUPPLIES				AMOUNT 19.97 ----- 19.97	
GRUNDYS AC 00030522	GRUNDY'S ACE HARDWARE 1250 E GRAND RIVER HOWELL MI 48843	11/30/2008 12/15/2008 / / 12/15/2008	63637	REC N N N	STAPLES	13.16 0.00 13.16
PD CK# 1399	12/15/2008					
GL # 208-751-931.000	DESCRIPTION BLDG R & M AND SUPPLIES				AMOUNT 13.16 ----- 13.16	

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
GRUNDYS AC 00030862	GRUNDY'S ACE HARDWARE 1250 E GRAND RIVER HOWELL MI 48843	12/30/2008 12/30/2008 / / 12/30/2008	63668	REC N N N	TAPE	12.55 0.00 12.55
PD CK# 1439 01/02/2009						
GL # 208-751-740.035	DESCRIPTION OPER SUPPLIES - SPECIAL EVENTS			AMOUNT 12.55 ----- 12.55		
GRUNDYS AC 00030860	GRUNDY'S ACE HARDWARE 1250 E GRAND RIVER HOWELL MI 48843	12/30/2008 12/30/2008 / / 12/30/2008	63687	REC N N N	OUTLETS	9.97 0.00 9.97
PD CK# 1439 01/02/2009						
GL # 208-751-740.035	DESCRIPTION OPER SUPPLIES - SPECIAL EVENTS			AMOUNT 9.97 ----- 9.97		
GRUNDYS AC 00030863	GRUNDY'S ACE HARDWARE 1250 E GRAND RIVER HOWELL MI 48843	12/30/2008 12/30/2008 / / 12/30/2008	63695	REC N N N	OUTLETS	8.66 0.00 8.66
PD CK# 1439 01/02/2009						
GL # 208-751-740.035	DESCRIPTION OPER SUPPLIES - SPECIAL EVENTS			AMOUNT 8.66 ----- 8.66		
GRUNDYS AC 00030523	GRUNDY'S ACE HARDWARE 1250 E GRAND RIVER HOWELL MI 48843	11/30/2008 12/15/2008 / / 12/15/2008	63710	REC N N N	EXTENSION CORDS	105.54 0.00 105.54
PD CK# 1399 12/15/2008						
GL # 208-751-740.035	DESCRIPTION OPER SUPPLIES - SPECIAL EVENTS			AMOUNT 105.54 ----- 105.54		
GRUNDYS AC 00030861	GRUNDY'S ACE HARDWARE 1250 E GRAND RIVER HOWELL MI 48843	12/30/2008 12/30/2008 / / 12/30/2008	63737	REC N N N	REPLACEMENT BULBS	3.92 0.00 3.92
PD CK# 1439 01/02/2009						
GL # 208-751-740.035	DESCRIPTION OPER SUPPLIES - SPECIAL EVENTS			AMOUNT 3.92 ----- 3.92		
GRUNDYS AC 00030653	GRUNDY'S ACE HARDWARE 1250 E GRAND RIVER HOWELL MI 48843	12/15/2008 12/15/2008 / / 12/15/2008	63762	REC N N N	MANITENANCE SUPPLIES	13.77 0.00 13.77
PD CK# 1399 12/15/2008						
GL # 208-751-931.000	DESCRIPTION BLDG R & M AND SUPPLIES			AMOUNT 13.77 ----- 13.77		
VENDOR TOTAL:						252.67

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 00030532	HASENBUSCH, HARRY 732 E WASHINGTON HOWELL MI 48843	11/30/2008 12/15/2008 / / 12/15/2008	2001205.001	REC N Y N	REFUND TRIP	29.00 0.00 29.00
PD CK# 1400 12/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-860.001	SENIOR TRAVEL EXPENSE			29.00		
				-----	29.00	
					VENDOR TOTAL:	29.00
MISC 00030655	HECK, KERRY 201 E GRAND RIVER APT B HOWELL MI 48843	12/15/2008 12/15/2008 / / 12/15/2008	2001218.001	REC N Y N	OVERPAYMENT REFUNDED	15.00 0.00 15.00
PD CK# 1401 12/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-964.001	PROGRAM REFUNDS			15.00		
				-----	15.00	
					VENDOR TOTAL:	15.00
HIGH FLYER 00030534	HIGH FLYERS 2244 EULER RD. SUITE 104 BRIGHTON MI 48114	11/30/2008 12/15/2008 / / 12/15/2008	1000.369	REC N N N	INSTRUCTORS FEES	416.50 0.00 416.50
PD CK# 1402 12/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS			416.50		
				-----	416.50	
					VENDOR TOTAL:	416.50
HOW HARDW 00030866	HOWELL HARDWARE 1076 PINCKNEY RD HOWELL MI 48843	12/30/2008 12/15/2008 / / 12/30/2008	36044	REC N N N	OUTLETS	7.38 0.00 7.38
PD CK# 1440 01/02/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS			7.38		
				-----	7.38	
					VENDOR TOTAL:	7.38
HOW PUBLIC 00030548	HOWELL PUBLIC SCHOOLS 411 N HIGHLANDER WAY HOWELL MI 48843	11/30/2008 12/15/2008 / / 12/15/2008	2008-85	REC N N N	GYM RENTAL	112.50 0.00 112.50
PD CK# 1403 12/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-965.000	FACILITY RENTALS			112.50		
				-----	112.50	
HOW PUBLIC 00030546	HOWELL PUBLIC SCHOOLS 411 N HIGHLANDER WAY HOWELL MI 48843	11/30/2008 12/15/2008 / / 12/15/2008	2008-86	REC N N N	GYM RENTAL	112.50 0.00 112.50
PD CK# 1403 12/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-965.000	FACILITY RENTALS			112.50		
				-----	112.50	

