



Howell Area Parks & Recreation Authority
Regular Meeting
Oceola Community Center
Tuesday, April 11, 2023, 7:00 p.m.

Call to order

Pledge of Allegiance (all stand)

Call to the Public (for any items not on the agenda)

Approval- Consent Agenda

1. Regular Board Meeting Minutes dated Tuesday, March 21, 2023
2. Check Register Report Ending March 31, 2023
3. Bank Statements Ending March 31, 2023
4. Financial Reports Ending March 31, 2023

Approval- Regular Agenda

5. Discussion/Approval- 1st Quarter Budget Amendments
6. Discussion/Approval- New HAPRA Credit Card
7. Discussion/Approval- Cash Handling & Payment Policy
8. Discussion/Approval- Cell Phone Policy
9. Discussion/Approval- Coaches Voucher Policy
10. Discussion/Approval- Credit Card Policy
11. Discussion/Approval- Inclement Weather Policy
12. Discussion/Approval- Preschool Policy and Procedures
13. Discussion/Approval- PTO Policy
14. Events and Programs Report
 - a. Events & programs
 - i. Egg Hunts
 - ii. Melon Festival Update
 1. Activities
 2. Melon Classic/ Melon Ball
 - iii. Fitness Challenge
 - b. Sponsorship & marketing updates
 - i. Marketing Update
 - ii. Bank of Ann Arbor
 - iii. Banner Renewal

15. Preventive Maintenance Report

16. Directors Report

- a. Meeting w/ municipalities
- b. Never Forget 5k
- c. Senior Survivor
- d. Group Involvement

17. Board Member Reports

- i. City of Howell Board Rep:
- ii. Oceola Township Board Rep:
- iii. Marion Township Board Rep:
- iv. Genoa Township Board Rep:
- v. Howell Township Board Rep:

18. Old Business

19. New Business

20. Next Meeting: May 16, 2023 @ 7pm Oceola Community Center

21. Adjournment



Howell Area Parks & Recreation Authority
Oceola Community Center

Regular Board Meeting Minutes

March 21, 2023

Call to Order

Chair Sean Dunleavy called the meeting to order at 7:00 pm.

Attendance

Board Members: Chair Sean Dunleavy, Vice Chair Diana Lowe, Secretary Nikolas Hertrich, Treasurer Jean Graham, and Trustee Tammy Beal

HAPRA Staff: Director Tim Church, Jen Savage, Jordan Jones, Kyle Tokan

Public: None

Call to the Public

None Present

Approval of Consent Agenda

Vice Chair Diana Lowe made a motion to approve the consent agenda with the revised Expenditure Report, supported by Trustee Tammy Beal. **Motion carried 5 – 0.**

Approval of Regular Agenda

A motion to approve the regular agenda was made by Trustee Tammy Beal, supported by Secretary Nikolas Hertrich. **Motion carried 5 – 0**

Discussion/Approval – HAPRA Audit for 2022

Director Church provided a brief summary of the previous year's finances and the results of the 2022 Audit. Fiscal year 2022 started with a fund balance of \$82,453; \$49,383 in losses resulted in a yearend balance of \$33,070. A deficit elimination plan will not need to be completed but the fund balance should be viewed as zero to cover payroll needs. With approval of the audit the draft budget can be adopted and the auditing firm

can submit the audit report. A motion to approve the 2022 draft audit as presented was made by Vice Chair Diana Lowe and supported by Trustee Tammy Beal. **Motion carried 5-0.**

Discussion – Sustainable funding for HAPRA

Director Church began the discussion regarding sustainable funding for HAPRA with a brief overview of the 2022 stakeholder meeting and various funding levels based on multiple mileage rates. It was determined that a mileage is the most reliable funding method to offset current contributions by members however to be enacted it will need to pass in all five (5) participating municipalities. Strategies on how to gather support for the millage were shared with a focus on being better prepared than previous attempts. Director Church spoke with an individual in Traverse City on best practice on how to pass a millage.

Events and Programs Report

Upcoming Events & Programs:

- I. Jordan Jones provided a summary of the upcoming Legend of the Ostringo event. Based on previous success of themed events, this year's egg hunter will occur after Easter and is based on the Legend of the Ostringo (imaginary creature from the minds of the Hive kids). This year's events occurs on Sunday, April 16, between 11:00 am and 3:00 pm at the Oceola Soccer Complex. Participants will collect eggs and trade for prizes. The Teen Flashlight Egg Hunt is Saturday, April 15, 2023, between 8:30 pm and 10:00 pm at the Bennett Rec Center.
- II. Jordan Jones introduced the Board to 100 hours of Outside. Program runs from May 1, 2023, through September 1, 2023, and encourages participants to celebrate the outdoors. Individuals who register are given an activity sheet and for every hour spent outside color in a portion of the worksheet. Once the worksheet has been completed it can be returned and exchanged for an award designed by a community member. Award will be made by the HIVE in the Makers Lab.

Sponsorship & Market Updates:

Staff recently met with Chem Trend who is looking to get involved again with HAPRA. Conversations are ongoing with Bank of Ann Arbor and regular sponsors are beginning to come back however they are indicating that they have a set amount of funding available for sponsorships.

Preventative Maintenance Report:

a. Projects

Director Church informed the board that pickleball is still in high demand but unfortunately courts are expensive to build and maintain. Because of the expense focus has shifted from creating additional pickleball courts to soccer fields. To support pickleball players it has been determined that Oceola courts can be relined to get a total of six (6) courts at a cost of \$6,000.00. Work will be done during the upcoming maintenance of the floor.

Directors Report

a. Meeting w/ Cleary University

Director Church, Renee, and Kevin met with the new president of Cleary University on Tuesday, March 14, 2023. Visit was brief and served as an opportunity for introductions and a chance to restart the relationship following prior interactions. Facilities were toured and based on the conversation there could be some future need to assist Cleary University with Student Life activities. A meeting with Matt Oliver the Director of Student Life will be scheduled to discuss further. Steve has been meeting with the Cleary University Basketball program do look at potential use of the Oceola Center as a practice location for the new basketball program.

Board Member Reports

Secretary Nikolas Hertrich shared with the Board agenda items from the February 27th, and March 13th, 2023, Howell City Council Meetings which included discussion and approval of multiple civic event applications, the sale of a city owned property, public correspondence regarding the closure of the hospital, postponement of board/commission appointments to discuss the application policy/process, and a discussion on City Hall renovations.

Chair Sean Dunleavy informed the Board that their most recent Board of Trustees meeting focused on prioritization of property development.

Trustee Tammy Beal shared with the Board that Marion Township approved the employee handbook revisions, discussed chip-seal on Coon Lake and off street parking, requested cost of gravel for Keddle Rd, and that their webpage will be redesigned.

Vice Chair Diana Lowe informed the Board that the Howell High School Senior Survivor Park equipment has been ordered and a 6-month moratorium on solar farms was passed.

Treasurer Jean Graham relayed to the Board that a new vendor for snow removal has been selected, waste water treatment plant discussions were had with the manager, conversations related to wellhead protection occurred in relation to the development of a gas station, planning commission appointments were made, updates were provided by various departments, and the Tooley Rd. and parks project applications were resubmitted for the second round of the SPARK Grant

Old Business

NA

New Business

Jen Savage mentioned that they are having open interviews for camp counselors. It has been successful with 10 interviews had. Jen asked if she could send a notice to municipality representatives for them to post.