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
HOW PUBLIC 00030537	HOWELL PUBLIC SCHOOLS 411 N HIGHLANDER WAY HOWELL MI 48843	11/30/2008 12/15/2008 / / 12/15/2008	2008-87	REC N N N	GYM RENTAL	112.50 0.00 112.50
PD CK# 1403 12/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-965.000	FACILITY RENTALS			112.50		
				-----	112.50	
HOW PUBLIC 00030554	HOWELL PUBLIC SCHOOLS 411 N HIGHLANDER WAY HOWELL MI 48843	11/30/2008 12/15/2008 / / 12/15/2008	2008-88	REC N N N	GYM RENTAL	112.50 0.00 112.50
PD CK# 1403 12/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-965.000	FACILITY RENTALS			112.50		
				-----	112.50	
HOW PUBLIC 00030539	HOWELL PUBLIC SCHOOLS 411 N HIGHLANDER WAY HOWELL MI 48843	11/30/2008 12/15/2008 / / 12/15/2008	2008-89	REC N N N	GYM RENTAL	79.50 0.00 79.50
PD CK# 1403 12/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-965.000	FACILITY RENTALS			79.50		
				-----	79.50	
HOW PUBLIC 00030541	HOWELL PUBLIC SCHOOLS 411 N HIGHLANDER WAY HOWELL MI 48843	11/30/2008 12/15/2008 / / 12/15/2008	2008-90	REC N N N	GYM RENTAL	106.00 0.00 106.00
PD CK# 1403 12/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-965.000	FACILITY RENTALS			106.00		
				-----	106.00	
HOW PUBLIC 00030544	HOWELL PUBLIC SCHOOLS 411 N HIGHLANDER WAY HOWELL MI 48843	11/30/2008 12/15/2008 / / 12/15/2008	2008-91	REC N N N	GYM RENTAL	79.50 0.00 79.50
PD CK# 1403 12/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-965.000	FACILITY RENTALS			79.50		
				-----	79.50	
HOW PUBLIC 00030543	HOWELL PUBLIC SCHOOLS 411 N HIGHLANDER WAY HOWELL MI 48843	11/30/2008 12/15/2008 / / 12/15/2008	2008-92	REC N N N	GYM RENTAL	26.50 0.00 26.50
PD CK# 1403 12/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-965.000	FACILITY RENTALS			26.50		
				-----	26.50	
HOW PUBLIC 00030550	HOWELL PUBLIC SCHOOLS 411 N HIGHLANDER WAY HOWELL MI 48843	11/30/2008 12/15/2008 / / 12/15/2008	2008-93	REC N N N	GYM RENTAL	53.00 0.00 53.00
PD CK# 1403 12/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-965.000	FACILITY RENTALS			53.00		
				-----	53.00	

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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GL #	DESCRIPTION	AMOUNT
208-751-965.000	FACILITY RENTALS	53.00
		53.00
VENDOR TOTAL:		794.50

HOW THEATE 00030875	HOWELL THEATER/ CHANDLER CORP P.O. BOX 2276 HOWELL MI 48844-2776	12/30/2008 12/30/2008 / / 12/30/2008	17	REC N N N	FACILITY RENTAL- SINGING IN THE RAIN	100.00 0.00 100.00
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PD CK# 1441 01/02/2009

GL #	DESCRIPTION	AMOUNT
208-751-965.000	FACILITY RENTALS	100.00
		100.00
VENDOR TOTAL:		100.00

HOW VACUUM 00030555	HOWELL VACUUMS SALES & SERVICE 233 E SIBLEY ST HOWELL MI 48843	11/30/2008 12/15/2008 / / 12/15/2008	33513	REC N N N	MAINTENANCE SUPPLIES	115.95 0.00 115.95
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PD CK# 1405 12/15/2008

GL #	DESCRIPTION	AMOUNT
208-751-931.000	BLDG R & M AND SUPPLIES	115.95
		115.95

HOW VACUUM 00030595	HOWELL VACUUMS SALES & SERVICE 233 E SIBLEY ST HOWELL MI 48843	11/30/2008 12/15/2008 / / 12/15/2008	40146	REC N N N	MAINT SIPPLIES	36.81 0.00 36.81
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PD CK# 1405 12/15/2008

GL #	DESCRIPTION	AMOUNT
208-751-931.000	BLDG R & M AND SUPPLIES	36.81
		36.81
VENDOR TOTAL:		152.76

ICMA RETIR 00030597	ICMA RETIREMENT TRUST-457 P.O. BOX 64553 BALTIMORE MD 21264-4553	11/30/2008 12/15/2008 / / 12/15/2008	112008	REC N N N	457 DEF COMP	695.19 0.00 695.19
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PD CK# 1406 12/15/2008

GL #	DESCRIPTION	AMOUNT
208-751-714.004	ICMA RETIREMENT	695.19
		695.19

ICMA RETIR 00030859	ICMA RETIREMENT TRUST-457 P.O. BOX 64553 BALTIMORE MD 21264-4553	12/30/2008 12/30/2008 / / 12/30/2008	122308	REC N N N	DECEMBER 2008 CONTRIBUITION	705.86 0.00 705.86
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PD CK# 1442 01/02/2009

GL #	DESCRIPTION	AMOUNT
208-000-231.008	DEFERRED COMPENSATION	705.86
		705.86
VENDOR TOTAL:		1,401.05

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 00030656	IKON OFFICE SOLUTIONS P.O. BOX 650016 DALLAS TX 75265-0016	12/15/2008 12/15/2008 / / 12/15/2008	78160188	REC N N N	EQUIPMENT RENTAL	126.44 0.00 126.44
PD CK# 1407	12/15/2008					
GL # 208-751-940.000	DESCRIPTION EQUIPMENT RENTAL				AMOUNT 126.44 ----- 126.44	
					VENDOR TOTAL:	126.44
JONESSCHOO 00030558	JONES SCHOOL SUPPLY CO., INC P.O. BOX 2989 IRMO SC 29063	11/30/2008 12/15/2008 / / 12/15/2008	626768	REC N N N	CERTIFICATES	56.25 0.00 56.25
PD CK# 1408	12/15/2008					
GL # 208-751-740.000	DESCRIPTION OPERATING SUPPLIES				AMOUNT 56.25 ----- 56.25	
					VENDOR TOTAL:	56.25
KIL'S TAE 00030562	KIL'S TAE KWON DO CENTER 6936 W GRAND RIVER BRIGHTON MI 48116	11/30/2008 12/15/2008 / / 12/15/2008	10000.372	REC N N N	INSTRUCTORS FEES	606.00 0.00 606.00
PD CK# 1409	12/15/2008					
GL # 208-751-804.008	DESCRIPTION CONTRACT SERVICES/INSTRUCTORS				AMOUNT 606.00 ----- 606.00	
					VENDOR TOTAL:	606.00
KINNISON, 00030559	KINNISON, CAROLYN 233 WALLACE WAY HOWELL MI 48843	11/30/2008 12/15/2008 / / 12/15/2008	12052008	REC N N N	ART WORK, LOBBY	500.00 0.00 500.00
PD CK# 1410	12/15/2008					
GL # 208-751-804.000	DESCRIPTION CONTRACTUAL SERVICES				AMOUNT 500.00 ----- 500.00	
					VENDOR TOTAL:	500.00
LARIOZA, S 00030657	LARIOZA, SAM P.O. BOX 2324 HOWELL MI 48844	12/15/2008 12/15/2008 / / 12/15/2008	1000.373	REC N N N	INSTRUCTORS FEES	312.00 0.00 312.00
PD CK# 1411	12/15/2008					
GL # 208-751-804.008	DESCRIPTION CONTRACT SERVICES/INSTRUCTORS				AMOUNT 312.00 ----- 312.00	
					VENDOR TOTAL:	312.00
MISC 00030572	LAVENDAR, JUANITA 316 S CENTER HOWELL MI 48843	11/30/2008 12/15/2008 / / 12/15/2008	2001209.001	REC N Y N	CLASS CANCELLED	60.00 0.00 60.00
PD CK# 1412	12/15/2008					
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
208-751-964.001	PROGRAM REFUNDS	60.00
		60.00
	VENDOR TOTAL:	60.00

LIV BUSIN	LIVINGSTON BUSINESS FORMS	12/15/2008	28191	REC	HOLIDAY IN THE PARK- POSTERS	
00030659	P.O. BOX 1137	12/15/2008		N		210.00
	HOWELL MI 48844	/ /		N		0.00
		12/15/2008		N		210.00
	PD CK# 1413 12/15/2008					

GL #	DESCRIPTION	AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	210.00
		210.00

LIV BUSIN	LIVINGSTON BUSINESS FORMS	12/15/2008	28197	REC	HOLIDAY IN THE PARK -FLYERS	
00030658	P.O. BOX 1137	12/15/2008		N		559.00
	HOWELL MI 48844	/ /		N		0.00
		12/15/2008		N		559.00
	PD CK# 1413 12/15/2008					

GL #	DESCRIPTION	AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	559.00
		559.00
	VENDOR TOTAL:	769.00

MISC	LORA GRACELON WATERCOLORS	11/30/2008	11132008	REC	SANTA CHARLIE 8 X10 WATER PRINT	
00030513	5800 ROWLAND PINE CT	12/15/2008		N		20.00
	HOWELL MI 48843	/ /		Y		0.00
		12/15/2008		N		20.00
	PD CK# 1414 12/15/2008					

GL #	DESCRIPTION	AMOUNT
208-751-804.000	CONTRACTUAL SERVICES	20.00
		20.00
	VENDOR TOTAL:	20.00

LOWES HOME	LOWE'S HOME CENTERS INC	12/30/2008	25113	REC	OUTDOOR CORDS	
00030865	P O BOX 530954	12/30/2008		N		168.63
	ATLANTA GA 30353-0954	/ /		N		0.00
		12/30/2008		N		168.63
	PD CK# 1443 01/02/2009					

GL #	DESCRIPTION	AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	168.63
		168.63

LOWES HOME	LOWE'S HOME CENTERS INC	12/30/2008	25168-120408	REC	OUTDOOR CORDS	
00030864	P O BOX 530954	12/30/2008		N		40.58
	ATLANTA GA 30353-0954	/ /		N		0.00
		12/30/2008		N		40.58
	PD CK# 1443 01/02/2009					

GL #	DESCRIPTION	AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	40.58
		40.58
	VENDOR TOTAL:	209.21

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 00030575	LUPFER, MEL 2151 BRIGHTON RD HOWELL MI 48843	11/30/2008 12/15/2008 / / 12/15/2008	2001206.001	REC N Y N	CLASS REFUND	58.00 0.00 58.00
PD CK# 1415 12/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-860.001	SENIOR TRAVEL EXPENSE			58.00		
				-----	58.00	
					VENDOR TOTAL:	58.00
MIKULA, DE 00030871	MIKULA, DEBORAH E. 127 JEWETT ST HOWELL MI 48843	12/30/2008 12/30/2008 / / 12/30/2008	OCT-DEC2008	REC N N N	MILEAGE	237.81 0.00 237.81
PD CK# 1444 01/02/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-860.000	TRAVEL			237.81		
				-----	237.81	
					VENDOR TOTAL:	237.81
ONDERCHANI 00030576	ONDERCHANIN, IRENE 3426 BREWER RD HOWELL MI 48855	11/30/2008 12/15/2008 / / 12/15/2008	1000.370	REC N N N	INSTRUCTOR	120.00 0.00 120.00
PD CK# 1416 12/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS			120.00		
				-----	120.00	
					VENDOR TOTAL:	120.00
ORIENTAL 00030577	ORIENTAL TRADING COMPANY INC PO BOX 790403 ST LOUIS MO 63179-0403	11/30/2008 12/15/2008 / / 12/15/2008	626822030-01	REC N N N	SQUARE DANCE SUPPLIES	185.82 0.00 185.82
PD CK# 1417 12/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS			185.82		
				-----	185.82	
					VENDOR TOTAL:	185.82
PDQ 00030599	PDQ 7475 GRAND RIVER RD BRIGHTON MI 48114-9383	11/30/2008 12/15/2008 / / 12/15/2008	200982	REC N N N	DECEMBER SENIOR NEWSLETTER	301.46 0.00 301.46
PD CK# 1418 12/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-900.000	MARKETING, PRINTING & PUBLISHING			301.46		
				-----	301.46	
					VENDOR TOTAL:	301.46
PETTY CASH 00030877	PETTY CASH CITY OF HOWELL	12/30/2008 12/30/2008 / / 12/30/2008	11172008	REC N N N	SANTA CALLING PIZZA, PRESCHOOL SUPPLIES,	181.94 0.00 181.94
PD CK# 1445 01/02/2009						
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
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS					66.00
208-751-740.036	OPER SUPPLIES - TEENS					14.96
208-751-740.028	OPERATING SUPPLIES/PRESCHOOL					67.98
208-751-740.032	OPER SUPP/SENIORS					25.00
208-751-860.001	SENIOR TRAVEL EXPENSE					8.00