Chair Sean Dunleavy and Director Church met with Superintendent MacGregor and other school districts regarding job openings at HAPRA. HAPRA has a referral program in place, if a referral is hired a \$250.00 gift card is available to the referrer.

Closed Session – Review HAPRA Attorney Opinion

Vice Chair Diana Lowe made a motion to enter into closed session to review HAPRA Attorney opinion, supported by Trustee Tammy Beal. **Roll Call Vote: Diana Lowe – Yes, Sean Dunleavy – Yes, Tammy Beal – Yes, Jean Graham – Yes, Nikolas Hertrich – Yes**

Return from Closed Session at 8:38 pm.

A motion for Chair Dunleavy and Director Church to have conversations with participating HAPRA Members on amending HAPRA By-Laws was made by Vice Chair Diana Lowe and supported by Treasurer Jean Graham; **Motion Carried 5-0.**

Next Meeting

Regularly Scheduled HAPRA Meeting - Tuesday, April 11, 2023, at 7:00 pm at Ocoola Community Center

Adjournment

Motion to adjourn meeting at 8:39 pm made by Treasurer Jean Graham and supported by Trustee Tammy Beal. **Motion carried 5-0**

Approved

Date

Respectfully Submitted by: Nikolas Hertrich, Secretary

*BOAA
 March 2023*

HOWELL AREA PARKS AND
 RECREATION AUTHORITY
 1661 N LATSON RD
 HOWELL MI 48843

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 Stay Vigilant! Imposters will...
 Ask you to transfer money to someone, or yourself, to keep it protected.
 Alert you to your computer being compromised or hacked.
 Advise you not to tell anyone, or coach you on responding to your Bank.
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 COMMUNITY INTEREST ACCOUNT ACCOUNT 205138
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DOCUMENTS-DEBITS: 67 CREDITS: 0 LAST STATEMENT 02/28/23 224,620.04
 AVG AVAILABLE BALANCE 179,271.98 112 CREDITS 61,175.81
 75 DEBITS 148,111.29
 THIS STATEMENT 03/31/23 137,684.56
 TOTAL DAYS IN STATEMENT PERIOD 03/01/23 THROUGH 03/31/23: 31

| DEBITS | | DEPOSITS | | DEBITS | | DEPOSITS | |
|--------|-------|----------|-------|--------|----------|----------|-------|
| REF # | DATE | AMOUNT | REF # | DATE | AMOUNT | REF # | DATE |
| | 03/01 | 58.00 | | 03/13 | 394.75 | | 03/23 |
| | 03/01 | 233.00 | | 03/13 | 2,796.00 | | 03/23 |
| | 03/07 | 125.00 | | 03/16 | 90.50 | | 03/30 |
| | 03/07 | 159.00 | | 03/16 | 136.00 | | 03/30 |
| | 03/07 | 236.00 | | 03/16 | 151.00 | | 03/30 |
| | 03/07 | 277.00 | | 03/16 | 387.00 | | 03/30 |
| | 03/07 | 2,269.90 | | 03/23 | 155.00 | | 03/30 |
| | 03/13 | 99.00 | | 03/23 | 162.00 | | 03/30 |
| | 03/13 | 156.00 | | 03/23 | 177.00 | | 03/30 |
| | 03/13 | 246.00 | | 03/23 | 201.70 | | 03/31 |

| OTHER CREDITS | | DATE | AMOUNT |
|---|--|-------|----------|
| DESCRIPTION | | | |
| PAYOUT RunSignUp TRN*1*TX31548383400XT**3RX9ER5Y2V93KBF1\RM | | 03/01 | 30.00 |
| R*IK*TX315 | | | |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | | 03/01 | 909.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | | 03/01 | 1,475.00 |
| TIVITY HEALTH 022823 CLU 25863680 | | 03/01 | 2,767.50 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | | 03/02 | 86.00 |

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HOWELL AREA PARKS AND

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COMMUNITY INTEREST ACCOUNT ACCOUNT 205138

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- - - - - OTHER CREDITS - - - - -

| DESCRIPTION | DATE | AMOUNT |
|--|-------|----------|
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/02 | 1,127.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/02 | 5,101.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/03 | 91.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/03 | 303.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/03 | 1,703.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/06 | 18.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/06 | 30.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/06 | 158.00 |
| PAYCHEX INC. PAYROLL SoulDT8Vcbwlhh6 | 03/06 | 253.18 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/06 | 611.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/06 | 775.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/06 | 1,662.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/07 | 342.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/07 | 458.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/07 | 658.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/07 | 1,606.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/08 | 5.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/08 | 40.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/08 | 1,815.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/09 | 1,281.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/10 | 63.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/10 | 142.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/10 | 658.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/10 | 1,659.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/13 | 10.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/13 | 30.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/13 | 534.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/13 | 748.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/13 | 858.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/13 | 989.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/14 | 10.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/14 | 120.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/14 | 279.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/15 | 400.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/15 | 1,827.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/16 | 108.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/16 | 130.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/16 | 820.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/17 | 124.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/17 | 1,711.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/20 | 5.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/20 | 43.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/20 | 501.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/20 | 600.00 |

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HOWELL AREA PARKS AND

COMMUNITY INTEREST ACCOUNT ACCOUNT 205138

OTHER CREDITS

| DESCRIPTION | DATE | AMOUNT |
|---|-------|----------|
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/20 | 702.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/20 | 1,365.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/21 | 34.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/21 | 40.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/21 | 147.00 |
| PAYOUT RunSignUp TRN*1*TX32376482400XT**444NB85YB6MIJJ6Y\RM R*IK*TX323 | 03/22 | 100.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/22 | 350.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/22 | 853.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/23 | 40.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/23 | 545.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/23 | 975.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/24 | 110.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/24 | 511.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/27 | 45.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/27 | 73.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/27 | 110.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/27 | 126.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/27 | 327.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/27 | 666.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/27 | 1,166.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/28 | 54.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/28 | 398.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/29 | 12.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/29 | 15.00 |
| PAYOUT RunSignUp TRN*1*TX32538622800XT**3S5U1W5YDYNDBOOH\RM R*IK*TX325 | 03/29 | 30.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/29 | 1,042.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/30 | 12.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/30 | 12.00 |
| Bill.com Peerfit, Inc. Peerfit, Inc. Bill.com 016QWJNYG2LH002 Inv #Febru | 03/30 | 210.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/30 | 292.00 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/31 | 100.00 |
| INTEREST | 03/31 | 137.03 |
| GLOBAL PAYMENTS GLOBAL DEP 8788240022289 | 03/31 | 1,128.00 |

CHECKS

| CHECK #..DATE.. | AMOUNT | CHECK #..DATE.. | AMOUNT | CHECK #..DATE.. | AMOUNT |
|-----------------|----------|-----------------|----------|-----------------|----------|
| 14578*03/07 | 3,080.00 | 14614 03/01 | 40.00 | 14628 03/01 | 432.52 |
| 14580*03/03 | 1,500.00 | 14615*03/02 | 270.00 | 14629 03/03 | 2,059.33 |
| 14583*03/28 | 260.00 | 14624*03/10 | 2,405.52 | 14630 03/02 | 3,878.91 |
| 14607*03/06 | 151.90 | 14626*03/02 | 3,050.92 | 14631 03/01 | 98.85 |