						181.94
PETTY CASH 00030600	PETTY CASH CITY OF HOWELL	11/30/2008 12/15/2008 / / 12/15/2008	11302008	REC N N N	LAMINATING, DINNER AT OUTING, PIZZA, POS	188.36 0.00 188.36
PD CK# 1419	12/15/2008					
GL #	DESCRIPTION					AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS					31.27
208-751-860.001	SENIOR TRAVEL EXPENSE					74.45
208-751-740.036	OPER SUPPLIES - TEENS					74.84
208-751-740.028	OPERATING SUPPLIES/PRESCHOOL					7.80

						188.36

					VENDOR TOTAL:	370.30

PITNEY BOW 00030660	PITNEY BOWES P O BOX 856042 LOUISVILLE KY 40285-6042	12/15/2008 12/15/2008 / / 12/15/2008	21332285861-120	REC N N N	POSTAGE	518.99 0.00 518.99
PD CK# 1420	12/15/2008					
GL #	DESCRIPTION					AMOUNT
208-751-730.000	POSTAGE					518.99

						518.99

					VENDOR TOTAL:	518.99

CLEARY 00030503	RACHELLE CLEARY 125 KEDDLE RD HOWELL MI 48843	11/30/2008 12/15/2008 / / 12/15/2008	1000.371	REC N N N	INSTRUCTOR	186.00 0.00 186.00
PD CK# 1421	12/15/2008					
GL #	DESCRIPTION					AMOUNT
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS					186.00

						186.00

					VENDOR TOTAL:	186.00

RICHARDS 00030869	RICHARDS, KORY 5140 PRESTON RD HOWELL MI 48855	12/30/2008 12/30/2008 / / 12/30/2008	DEC2008	REC N N Y	MILEAGE	14.04 0.00 14.04
PD CK# 1446	01/02/2009					
GL #	DESCRIPTION					AMOUNT
208-751-860.000	TRAVEL					14.04

						14.04

					VENDOR TOTAL:	14.04

ROLLERAMA 00030586	ROLLERAMA II 6995 W GRAND RIVER BRIGHTON MI 48114	11/30/2008 12/15/2008 / / 12/15/2008	2686	REC N N N	INSTRUCTOR	60.00 0.00 60.00
PD CK# 1422	12/15/2008					
GL #	DESCRIPTION					AMOUNT
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS					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
ROSE, KYLE 00030578	ROSE, KYLE 99 LAKE SHORE VISTA HOWELL MI 48843	11/30/2008 12/15/2008 / / 12/15/2008	1000.365	REC N N Y	REFEREE	156.00 0.00 156.00
PD CK# 1423 12/15/2008						
GL # 208-751-804.009	DESCRIPTION CONT SERVICES OFFICIALS/REFEREES				AMOUNT 156.00 ----- 156.00	
VENDOR TOTAL:						156.00
SCHALLHORN 00030579	SCHALLHORN, CHARLENE HOWELL MI 48843	11/30/2008 12/15/2008 / / 12/15/2008	11302008	REC N N Y	MILEAGE REIMBURSEMENT	104.13 0.00 104.13
PD CK# 1424 12/15/2008						
GL # 208-751-860.000	DESCRIPTION TRAVEL				AMOUNT 104.13 ----- 104.13	
VENDOR TOTAL:						104.13
HOWARD, B 00030596	SCHRADER, BETH	11/30/2008 12/15/2008 / / 12/15/2008	11082008	REC N N N	MILEAGE	70.79 0.00 70.79
PD CK# 1425 12/15/2008						
GL # 208-751-860.000	DESCRIPTION TRAVEL				AMOUNT 70.79 ----- 70.79	
HOWARD, B 00030874	SCHRADER, BETH	12/30/2008 12/30/2008 / / 12/30/2008	12182008	REC N N N	PIZZA FOR SQUARE DANCE VOLUNTEERS	43.53 0.00 43.53
PD CK# 1447 01/02/2009						
GL # 208-751-740.035	DESCRIPTION OPER SUPPLIES - SPECIAL EVENTS				AMOUNT 43.53 ----- 43.53	
VENDOR TOTAL:						114.32
SIGNS BY T 00030582	SIGNS BY TOMORROW 2150 PLESS DR SUITE 3A BRIGHTON MI 48114	11/30/2008 12/15/2008 / / 12/15/2008	54-15249	REC N N N	TURKEY STROLL AND SIGNS FOR PODIUMS	118.00 0.00 118.00
PD CK# 1426 12/15/2008						
GL # 208-751-740.035 208-751-900.000	DESCRIPTION OPER SUPPLIES - SPECIAL EVENTS MARKETING, PRINTING & PUBLISHING				AMOUNT 42.00 76.00 ----- 118.00	
SIGNS BY T 00030581	SIGNS BY TOMORROW 2150 PLESS DR SUITE 3A BRIGHTON MI 48114	11/30/2008 12/15/2008 / / 12/15/2008	54-15341	REC N N N	DIGITAL PRINTED	759.76 0.00 759.76
PD CK# 1426 12/15/2008						
GL # 208-751-740.031	DESCRIPTION OPER SUPPLIES - ENRICHMENT				AMOUNT 759.76 ----- 759.76	

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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SIGNS BY T 00030580	SIGNS BY TOMORROW 2150 PLESS DR SUITE 3A BRIGHTON MI 48114	11/30/2008 12/15/2008 / / 12/15/2008	54-15356	REC N N N	HOLIDAY IN THE PARK	55.52 0.00 55.52
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PD CK# 1426 12/15/2008