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HOWELL AREA PARKS AND

COMMUNITY INTEREST ACCOUNT ACCOUNT 205138

| CHECKS | | | | | | | | |
|---------|-------|----------|---------|-------|----------|---------|-------|----------|
| CHECK # | DATE | AMOUNT | CHECK # | DATE | AMOUNT | CHECK # | DATE | AMOUNT |
| 14632 | 03/06 | 825.00 | 14653 | 03/29 | 200.00 | 14673 | 03/21 | 347.91 |
| 14633 | 03/01 | 822.50 | 14654 | 03/16 | 2,100.00 | 14674 | 03/21 | 200.00 |
| 14634 | 03/08 | 2,916.00 | 14655 | 03/15 | 1,171.08 | 14675* | 03/17 | 99.48 |
| 14635* | 03/03 | 125.00 | 14656* | 03/21 | 7,566.25 | 14678 | 03/20 | 108.48 |
| 14637 | 03/02 | 122.51 | 14658 | 03/17 | 3,060.00 | 14679 | 03/20 | 37.00 |
| 14638 | 03/10 | 180.00 | 14659 | 03/14 | 1,650.74 | 14680 | 03/22 | 21.99 |
| 14639 | 03/07 | 140.00 | 14660 | 03/15 | 200.00 | 14681 | 03/20 | 60.00 |
| 14640 | 03/08 | 120.00 | 14661 | 03/13 | 684.50 | 14682 | 03/20 | 96.48 |
| 14641 | 03/08 | 15.96 | 14662 | 03/14 | 160.00 | 14683 | 03/21 | 385.00 |
| 14642 | 03/07 | 189.56 | 14663 | 03/14 | 80.00 | 14684 | 03/22 | 360.08 |
| 14643 | 03/06 | 220.00 | 14664 | 03/17 | 96.48 | 14685 | 03/29 | 2,059.33 |
| 14644* | 03/08 | 571.60 | 14665 | 03/30 | 115.00 | 14686* | 03/29 | 93.47 |
| 14646 | 03/06 | 120.00 | 14666 | 03/20 | 413.88 | 14688* | 03/31 | 375.00 |
| 14647 | 03/17 | 1,150.00 | 14667 | 03/22 | 300.90 | 14691 | 03/28 | 203.33 |
| 14648 | 03/14 | 140.00 | 14668 | 03/22 | 1,145.00 | 14692 | 03/31 | 1,909.98 |
| 14649 | 03/07 | 60.00 | 14669 | 03/23 | 1,086.12 | 14693* | 03/30 | 632.00 |
| 14650 | 03/13 | 900.00 | 14670 | 03/23 | 348.77 | 14695 | 03/31 | 3,050.92 |
| 14651 | 03/14 | 66.00 | 14671 | 03/22 | 589.62 | | | |
| 14652 | 03/09 | 253.18 | 14672 | 03/27 | 57.16 | | | |

(*) INDICATES A GAP IN CHECK NUMBER SEQUENCE

| OTHER DEBITS | | |
|--|-------|-----------|
| DESCRIPTION | DATE | AMOUNT |
| PAYCHEX EIB INVOICE X01302000002234 | 03/01 | 27,830.16 |
| GLOBAL PAYMENTS GLOBAL STL 8788240022289 | 03/02 | 3,446.44 |
| GLOBAL PAYMENTS GLOBAL ADJ 8788240022289 | 03/07 | 12.00 |
| GLOBAL PAYMENTS GLOBAL ADJ 8788240022289 | 03/07 | 46.00 |
| GLOBAL PAYMENTS GLOBAL ADJ 8788240022289 | 03/07 | 600.00 |
| PAYCHEX EIB INVOICE X01491600000133 | 03/15 | 29,465.47 |
| PAYCHEX-OAB INVOICE 01560700031052X | 03/20 | 178.50 |
| PAYCHEX EIB INVOICE X01669200000627 | 03/29 | 29,301.51 |

| INTEREST | | | |
|----------------------------|------------|-----------------------------------|--------|
| AVERAGE LEDGER BALANCE: | 179,453.65 | INTEREST EARNED: | 137.03 |
| AVERAGE AVAILABLE BALANCE: | 179,271.98 | DAYS IN PERIOD:03/01/23-03/31/23: | 31 |
| INTEREST PAID THIS PERIOD: | 137.03 | ANNUAL PERCENTAGE YIELD EARNED: | .90% |
| INTEREST PAID 2023: | 361.28 | | |

| DAILY BALANCE | | | |
|---------------|------------|-------|------------|
| DATE | BALANCE | DATE | BALANCE |
| 03/01 | 200,868.51 | 03/02 | 196,413.73 |
| | | 03/03 | 194,826.40 |

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HOWELL AREA PARKS AND

COMMUNITY INTEREST ACCOUNT ACCOUNT 205138

DAILY BALANCE

| DATE..... | BALANCE | DATE..... | BALANCE | DATE..... | BALANCE |
|-----------|------------|-----------|------------|-----------|------------|
| 03/06 | 197,016.68 | 03/15 | 173,199.72 | 03/24 | 168,147.98 |
| 03/07 | 199,020.02 | 03/16 | 172,922.22 | 03/27 | 170,603.82 |
| 03/08 | 197,256.46 | 03/17 | 170,351.26 | 03/28 | 170,592.49 |
| 03/09 | 198,284.28 | 03/20 | 172,672.92 | 03/29 | 140,037.18 |
| 03/10 | 198,220.76 | 03/21 | 164,394.76 | 03/30 | 141,480.43 |
| 03/13 | 203,497.01 | 03/22 | 163,280.17 | 03/31 | 137,684.56 |
| 03/14 | 201,809.27 | 03/23 | 167,526.98 | | |

MONEY MARKET CHECKING FOR ORGANIZATIONS ACCOUNT 820936

| | | | |
|---|------------|-------------------------|-----------|
| DOCUMENTS-DEBITS: 0 | CREDITS: 0 | LAST STATEMENT 02/28/23 | 29,655.52 |
| AVG AVAILABLE BALANCE | 29,655.52 | 1 CREDITS | 8.82 |
| | | DEBITS | .00 |
| | | THIS STATEMENT 03/31/23 | 29,664.34 |
| TOTAL DAYS IN STATEMENT PERIOD 03/01/23 THROUGH 03/31/23: | | | 31 |

OTHER CREDITS

| DESCRIPTION | DATE | AMOUNT |
|-------------|-------|--------|
| INTEREST | 03/31 | 8.82 |

I N T E R E S T

| | | | |
|----------------------------|-----------|-----------------------------------|------|
| AVERAGE LEDGER BALANCE: | 29,655.52 | INTEREST EARNED: | 8.82 |
| AVERAGE AVAILABLE BALANCE: | 29,655.52 | DAYS IN PERIOD:03/01/23-03/31/23: | 31 |
| INTEREST PAID THIS PERIOD: | 8.82 | ANNUAL PERCENTAGE YIELD EARNED: | .35% |
| INTEREST PAID 2023: | 23.12 | | |

DAILY BALANCE

| DATE..... | BALANCE | DATE..... | BALANCE | DATE..... | BALANCE |
|-----------|-----------|-----------|---------|-----------|---------|
| 03/31 | 29,664.34 | | | | |

STATEMENT SAVINGS - BUSINESS ACCOUNT 95076204

Stay Vigilant! Imposters will...
Ask you to transfer money to someone, or yourself, to keep it protected.
Alert you to your computer being compromised or hacked.
Advise you not to tell anyone, or coach you on responding to your Bank.

| DESCRIPTION | DEBITS | CREDITS | DATE | BALANCE |
|------------------------------|--------|---------|----------|-----------|
| BALANCE LAST STATEMENT | | | 02/28/23 | 12,693.31 |

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HOWELL AREA PARKS AND

STATEMENT SAVINGS - BUSINESS ACCOUNT 95076204

| DESCRIPTION | DEBITS | CREDITS | DATE | BALANCE |
|---|--------|---------|----------|-----------|
| INTEREST | | 9.70 | 03/31/23 | 12,703.01 |
| BALANCE THIS STATEMENT | | | 03/31/23 | 12,703.01 |
| TOTAL DAYS IN STATEMENT PERIOD 03/01/23 THROUGH 03/31/23: | | | | 31 |
| TOTAL CREDITS | (1) | 9.70 | | |
| TOTAL DEBITS | (0) | .00 | | |

- - - - - I N T E R E S T - - - - -

| | | | |
|----------------------------|-----------|-----------------------------------|------|
| AVERAGE LEDGER BALANCE: | 12,693.31 | INTEREST EARNED: | 9.70 |
| INTEREST PAID THIS PERIOD: | 9.70 | DAYS IN PERIOD:03/01/23-03/31/23: | 31 |
| INTEREST PAID 2023: | 25.50 | ANNUAL PERCENTAGE YIELD EARNED: | .90% |

**HOWELL AREA PARKS & RECREATION
 AUTHORITY**

MEMBER ID: 110099341

1661 N LATSON RD
 HOWELL MI 48843-9007

Statement Period

March 01, 2023 to March 31, 2023

Account Balances at a Glance

Total Savings **\$5,086.31**

| | |
|--------------------------------------|------------------------------------|
| Commercial Membership Savings | Account Number: 10006221590 |
|--------------------------------------|------------------------------------|

| Summary | |
|----------------------------------|-------------------|
| Beginning Balance (03/01) | \$5,086.09 |
| Deposits & Additions | \$0.00 |
| Withdrawals | \$0.00 |
| Interest | \$0.22 |
| <hr/> | |
| Ending Balance (03/31) | \$5,086.31 |

| Additional | |
|-----------------------------------|------------|
| Average Daily Balance | \$5,086.09 |
| Annual % Yield Earned This Period | 0.05% |
| Interest Paid Year-to-Date | \$0.64 |

Transactions

| DATE | DESCRIPTION | AMOUNT | BALANCE |
|-----------|--------------------------|--------|-------------------|
| 3/1/2023 | Beginning Balance | | \$5,086.09 |
| 3/31/2023 | Credit Interest/Dividend | \$0.22 | \$5,086.31 |
| 3/31/2023 | Ending Balance | | \$5,086.31 |

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 03/31/2023

| GL Number | Description | 2023 Amended Budget | YTD Balance 03/31/2023 | Activity For 03/31/2023 | Available Balance 03/31/2023 | % Bdgt Used |
|--|-----------------------------------|---------------------------|---------------------------|----------------------------|------------------------------------|----------------|
| Fund: 208 PARKS & REC AUTHORITY | | | | | | |
| Account Category: Revenues | | | | | | |
| Department: 751 RECREATION / PARKS DEPARTMENT | | | | | | |
| 208-751-587.001 | PK/RC MARION TWP PARTICIPATION | 120,000.00 | 30,000.00 | 0.00 | 90,000.00 | 25.00 |
| 208-751-587.002 | PK/RC GENOA TWP PARTICIPATION | 120,000.00 | 30,000.00 | 0.00 | 90,000.00 | 25.00 |
| 208-751-587.003 | PK/RC OCEOLA TWP PARTICIPATION | 120,000.00 | 30,000.00 | 0.00 | 90,000.00 | 25.00 |
| 208-751-587.005 | PK/RC HOWELL CITY PARTICIPATION | 120,000.00 | 30,000.00 | 0.00 | 90,000.00 | 25.00 |
| 208-751-587.006 | PK/RC HOWELL TWP PARTICIPATION | 120,000.00 | 30,000.00 | 0.00 | 90,000.00 | 25.00 |
| 208-751-650.106 | FACILITY MEMBERSHIPS | 85,000.00 | 56,450.63 | 12,700.50 | 28,549.37 | 66.41 |
| 208-751-651.020 | BENNETT BLDG RENTAL FEES | 0.00 | 195.00 | (150.00) | (195.00) | 100.00 |
| 208-751-651.022 | OCEOLA BLDG RENTAL FEES | 75,000.00 | 35,115.00 | 1,895.00 | 39,885.00 | 46.82 |
| 208-751-651.026 | GYMANASIUM RENTALS | 30,000.00 | 18,880.05 | 4,100.30 | 11,119.95 | 62.93 |
| 208-751-665.000 | INVESTMENT INTEREST | 300.00 | 410.54 | 155.77 | (110.54) | 136.85 |
| 208-751-671.002 | MISC REVENUES | 400.00 | 2,165.58 | 60.00 | (1,765.58) | 541.40 |
| 208-751-675.026 | GIFT CERTIFICATE | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 208-751-675.075 | DOG PARK MAINT SERV FEES | 5,000.00 | 1,250.00 | 1,250.00 | 3,750.00 | 25.00 |
| 208-751-678.010 | SPONSORSHIP FEES | 11,000.00 | 0.00 | 0.00 | 11,000.00 | 0.00 |
| Total Dept 751 - RECREATION / PARKS DEPARTMENT | | 807,700.00 | 264,466.80 | 20,011.57 | 543,233.20 | 32.74 |
| Revenues | | 807,700.00 | 264,466.80 | 20,011.57 | 543,233.20 | 32.74 |
| Account Category: Expenditures | | | | | | |
| Department: 751 RECREATION / PARKS DEPARTMENT | | | | | | |
| 208-751-702.001 | SAL & WAGES DIRECTOR | 70,233.39 | 18,746.14 | 8,103.84 | 51,487.25 | 26.69 |
| 208-751-702.003 | SAL & WAGES - BUSINESS MANAGER | 46,000.00 | 13,192.21 | 5,794.66 | 32,807.79 | 28.68 |
| 208-751-702.004 | SAL & WAGES - OPERATIONS MGR | 29,809.68 | 13,372.01 | 5,815.20 | 16,437.67 | 44.86 |
| 208-751-702.024 | SAL & WAGES -MARKETING | 29,183.60 | 8,211.41 | 1,701.74 | 20,972.19 | 28.14 |
| 208-751-702.030 | SAL & WAGES FRONT OFFICE | 90,000.00 | 22,717.46 | 10,090.27 | 67,282.54 | 25.24 |
| 208-751-702.034 | SAL & WAGE FACILITIES MAINT/COORD | 75,000.00 | 21,183.54 | 11,223.73 | 53,816.46 | 28.24 |
| 208-751-713.000 | EMPLOYER SHARE FICA | 26,027.34 | 7,187.37 | 3,325.95 | 18,839.97 | 27.61 |
| 208-751-714.000 | EMPLOYEE MEDICAL INSURANCE | 18,040.00 | 5,172.63 | 1,623.46 | 12,867.37 | 28.67 |
| 208-751-714.004 | ICMA RETIREMENT | 20,510.06 | 725.55 | 5,245.55 | 19,784.51 | 3.54 |
| 208-751-727.000 | OFFICE SUPPLIES | 1,500.00 | 530.08 | (420.69) | 969.92 | 35.34 |
| 208-751-730.000 | POSTAGE | 5,000.00 | 522.65 | (76.20) | 4,477.35 | 10.45 |
| 208-751-740.000 | OPERATING SUPPLIES - GENL | 1,500.00 | 30.90 | 11.96 | 1,469.10 | 2.06 |
| 208-751-740.026 | OPERATING SUPPLIES SHIRTS/BADGES | 2,500.00 | 252.00 | 252.00 | 2,248.00 | 10.08 |
| 208-751-751.000 | GASOLINE & DIESEL FUEL | 3,000.00 | 287.19 | 162.72 | 2,712.81 | 9.57 |
| 208-751-801.000 | PROFESSIONAL SERVICES | 30,000.00 | 11,073.90 | 3,904.40 | 18,926.10 | 36.91 |
| 208-751-804.000 | CONTRACTUAL SERVICES | 7,500.00 | 9,060.00 | 900.00 | (1,560.00) | 120.80 |
| 208-751-840.000 | DUES, SUBSCRIPTIONS & MEMBERSHIPS | 3,000.00 | 2,279.52 | 1,022.00 | 720.48 | 75.98 |
| 208-751-850.000 | COMMUNICATION - TELEPHONES | 10,000.00 | 2,709.42 | 1,086.12 | 7,290.58 | 27.09 |
| 208-751-850.008 | COMMUNICATION - INTERNET & CABLE | 19,000.00 | 4,481.30 | 1,493.77 | 14,518.70 | 23.59 |
| 208-751-860.000 | TRAVEL | 6,000.00 | 2,397.46 | 204.96 | 3,602.54 | 39.96 |
| 208-751-900.000 | MARKETING, PRINTING & PUBLISHING | 15,000.00 | 1,603.43 | 1,074.50 | 13,396.57 | 10.69 |
| 208-751-910.000 | INSURANCE | 40,500.00 | 12,458.68 | 3,050.92 | 28,041.32 | 30.76 |
| 208-751-920.000 | UTILITIES - ELECTRICITY | 6,500.00 | 1,631.33 | 589.62 | 4,868.67 | 25.10 |
| 208-751-920.001 | UTILITIES - GAS | 6,500.00 | 3,817.10 | 1,260.58 | 2,682.90 | 58.72 |
| 208-751-920.002 | UTILITIES - WAT / SEW | 2,000.00 | 556.35 | 284.10 | 1,443.65 | 27.82 |
| 208-751-920.003 | UTILITIES - RUBBISH | 900.00 | 175.15 | 70.03 | 724.85 | 19.46 |
| 208-751-920.012 | UTILITIES - ELEC/OCEOLA | 48,000.00 | 11,717.66 | 4,004.10 | 36,282.34 | 24.41 |
| 208-751-920.013 | UTILITIES - GAS/OCEOLA | 12,000.00 | 7,383.29 | 2,031.63 | 4,616.71 | 61.53 |
| 208-751-920.014 | UTILITIES - WATER/OCEOLA | 1,500.00 | 0.00 | 0.00 | 1,500.00 | 0.00 |