GL #	DESCRIPTION	AMOUNT
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	55.52
		55.52

VENDOR TOTAL: 933.28

SLAGELL, S 00030868	SLAGELL, SARA	12/30/2008 12/30/2008 / / 12/30/2008	NOV-DEC2008	REC N N N	MILEAGE	39.78 0.00 39.78
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PD CK# 1448 01/02/2009

GL #	DESCRIPTION	AMOUNT
208-751-860.000	TRAVEL	39.78
		39.78

VENDOR TOTAL: 39.78

SMITH-PEAB 00030583	SMITH-PEABODY-STILES INSURANCE AGEN 1190 TORREY RD FENTON MI 48430-3326	11/30/2008 12/15/2008 / / 12/15/2008	701247	REC N N N	INSURANCE	1,490.00 0.00 1,490.00
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PD CK# 1427 12/15/2008

GL #	DESCRIPTION	AMOUNT
208-751-910.000	INSURANCE	1,490.00
		1,490.00

VENDOR TOTAL: 1,490.00

STAPLES 00030878	STAPLES P O BOX 6721 DEPT 00-05383229 THE LAKES NV 88901-6721	12/30/2008 12/30/2008 / / 12/30/2008	DEC2008	REC N N N	PRINTING AND OFFICE FURNITURE	1,165.53 0.00 1,165.53
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PD CK# 1449 01/02/2009

GL #	DESCRIPTION	AMOUNT
208-751-740.031	OPER SUPPLIES - ENRICHMENT	339.98
208-751-740.030	OPER SUPPLIES - SPORTS	339.98
208-751-727.000	OFFICE SUPPLIES	365.57
208-751-900.000	MARKETING, PRINTING & PUBLISHING	120.00
		1,165.53

VENDOR TOTAL: 1,165.53

STOKES 00030584	STOKES, CHRIS 2320 W SCHAFFER HOWELL MI 48843	11/30/2008 12/15/2008 / / 12/15/2008	2001216.001	REC N N N	CLASS REFUND	14.00 0.00 14.00
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PD CK# 1428 12/15/2008

GL #	DESCRIPTION	AMOUNT
208-751-964.001	PROGRAM REFUNDS	14.00
		14.00

VENDOR TOTAL: 14.00

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
SWANK 00030585	SWANK MOTION PICTURES 10795 WATSON RD ST LOUIS MO 63127-1048	11/30/2008 12/15/2008 / / 12/15/2008	RG1263678	REC N N N	REBECCA	171.00 0.00 171.00
PD CK# 1429 12/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS			171.00		
				-----	171.00	
SWANK 00030879	SWANK MOTION PICTURES 10795 WATSON RD ST LOUIS MO 63127-1048	12/30/2008 12/30/2008 / / 12/30/2008	RG1272167	REC N N N	MOVIE RENTAL-CHRISTMAS IN CONNECTICUT	171.00 0.00 171.00
PD CK# 1450 01/02/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS			171.00		
				-----	171.00	
VENDOR TOTAL:						342.00
TALLMAN 00030870	TALLMAN, CAROL	12/30/2008 12/30/2008 / / 12/30/2008	NOV-DEC2008	REC N N N	MILEAGE	19.89 0.00 19.89
PD CK# 1451 01/02/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-860.000	TRAVEL			19.89		
				-----	19.89	
VENDOR TOTAL:						19.89
THE HOME 00030876	THE HOME DEPOT P.O. BOX 9055 DES MOINES IA 50368-9055	12/30/2008 12/30/2008 / / 12/30/2008	12252008	REC N N N	MAINTENANCE SUPPLIES	27.66 0.00 27.66
PD CK# 1452 01/02/2009						
GL #	DESCRIPTION			AMOUNT		
208-751-931.000	BLDG R & M AND SUPPLIES			27.66		
				-----	27.66	
VENDOR TOTAL:						27.66
USTA-SOUT 00030587	USTA-SOUTHEASTERN MICHIGAN TENNIS 15195 FARMINGTON RD. SUITE A-1 LIVONIA MI 48154	12/11/2008 12/15/2008 / / 12/15/2008	2008	REC N N N	TENNIS CLASS	216.00 0.00 216.00
PD CK# 1430 12/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS			216.00		
				-----	216.00	
VENDOR TOTAL:						216.00
VERIZON WI 00030475	VERIZON WIRELESS P O BOX 15062 ALBANY NY 12212-5062	11/30/2008 12/15/2008 / / 12/09/2008	1934795469	REC N N N	CELLULAR COMMUNICATIONS	86.57 0.00 86.57
PD CK# 1382 12/10/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-850.000	COMMUNICATION - TELEPHONES			86.57		
				-----	86.57	
VENDOR TOTAL:						86.57