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 03/31/2023

| GL Number | Description | 2023 Amended Budget | YTD Balance 03/31/2023 | Activity For 03/31/2023 | Available Balance 03/31/2023 | % Bdgt Used |
|--|-----------------------------|---------------------------|---------------------------|----------------------------|------------------------------------|----------------|
| Fund: 208 PARKS & REC AUTHORITY | | | | | | |
| Account Category: Expenditures | | | | | | |
| Department: 751 RECREATION / PARKS DEPARTMENT | | | | | | |
| 208-751-920.015 | UTILITIES - RUBBISH/OCEOLA | 850.00 | 189.60 | 63.20 | 660.40 | 22.31 |
| 208-751-930.000 | GROUNDS MAINTENANCE BENNETT | 4,000.00 | 49.94 | 49.94 | 3,950.06 | 1.25 |
| 208-751-930.006 | REPAIR & MAINT - VEHICLES | 2,000.00 | 76.93 | 0.00 | 1,923.07 | 3.85 |
| 208-751-930.014 | GROUNDS MAINTENANCE OCEOLA | 45,000.00 | 24,394.50 | 8,095.75 | 20,605.50 | 54.21 |
| 208-751-931.000 | BLDG R&M BENNETT | 8,000.00 | 543.23 | 107.58 | 7,456.77 | 6.79 |
| 208-751-931.014 | BLDG R &M OCEOLA | 10,000.00 | 2,854.79 | 1,485.62 | 7,145.21 | 28.55 |
| 208-751-940.000 | EQUIPMENT RENTAL | 35,000.00 | 9,214.97 | 3,023.22 | 25,785.03 | 26.33 |
| 208-751-940.040 | FACILITY RENT | 24,000.00 | 8,000.00 | 2,000.00 | 16,000.00 | 33.33 |
| 208-751-956.000 | MISCELLANEOUS | 1,045.93 | 42.84 | 0.00 | 1,003.09 | 4.10 |
| 208-751-956.003 | BANK CHARGES & FEES | 18,000.00 | 7,713.07 | 3,624.94 | 10,286.93 | 42.85 |
| 208-751-957.000 | EDUCATION / TRAINING | 600.00 | 100.00 | 0.00 | 500.00 | 16.67 |
| 208-751-970.000 | CAPITAL OUTLAY / EQUIPMENT | 0.00 | 0.00 | (766.22) | 0.00 | 0.00 |
| 208-751-980.000 | OFFICE EQUIPMENT | 0.00 | 671.59 | 671.59 | (671.59) | 100.00 |
| 208-751-980.004 | EQUIP / COMPUTER HARDWARE | 2,500.00 | 0.00 | 0.00 | 2,500.00 | 0.00 |
| 208-751-980.005 | EQUIPMENT/COMPUTER SOFTWARE | 30,000.00 | 19,034.76 | 254.27 | 10,965.24 | 63.45 |
| 208-751-991.000 | PRINCIPAL | 0.00 | 3,664.00 | 916.00 | (3,664.00) | 100.00 |
| Total Dept 751 - RECREATION / PARKS DEPARTMENT | | 807,700.00 | 260,025.95 | 93,356.81 | 547,674.05 | 32.19 |
| Expenditures | | 807,700.00 | 260,025.95 | 93,356.81 | 547,674.05 | 32.19 |
| Fund 208 - PARKS & REC AUTHORITY: | | | | | | |
| TOTAL REVENUES | | 807,700.00 | 264,466.80 | 20,011.57 | 543,233.20 | |
| TOTAL EXPENDITURES | | 807,700.00 | 260,025.95 | 93,356.81 | 547,674.05 | |
| NET OF REVENUES & EXPENDITURES: | | 0.00 | 4,440.85 | (73,345.24) | (4,440.85) | |