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
VG'S FOOD 00030589	VG'S FOOD CENTER 2400 GRAND RIVER HOWELL MI 48843-8585	11/30/2008 12/15/2008 / / 12/15/2008	80030	REC N N N	COOKING PROJECT	17.26 0.00 17.26
PD CK# 1431 12/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-740.028	OPERATING SUPPLIES/PRESCHOOL			17.26		
				-----	17.26	
VG'S FOOD 00030588	VG'S FOOD CENTER 2400 GRAND RIVER HOWELL MI 48843-8585	11/30/2008 12/15/2008 / / 12/15/2008	81260	REC N N N	THANKSGIVING PROJECT	22.97 0.00 22.97
PD CK# 1431 12/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-740.028	OPERATING SUPPLIES/PRESCHOOL			22.97		
				-----	22.97	
					VENDOR TOTAL:	40.23
WALMART CO 00030590	WAL-MART COMMUNITY P O BOX 530932 ATLANTA GA 30353-0932	11/30/2008 12/15/2008 / / 12/15/2008	122908STATE	REC N N N	COFFEE, BLEACH, TEEN CENTER CONCESSIONS,	485.58 0.00 485.58
PD CK# 1432 12/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-740.000	OPERATING SUPPLIES			6.48		
208-751-931.000	BLDG R & M AND SUPPLIES			2.50		
208-751-740.036	OPER SUPPLIES - TEENS			115.20		
208-751-740.000	OPERATING SUPPLIES			37.29		
208-751-740.036	OPER SUPPLIES - TEENS			13.32		
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS			15.00		
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS			71.89		
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS			15.51		
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS			88.45		
208-751-740.000	OPERATING SUPPLIES			15.36		
208-751-740.000	OPERATING SUPPLIES			7.30		
208-751-740.000	OPERATING SUPPLIES			27.48		
208-751-740.035	OPER SUPPLIES - SPECIAL EVENTS			69.80		
				-----	485.58	
					VENDOR TOTAL:	485.58
WASTE MAN 00030591	WASTE MANAGEMENT OF MICHIGAN ATTN: JENNIFER ADAMS 48797 ALPHA DR SUITE 150 WIXOM MI 48393	11/30/2008 12/15/2008 / / 12/15/2008	3617451-1389-0	REC N N N	TRASH BARNARD	132.60 0.00 132.60
PD CK# 1433 12/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-920.008	UTILITIES - RUBBISH/BARNARD ST			132.60		
				-----	132.60	
WASTE MAN 00030592	WASTE MANAGEMENT OF MICHIGAN ATTN: JENNIFER ADAMS 48797 ALPHA DR SUITE 150 WIXOM MI 48393	11/30/2008 12/15/2008 / / 12/15/2008	3617452-1389-8	REC N N N	TRASH BENNETT	132.14 0.00 132.14
PD CK# 1433 12/15/2008						
GL #	DESCRIPTION			AMOUNT		
208-751-920.003	UTILITIES - RUBBISH			132.14		
				-----	132.14	
					VENDOR TOTAL:	264.74

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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WHMI 93.5 00030880	WHMI 93.5 P.O. BOX 935 1277 PARKWAY DR HOWELL MI 48844	12/30/2008 12/30/2008 / / 12/30/2008	27438	REC N N N	MARKETING- RADIO ADVERTISING	525.00 0.00 525.00
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PD CK# 1453 01/02/2009

GL #	DESCRIPTION	AMOUNT
208-751-900.000	MARKETING, PRINTING & PUBLISHING	525.00
		525.00

VENDOR TOTAL: 525.00

YOUNG CHAM 00030593	YOUNG CHAMPIONS 165 54TH STREET SW WYOMING MI 49548	11/30/2008 12/15/2008 / / 12/15/2008	1000.364	REC N N N	INSTRUCTOR	2,640.00 0.00 2,640.00
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PD CK# 1434 12/15/2008

GL #	DESCRIPTION	AMOUNT
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS	2,640.00
		2,640.00

VENDOR TOTAL: 2,640.00

ZONCA, CAR 00030594	ZONCA, CARA 222 S TOMPKINS HOWELL MI 48843	11/30/2008 12/15/2008 / / 12/15/2008	1000.363	REC N N N	INSTRUCTORS FEES	320.00 0.00 320.00
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PD CK# 1435 12/15/2008