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 03/31/2023

| GL Number | Description | 2023 Amended Budget | YTD Balance 03/31/2023 | Activity For 03/31/2023 | Available Balance 03/31/2023 | % Bdgt Used |
|--|------------------------------------|---------------------------|---------------------------|----------------------------|------------------------------------|----------------|
| Fund: 214 YOUTH SPORTS | | | | | | |
| Account Category: Revenues | | | | | | |
| Department: 751 RECREATION / PARKS DEPARTMENT | | | | | | |
| 214-751-650.006 | GENOA SOCCER FIELD RENTALS | 15,000.00 | 3,430.00 | 2,940.00 | 11,570.00 | 22.87 |
| 214-751-650.050 | PROGRAM FEES - VOLLEYBALL | 11,000.00 | 13,482.00 | 3,416.00 | (2,482.00) | 122.56 |
| 214-751-650.051 | PROGRAM FEES - ENRICHMENT | 17,000.00 | 4,444.00 | 860.00 | 12,556.00 | 26.14 |
| 214-751-650.052 | PROGRAM FEES - PICKLEBALL | 2,500.00 | 780.00 | 0.00 | 1,720.00 | 31.20 |
| 214-751-650.053 | PROGRAM FEES - SOCCER | 100,000.00 | 71,453.50 | 1,386.00 | 28,546.50 | 71.45 |
| 214-751-650.054 | PROGRAM FEES - BASKETBALL | 30,000.00 | 3,890.00 | 1,150.00 | 26,110.00 | 12.97 |
| 214-751-650.094 | PROGRAM FEES - SOFTBALL | 2,300.00 | 0.00 | 0.00 | 2,300.00 | 0.00 |
| 214-751-650.102 | DROP IN SPORTS | 10,000.00 | 5,110.20 | 1,448.70 | 4,889.80 | 51.10 |
| 214-751-678.095 | SPONSORSHIP FEES - YOUTH SPORTS | 4,500.00 | 3,006.35 | 0.00 | 1,493.65 | 66.81 |
| Total Dept 751 - RECREATION / PARKS DEPARTMENT | | 192,300.00 | 105,596.05 | 11,200.70 | 86,703.95 | 54.91 |
| Revenues | | 192,300.00 | 105,596.05 | 11,200.70 | 86,703.95 | 54.91 |
| Account Category: Expenditures | | | | | | |
| Department: 751 RECREATION / PARKS DEPARTMENT | | | | | | |
| 214-751-702.004 | SAL & WAGES OPERATION MANAGER | 12,423.20 | 0.00 | 0.00 | 12,423.20 | 0.00 |
| 214-751-702.080 | SAL & WAGES YOUTH SPORTS MGR | 42,848.00 | 11,440.00 | 4,944.00 | 31,408.00 | 26.70 |
| 214-751-702.081 | SAL & WAGES YOUTH SPORTS COORDINAT | 0.00 | 4,566.06 | 2,091.62 | (4,566.06) | 100.00 |
| 214-751-702.083 | SAL & WAGES - YOUTH FACILITIES COO | 25,000.00 | 0.00 | 0.00 | 25,000.00 | 0.00 |
| 214-751-713.000 | EMPLOYER SHARE FICA | 5,190.37 | 1,746.10 | 724.12 | 3,444.27 | 33.64 |
| 214-751-714.000 | EMPLOYEE MEDICAL INSURANCE | 1,000.00 | 250.00 | 250.00 | 750.00 | 25.00 |
| 214-751-714.004 | ICMA RETIREMENT | 4,284.80 | 31.20 | 1,071.20 | 4,253.60 | 0.73 |
| 214-751-740.000 | OPERATING SUPPLIES | 3,600.00 | 1,018.52 | 335.63 | 2,581.48 | 28.29 |
| 214-751-740.080 | OPER SUPPLIES/VOLLEYBALL | 1,500.00 | 133.10 | 0.00 | 1,366.90 | 8.87 |
| 214-751-740.081 | OPER SUPP/ SOCCER | 25,000.00 | 2,817.09 | 2,817.09 | 22,182.91 | 11.27 |
| 214-751-740.083 | OPERATING SUPPLIES - PICKLEBALL | 2,000.00 | 0.00 | 0.00 | 2,000.00 | 0.00 |
| 214-751-740.086 | OPERATING SUPPLIES - BASKETBALL | 5,000.00 | 7,378.36 | 0.00 | (2,378.36) | 147.57 |
| 214-751-801.017 | BACKGROUND CHECKS | 750.00 | 629.00 | 0.00 | 121.00 | 83.87 |
| 214-751-804.008 | CONTRACT SERV - INSTRUCTORS | 4,500.00 | 1,752.00 | 602.00 | 2,748.00 | 38.93 |
| 214-751-804.009 | CONTRACT SERV - OFFCL /COACHES | 7,000.00 | 1,245.00 | 550.00 | 5,755.00 | 17.79 |
| 214-751-804.010 | CONTRACT SERV - FIELD MAINTENANCE | 40,000.00 | 0.00 | 0.00 | 40,000.00 | 0.00 |
| 214-751-840.000 | DUES & MEMBERSHIPS | 200.00 | 165.00 | 0.00 | 35.00 | 82.50 |
| 214-751-860.000 | CONFERENCE /TRANSPORTATION | 1,000.00 | 581.48 | 96.48 | 418.52 | 58.15 |
| 214-751-920.002 | UTILITIES - WAT / SEW | 3,000.00 | 0.00 | 0.00 | 3,000.00 | 0.00 |
| 214-751-942.001 | PORTA JOHN RENTALS | 4,000.00 | 0.00 | 0.00 | 4,000.00 | 0.00 |
| 214-751-957.000 | EDUCATION / TRAINING | 50.00 | 60.00 | 0.00 | (10.00) | 120.00 |
| 214-751-970.000 | CAPITAL OUTLAY EQUIP | 3,953.63 | 0.00 | 0.00 | 3,953.63 | 0.00 |
| Total Dept 751 - RECREATION / PARKS DEPARTMENT | | 192,300.00 | 33,812.91 | 13,482.14 | 158,487.09 | 17.58 |
| Expenditures | | 192,300.00 | 33,812.91 | 13,482.14 | 158,487.09 | 17.58 |
| Fund 214 - YOUTH SPORTS: | | | | | | |
| TOTAL REVENUES | | 192,300.00 | 105,596.05 | 11,200.70 | 86,703.95 | |
| TOTAL EXPENDITURES | | 192,300.00 | 33,812.91 | 13,482.14 | 158,487.09 | |
| NET OF REVENUES & EXPENDITURES: | | 0.00 | 71,783.14 | (2,281.44) | (71,783.14) | |

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 03/31/2023

| GL Number | Description | 2023 Amended Budget | YTD Balance 03/31/2023 | Activity For 03/31/2023 | Available Balance 03/31/2023 | % Bdgt Used |
|--|------------------------------------|---------------------------|---------------------------|----------------------------|------------------------------------|----------------|
| Fund: 216 FESTIVALS | | | | | | |
| Account Category: Revenues | | | | | | |
| Department: 751 RECREATION / PARKS DEPARTMENT | | | | | | |
| 216-751-650.003 | PROGRAM FEES SPECIAL EVENTS | 30,000.00 | 11,381.00 | 798.00 | 18,619.00 | 37.94 |
| 216-751-675.101 | FUNDRAISING - SPECIAL EVENTS | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 216-751-678.039 | PROGRAM FEES - MELON FESTIVAL | 15,000.00 | 0.00 | 0.00 | 15,000.00 | 0.00 |
| 216-751-678.040 | SPONSORSHIP FEES MELON FESTIVAL | 32,000.00 | 0.00 | 0.00 | 32,000.00 | 0.00 |
| 216-751-678.041 | STREET VENDOR FEES MELON | 15,000.00 | 1,250.00 | 1,250.00 | 13,750.00 | 8.33 |
| 216-751-678.042 | FESTIVAL TENT MELON FEST | 18,000.00 | 0.00 | 0.00 | 18,000.00 | 0.00 |
| 216-751-678.047 | SPONSORSHIP FEES MELON RUN | 10,000.00 | 0.00 | 0.00 | 10,000.00 | 0.00 |
| 216-751-678.048 | PROGRAM FEES MELON RUN | 17,500.00 | 2,042.00 | 160.00 | 15,458.00 | 11.67 |
| 216-751-678.049 | FOOD VENDOR FEES MELON | 10,000.00 | 1,675.00 | 1,675.00 | 8,325.00 | 16.75 |
| 216-751-678.050 | SPONSORSHIP FEES LEGEND | 12,000.00 | 0.00 | 0.00 | 12,000.00 | 0.00 |
| 216-751-678.054 | PROGRAM FEES - LEGENDS | 2,500.00 | 0.00 | 0.00 | 2,500.00 | 0.00 |
| 216-751-678.057 | SPONSORSHIP FEES HORSEMAN RUN | 4,000.00 | 0.00 | 0.00 | 4,000.00 | 0.00 |
| 216-751-678.058 | PROGRAM FEES HORSEMAN RUN | 14,000.00 | 0.00 | 0.00 | 14,000.00 | 0.00 |
| 216-751-678.070 | SPONSORSHIP FEES - SPECIAL EVENTS | 10,000.00 | 0.00 | 0.00 | 10,000.00 | 0.00 |
| Total Dept 751 - RECREATION / PARKS DEPARTMENT | | 191,000.00 | 16,348.00 | 3,883.00 | 174,652.00 | 8.56 |
| Revenues | | 191,000.00 | 16,348.00 | 3,883.00 | 174,652.00 | 8.56 |
| Account Category: Expenditures | | | | | | |
| Department: 751 RECREATION / PARKS DEPARTMENT | | | | | | |
| 216-751-702.001 | SAL & WAGES FESTIVAL DIRECTOR | 41,600.00 | 11,120.00 | 4,944.00 | 30,480.00 | 26.73 |
| 216-751-702.004 | SAL & WAGES OPERATIONS MANAGER | 7,453.92 | 0.00 | 0.00 | 7,453.92 | 0.00 |
| 216-751-702.103 | SALARY & WAGES STAFF | 17,400.00 | 2,369.62 | 1,643.46 | 15,030.38 | 13.62 |
| 216-751-713.000 | EMPLOYER SHARE FICA | 5,083.72 | 850.72 | 378.24 | 4,233.00 | 16.73 |
| 216-751-714.000 | EMPLOYEE MEDICAL INSURANCE | 1,000.00 | 250.00 | 250.00 | 750.00 | 25.00 |
| 216-751-714.004 | ICMA RETIREMENT | 4,160.00 | 135.20 | 1,071.20 | 4,024.80 | 3.25 |
| 216-751-727.000 | OFFICE SUPPLIES | 115.00 | 39.00 | 0.00 | 76.00 | 33.91 |
| 216-751-730.000 | POSTAGE | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 216-751-740.000 | OPERATING SUPPLIES | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 216-751-740.035 | OPER SUPPLIES - SPECIAL EVENTS | 24,500.00 | 7,613.15 | 0.00 | 16,886.85 | 31.07 |
| 216-751-740.102 | OPER SUPP MELON FESTIVAL | 47,800.00 | 5,155.52 | 0.00 | 42,644.48 | 10.79 |
| 216-751-740.106 | OPER SUPP MELON RUN | 5,800.00 | 0.00 | 0.00 | 5,800.00 | 0.00 |
| 216-751-740.201 | OPER SUPP LEGEND OF SLEEPY HOWELL | 15,000.00 | 0.00 | 0.00 | 15,000.00 | 0.00 |
| 216-751-740.203 | OPER SUPPLIES HEADLESS HORSEMAN RU | 3,500.00 | 0.00 | 0.00 | 3,500.00 | 0.00 |
| 216-751-840.000 | DUES & MEMBERSHIPS | 200.00 | 165.00 | 0.00 | 35.00 | 82.50 |
| 216-751-860.000 | CONFERENCE /TRANSPORTATION | 1,000.00 | 584.48 | 99.48 | 415.52 | 58.45 |
| 216-751-900.000 | PRINTING & PUBLISHING | 3,500.00 | 200.00 | 200.00 | 3,300.00 | 5.71 |
| 216-751-942.001 | PORTA JOHN RENTALS | 6,000.00 | 0.00 | 0.00 | 6,000.00 | 0.00 |
| 216-751-957.000 | EDUCATION / TRAINING | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 216-751-970.000 | CAPITAL OUTLAY EQUIP | 3,987.36 | 0.00 | 0.00 | 3,987.36 | 0.00 |
| 216-751-980.004 | EQUIP / COMPUTER HARDWARE | 1,700.00 | 0.00 | 0.00 | 1,700.00 | 0.00 |
| Total Dept 751 - RECREATION / PARKS DEPARTMENT | | 191,000.00 | 28,482.69 | 8,586.38 | 162,517.31 | 14.91 |
| Expenditures | | 191,000.00 | 28,482.69 | 8,586.38 | 162,517.31 | 14.91 |
| Fund 216 - FESTIVALS: | | | | | | |
| TOTAL REVENUES | | 191,000.00 | 16,348.00 | 3,883.00 | 174,652.00 | |
| TOTAL EXPENDITURES | | 191,000.00 | 28,482.69 | 8,586.38 | 162,517.31 | |

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 03/31/2023

| GL Number | Description | 2023 Amended Budget | YTD Balance 03/31/2023 | Activity For 03/31/2023 | Available Balance 03/31/2023 | % Bdgt Used |
|---------------------------------|-------------|---------------------------|---------------------------|----------------------------|------------------------------------|----------------|
| Fund: 216 FESTIVALS | | | | | | |
| NET OF REVENUES & EXPENDITURES: | | 0.00 | (12,134.69) | (4,703.38) | 12,134.69 | |