GL #	DESCRIPTION	AMOUNT
208-751-804.008	CONTRACT SERVICES/INSTRUCTORS	320.00
		320.00

VENDOR TOTAL: 320.00
TOTAL - ALL VENDORS: 33,313.97



Financial Reports

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

Action Requested: None

REVENUE & EXPENDITURE REPORT FOR CITY OF HOWELL
Month Ended 12/31/2008

FUND 208 - PARKS & REC AUTHORITY

ACCOUNT DESCRIPTION	2008-09		YEAR-TO-DATE THRU 12/31/08	ACTIVITY FOR	AVAILABLE BALANCE	% OF BUDGET USED
	ORIG BUDGET	AMENDED BUDGET		MONTH ENDED 12/31/2008		
Revenues						
Dept 751: RECREATION / PARKS DEPARTMENT						
587.001	60,000.00	60,000.00	59,314.00	0.00	686.00	98.86
587.002	60,000.00	60,000.00	28,990.00	0.00	31,010.00	48.32
587.003	100,000.00	100,000.00	50,000.00	0.00	50,000.00	50.00
587.005	100,000.00	100,000.00	75,000.00	25,000.00	25,000.00	75.00
649.000	1,500.00	1,500.00	2,298.26	421.76	(798.26)	153.22
649.001	8,000.00	8,000.00	4,043.30	0.00	3,956.70	50.54
649.003	3,000.00	3,000.00	75.00	0.00	2,925.00	2.50
650.001	115,000.00	115,000.00	49,670.00	6,097.50	65,330.00	43.19
650.002	60,000.00	60,000.00	28,145.22	4,656.21	31,854.78	46.91
650.003	35,350.00	35,350.00	28,261.21	2,464.53	7,088.79	79.95
650.004	45,000.00	45,000.00	17,004.45	0.00	27,995.55	37.79
651.004	29,000.00	29,000.00	14,722.64	5,720.00	14,277.36	50.77
651.005	6,000.00	6,000.00	2,388.61	136.70	3,611.39	39.81
651.007	65,000.00	65,000.00	23,303.00	4,034.00	41,697.00	35.85
665.000	100.00	100.00	678.87	54.30	(578.87)	678.87
671.002	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
675.003	5,500.00	5,500.00	3,452.46	7.00	2,047.54	62.77
675.009	1,500.00	1,500.00	500.18	108.17	999.82	33.35
675.010	1,000.00	1,000.00	1,716.73	206.02	(716.73)	171.67
675.012	8,000.00	8,000.00	4,325.00	0.00	3,675.00	54.06
675.013	5,900.00	5,900.00	5,500.00	0.00	400.00	93.22
675.015	2,000.00	2,000.00	723.20	0.00	1,276.80	36.16
675.026	0.00	0.00	100.00	100.00	(100.00)	100.00
676.006	800.00	800.00	25.00	0.00	775.00	3.13
677.003	3,000.00	3,000.00	1,704.00	78.50	1,296.00	56.80
678.010	38,500.00	38,500.00	9,550.00	1,000.00	28,950.00	24.81
678.012	5,000.00	5,000.00	562.00	110.00	4,438.00	11.24
678.015	0.00	0.00	200.00	100.00	(200.00)	100.00
Total - Dept 751	760,150.00	760,150.00	412,253.13	50,294.69	347,896.87	54.23
Total Revenues	760,150.00	760,150.00	412,253.13	50,294.69	347,896.87	54.23
Expenditures						
Dept 751: RECREATION / PARKS DEPARTMENT						
702.000	87,460.00	74,960.00	25,603.36	4,958.50	49,356.64	34.16
702.001	196,017.00	196,017.00	100,344.26	16,291.53	95,672.74	51.19
702.023	33,600.00	33,600.00	13,674.60	3,223.80	19,925.40	40.70
702.025	17,300.00	17,300.00	14,469.20	0.00	2,830.80	83.64
702.026	7,000.00	7,000.00	4,825.35	837.50	2,174.65	68.93
702.027	9,000.00	9,000.00	2,620.00	0.00	6,380.00	29.11
714.004	6,350.00	14,650.00	7,084.35	1,120.51	7,565.65	48.36
717.000	96,520.00	88,220.00	36,778.78	1,817.67	51,441.22	41.69
727.000	3,000.00	3,000.00	3,075.53	365.57	(75.53)	102.52
730.000	3,100.00	3,100.00	6,438.25	518.99	(3,338.25)	207.69
740.000	5,000.00	5,000.00	5,594.34	205.58	(594.34)	111.89
740.003	15,000.00	15,000.00	3,107.84	0.00	11,892.16	20.72
740.016	8,000.00	8,000.00	4,049.80	0.00	3,950.20	50.62
740.028	2,000.00	2,000.00	1,525.89	67.98	474.11	76.29
740.030	7,500.00	7,500.00	643.48	339.98	6,856.52	8.58
740.031	2,500.00	2,500.00	2,836.89	1,153.43	(336.89)	113.48
740.032	750.00	750.00	1,281.80	97.67	(531.80)	170.91
740.033	6,000.00	6,000.00	2,506.62	0.00	3,493.38	41.78
740.035	27,000.00	27,000.00	26,204.69	3,296.10	795.31	97.05
740.036	0.00	0.00	1,877.59	234.44	(1,877.59)	100.00
751.000	1,000.00	1,000.00	471.09	89.61	528.91	47.11
801.000	23,000.00	23,000.00	14,546.14	382.50	8,453.86	63.24
804.000	10,000.00	10,000.00	3,782.71	0.00	6,217.29	37.83
804.008	22,000.00	22,000.00	16,765.06	595.00	5,234.94	76.20
804.009	7,500.00	7,500.00	2,477.50	242.00	5,022.50	33.03
804.010	0.00	12,500.00	3,726.24	0.00	8,773.76	29.81
822.000	0.00	0.00	195.00	0.00	(195.00)	100.00
840.000	2,223.00	2,223.00	938.46	0.00	1,284.54	42.22
850.000	9,000.00	9,000.00	3,534.93	326.97	5,465.07	39.28
850.006	300.00	300.00	0.00	0.00	300.00	0.00
850.008	1,000.00	1,000.00	459.79	0.00	540.21	45.98

REVENUE & EXPENDITURE REPORT FOR CITY OF HOWELL
Month Ended 12/31/2008

FUND 208 - PARKS & REC AUTHORITY

ACCOUNT DESCRIPTION	2008-09		YEAR-TO-DATE THRU 12/31/08	ACTIVITY FOR	AVAILABLE BALANCE	% OF BUDGET USED
	ORIG BUDGET	AMENDED BUDGET		MONTH ENDED 12/31/2008		
860.000 TRAVEL	5,060.00	5,060.00	3,444.50	1,515.10	1,615.50	68.07
860.001 SENIOR TRAVEL EXPENSE	0.00	0.00	2,128.15	221.70	(2,128.15)	100.00
900.000 MARKETING, PRINTING & PUBLISHING	35,300.00	35,300.00	24,373.04	6,238.30	10,926.96	69.05
910.000 INSURANCE	15,000.00	15,000.00	12,601.28	(4.00)	2,398.72	84.01
920.000 UTILITIES - ELECTRICITY	12,000.00	12,000.00	5,254.06	608.10	6,745.94	43.78
920.001 UTILITIES - GAS	7,000.00	7,000.00	2,758.49	1,280.91	4,241.51	39.41
920.002 UTILITIES - WAT / SEW	1,000.00	1,000.00	447.64	0.00	552.36	44.76
920.003 UTILITIES - RUBBISH	6,300.00	6,300.00	841.04	132.23	5,458.96	13.35
920.006 UTILITIES - GAS/BARNARD ST	5,500.00	5,500.00	2,706.55	1,391.00	2,793.45	49.21
920.007 UTILITIES - ELEC/BARNARD ST	8,500.00	8,500.00	2,796.04	353.17	5,703.96	32.89
920.008 UTILITIES - RUBBISH/BARNARD ST	1,000.00	1,000.00	632.40	102.00	367.60	63.24
920.009 UTILITIES - WTR-SWR/BARNARD ST	1,100.00	1,100.00	371.43	0.00	728.57	33.77
930.000 GROUNDS MAINTENANCE BENNETT & BARN	4,570.00	4,570.00	2,490.19	19.37	2,079.81	54.49
931.000 BLDG R & M AND SUPPLIES	8,000.00	8,000.00	6,179.56	693.21	1,820.44	77.24
931.003 BUILDING MAINTENANCE/BARNARD	0.00	0.00	64.18	0.00	(64.18)	100.00
940.000 EQUIPMENT RENTAL	2,000.00	2,000.00	1,468.67	126.44	531.33	73.43
942.001 PORTA JOHN RENTALS	1,200.00	1,200.00	528.00	0.00	672.00	44.00
956.000 MISCELLANEOUS	500.00	500.00	33.00	0.00	467.00	6.60
956.003 BANK CHARGES & FEES	7,500.00	7,500.00	4,213.03	593.65	3,286.97	56.17
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	49.10	49.10	1,450.90	3.27
960.005 PURCH FROM DONATIONS - TEENS	1,000.00	1,000.00	395.62	95.62	604.38	39.56
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	1,468.00	123.00	2,032.00	41.94
965.000 FACILITY RENTALS	12,700.00	12,700.00	3,229.92	722.50	9,470.08	25.43
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	0.00	(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	393,727.75	50,426.73	366,422.25	51.80
Total Expenditures	760,150.00	760,150.00	393,727.75	50,426.73	366,422.25	51.80
NET OF REVENUES AND EXPENDITURES	0.00	0.00	18,525.38	(132.04)	(18,525.38)	



Old Business

Appointment of Alternates

To date the following individuals have been appointed by their respective boards to serve as alternates to the current board of trustees. We are still awaiting confirmation from Genoa Township and the Howell Public Schools

<u>Location</u>	<u>Trustee</u>	<u>Official Alternate</u>
City of Howell	Steve Manor	Scott Niblock
Marion Township	Paula Wyckoff	Tammy Beal
Oceola Township	Sean Dunleavy	Kieth Huff
Genoa Township	Todd Smith	TBA
Howell Public Schools	Rick Terres	TBA

Articles of Incorporation, 2nd Amended

To date, all of the municipalities that are members of the Howell Area Parks & Recreation Authority have adopted the revisions to the Articles of Incorporation, 2nd Amended. On Friday, February 13, we will be publishing the changes in a local newspaper and then submitting the amended Articles to the Secretary of State and to the Department of Natural Resources to be incorporated within our Master Plan.

Audit Proposals Received

As of the cut off date for audits, we received 4 proposals that we are now reviewing them and will bring our recommendation to the board at the March meeting.

Proposals were received from:
Pfeffer, Hanniford and Palka (Brighton)
Smith & Klaczkiewicz (Saginaw)
Plante and Moran (Southfield)
Rehmann Robson (Jackson)

Action Requested: A motion to form a small ad hoc committee comprised of the Recreation Director, Board Treasurer and our contracted bookkeeper to review the audit proposals and make a recommendation at the March 2009 board meeting for auditing services.



New Business

Scholarship Support for Low Income Participants

Due to the economic climate that has surrounded us in the last year, we know that many families and individuals will struggle to find a way to continue their involvement with us. Parks and recreational activities are some of the first expenses cut out of individuals' budgets as these are not critical or essential expenditures for a family who has to choose to have food on the table and clothes on their backs.

There are many in our community that have never participated due to their income level and we feel it imperative that we have a program of support for these individuals. As a staff, we have had numerous discussions about how we can serve them as a compassionate and understanding organization and keep them engaged in an active and healthy lifestyle.

We would like to institute some sort of scholarship support program for low income participants and would like the board to brainstorm with us this evening about ways to accomplish this. We need to keep in mind that whatever program we come up with must be simple and administratively efficient. We are not here as a human service organization but we must come up with a way to ask participants what their annual income is and why they deserve our support. Perhaps we can adopt a system similar to the OLSHA model for the senior center or the reduced lunch program through the schools. We are hoping that someone has already instituted a system that we can easily adopt and identify needy individuals.

Your comments and challenges that we should take into consideration as we plan this would be extremely helpful.



Directors Report

Awards

The Howell Area Parks & Recreation Authority has been recognized not once, but twice in the past week for the work that we've accomplished during the past year. The Howell Area Chamber of Commerce recognized us at their annual dinner with the "Outstanding Community Initiative Award" for developing a five-year master plan to improve programs and services throughout the county, as well as for developing new programs and forging cooperative relationships with surrounding communities.

And on Tuesday, Feb. 3, we were recognized by our peers at the Michigan Recreation and Parks Association annual conference for the outstanding work that we've achieved in our communications - including our new website. It is truly an honor to be recognized by both the business community and by our peers.

Teen Center Grand Opening of Internet Café

This year, the Howell Teen Center was blessed with a wonderful opportunity to create an Internet Café in two additional rooms at the Center. Many organizations and local businesses stepped up to the plate and helped make this a reality including Irish Construction, the City of Howell, Dinning Electric, Pittsburgh Paints, Zimmerman Masonry, Commtech, Kelly Hansen Interiors, and most notably Citizen's Insurance, who not only contributed \$14,500 but also made an in-kind donation of their employee's time to complete the work. This has truly been an incredible "community build" project.

We are now finalizing all the details that will make this an extra special place for our teens with new paint, lighting, carpeting, comfortable and hip furnishings, 5 new computers and wireless access. On Friday, February 27, 2009 from 3-10 p.m., we will celebrate all that we have accomplished with a grand opening celebration of the Howell Teen Center's Internet Café.

We hope that you will help us celebrate when we pull the covering from the entry way and allow the teens to see what they have envisioned and what we have created for them at 4:30 p.m. (This time is still tentative) There is much excitement amongst the teens as they anxiously await the unveiling.

So that we can plan for your attendance, please RSVP to 517/546-0693 ext. 0 or send a quick e-mail to dmikula@howellrecreation.org if you plan to attend.

First Aid Training

The remainder of the staff that did not go through first aid training and CPR last year will be attending the American Red Cross Training this month. Once this class has been completed, our entire staff will be certified in first aid and CPR.

Staffing

Due to the numerous locations that need to be staffed during the winter months and overlapping timeframes for all of our programs and activities, we have found a need to bring on one more part-time sports site supervisor and are in the process of selecting 2 temporary part-time scorekeepers. We are also seeking an instructor with qualifications in our early childhood enrichment classes and would

appreciate any suggestions of individuals that you know to fill this position for our March schedule of classes.

Marketing to Younger Participants – Facebook

A marketing tool to connect to audiences young and old is needed to keep all ages engaged and knowledgeable about what kinds of programs we offer and when these take place. In an effort to reach even younger audiences, we have created a FACEBOOK page! We have signed up close to 70 “friends” within the past 2 weeks since our site became live where they can find out about upcoming events and promotions, join our discussions, and see plenty of photo's from our events and programs over the past year. Just search for "Howell Recreation" on Facebook.

Program Participation Report for 2008

This report is being updated and will be passed out at the board meeting.