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 03/31/2023

| GL Number | Description | 2023 Amended Budget | YTD Balance 03/31/2023 | Activity For 03/31/2023 | Available Balance 03/31/2023 | % Bdgt Used |
|--|----------------------------|---------------------------|---------------------------|----------------------------|------------------------------------|----------------|
| Fund: 217 PRESCHOOL | | | | | | |
| Account Category: Revenues | | | | | | |
| Department: 751 RECREATION / PARKS DEPARTMENT | | | | | | |
| 217-751-651.003 | PRESCHOOL CAMP TUITION | 4,160.00 | 0.00 | 0.00 | 4,160.00 | 0.00 |
| 217-751-651.007 | PRESCHOOL TUITION | 58,560.00 | 26,325.00 | 6,345.00 | 32,235.00 | 44.95 |
| 217-751-675.015 | PRESCHOOL FUNDRAISING | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| Total Dept 751 - RECREATION / PARKS DEPARTMENT | | 63,720.00 | 26,325.00 | 6,345.00 | 37,395.00 | 41.31 |
| Revenues | | 63,720.00 | 26,325.00 | 6,345.00 | 37,395.00 | 41.31 |
| Account Category: Expenditures | | | | | | |
| Department: 751 RECREATION / PARKS DEPARTMENT | | | | | | |
| 217-751-702.023 | SAL & WAGES PRESCHOOL | 54,840.00 | 12,391.25 | 5,750.60 | 42,448.75 | 22.60 |
| 217-751-713.000 | EMPLOYER SHARE FICA | 4,195.26 | 952.35 | 430.36 | 3,242.91 | 22.70 |
| 217-751-714.000 | EMPLOYEE MEDICAL INSURANCE | 1,000.00 | 250.00 | 250.00 | 750.00 | 25.00 |
| 217-751-740.028 | OPER SUPP/PRESCHOOL | 1,500.00 | 39.00 | 0.00 | 1,461.00 | 2.60 |
| 217-751-801.017 | BACKGROUND CHECKS | 37.00 | 0.00 | 0.00 | 37.00 | 0.00 |
| 217-751-840.000 | DUES & MEMBERSHIPS | 75.00 | 0.00 | 0.00 | 75.00 | 0.00 |
| 217-751-860.000 | CONFERENCE /TRANSPORTATION | 400.00 | 0.00 | 0.00 | 400.00 | 0.00 |
| 217-751-957.000 | EDUCATION / TRAINING | 150.00 | 20.00 | 0.00 | 130.00 | 13.33 |
| 217-751-980.015 | PRESCHOOL EQUIPMENT | 1,522.74 | 0.00 | 0.00 | 1,522.74 | 0.00 |
| Total Dept 751 - RECREATION / PARKS DEPARTMENT | | 63,720.00 | 13,652.60 | 6,430.96 | 50,067.40 | 21.43 |
| Expenditures | | 63,720.00 | 13,652.60 | 6,430.96 | 50,067.40 | 21.43 |
| Fund 217 - PRESCHOOL: | | | | | | |
| TOTAL REVENUES | | 63,720.00 | 26,325.00 | 6,345.00 | 37,395.00 | |
| TOTAL EXPENDITURES | | 63,720.00 | 13,652.60 | 6,430.96 | 50,067.40 | |
| NET OF REVENUES & EXPENDITURES: | | 0.00 | 12,672.40 | (85.96) | (12,672.40) | |

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 03/31/2023

| GL Number | Description | 2023 Amended Budget | YTD Balance 03/31/2023 | Activity For 03/31/2023 | Available Balance 03/31/2023 | % Bdgt Used |
|--|--------------------------------|---------------------------|---------------------------|----------------------------|------------------------------------|----------------|
| Fund: 218 SENIOR CENTER | | | | | | |
| Account Category: Revenues | | | | | | |
| Department: 751 RECREATION / PARKS DEPARTMENT | | | | | | |
| 218-751-590.000 | GRANTS | 3,000.00 | 0.00 | 0.00 | 3,000.00 | 0.00 |
| 218-751-650.030 | PROGRAM FEES - ENRICHMENT | 8,000.00 | 3,241.00 | 823.00 | 4,759.00 | 40.51 |
| 218-751-650.098 | PROGRAM FEES - FITNESS | 45,000.00 | 17,614.47 | 6,551.00 | 27,385.53 | 39.14 |
| 218-751-650.107 | TRAVEL | 20,000.00 | 6,367.50 | 0.00 | 13,632.50 | 31.84 |
| 218-751-675.009 | DONATIONS / PKS & RECS SENIORS | 600.00 | 500.00 | 0.00 | 100.00 | 83.33 |
| 218-751-675.013 | UNITED WAY SENIORS | 5,000.00 | 1,250.00 | 0.00 | 3,750.00 | 25.00 |
| 218-751-675.100 | FUNDRAISING ENRICHMENT | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 218-751-678.012 | MEMBERSHIP FEES | 35,000.00 | 9,570.80 | 1,904.00 | 25,429.20 | 27.35 |
| 218-751-678.030 | SPONSORSHIP FEES - ENRICHMENT | 1,000.00 | 550.00 | 0.00 | 450.00 | 55.00 |
| Total Dept 751 - RECREATION / PARKS DEPARTMENT | | 118,100.00 | 39,093.77 | 9,278.00 | 79,006.23 | 33.10 |
| Revenues | | 118,100.00 | 39,093.77 | 9,278.00 | 79,006.23 | 33.10 |
| Account Category: Expenditures | | | | | | |
| Department: 751 RECREATION / PARKS DEPARTMENT | | | | | | |
| 218-751-702.024 | SAL & WAGES -MARKETING | 5,056.80 | 1,264.20 | 1,264.20 | 3,792.60 | 25.00 |
| 218-751-702.027 | SAL & WAGES SENIORS | 41,600.00 | 11,040.00 | 4,800.00 | 30,560.00 | 26.54 |
| 218-751-713.000 | EMPLOYER SHARE FICA | 3,569.25 | 844.56 | 367.20 | 2,724.69 | 23.66 |
| 218-751-714.000 | EMPLOYEE MEDICAL INSURANCE | 1,000.00 | 250.00 | 250.00 | 750.00 | 25.00 |
| 218-751-714.004 | ICMA RETIREMENT | 4,160.00 | 52.00 | 1,040.00 | 4,108.00 | 1.25 |
| 218-751-727.000 | OFFICE SUPPLIES | 100.00 | 39.00 | 0.00 | 61.00 | 39.00 |
| 218-751-730.000 | POSTAGE | 900.00 | 76.20 | 76.20 | 823.80 | 8.47 |
| 218-751-740.032 | OPER SUPP/SENIORS | 4,500.00 | 70.26 | 15.92 | 4,429.74 | 1.56 |
| 218-751-740.061 | OPER SUPP/FITNESS | 10,000.00 | 39.98 | 39.98 | 9,960.02 | 0.40 |
| 218-751-740.070 | OPER SUPP/ TRAVEL | 20,000.00 | 849.88 | 0.00 | 19,150.12 | 4.25 |
| 218-751-804.008 | CONTRACT SERV - INSTRUCTORS | 20,000.00 | 4,440.00 | 1,720.00 | 15,560.00 | 22.20 |
| 218-751-840.000 | DUES & MEMBERSHIPS | 300.00 | 165.00 | 0.00 | 135.00 | 55.00 |
| 218-751-860.000 | CONFERENCE /TRANSPORTATION | 1,000.00 | 581.48 | 96.48 | 418.52 | 58.15 |
| 218-751-957.000 | EDUCATION / TRAINING | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 218-751-967.002 | GRANT EXPENSES | 3,000.00 | 0.00 | 0.00 | 3,000.00 | 0.00 |
| 218-751-970.000 | CAPITAL OUTLAY EQUIP | 2,413.95 | 0.00 | 0.00 | 2,413.95 | 0.00 |
| Total Dept 751 - RECREATION / PARKS DEPARTMENT | | 118,100.00 | 19,712.56 | 9,669.98 | 98,387.44 | 16.69 |
| Expenditures | | 118,100.00 | 19,712.56 | 9,669.98 | 98,387.44 | 16.69 |
| Fund 218 - SENIOR CENTER: | | | | | | |
| TOTAL REVENUES | | 118,100.00 | 39,093.77 | 9,278.00 | 79,006.23 | |
| TOTAL EXPENDITURES | | 118,100.00 | 19,712.56 | 9,669.98 | 98,387.44 | |
| NET OF REVENUES & EXPENDITURES: | | 0.00 | 19,381.21 | (391.98) | (19,381.21) | |

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 03/31/2023

| GL Number | Description | 2023 Amended Budget | YTD Balance 03/31/2023 | Activity For 03/31/2023 | Available Balance 03/31/2023 | % Bdgt Used |
|--|-----------------------------------|---------------------------|---------------------------|----------------------------|------------------------------------|----------------|
| Fund: 219 SUMMER DAY CAMP | | | | | | |
| Account Category: Revenues | | | | | | |
| Department: 751 RECREATION / PARKS DEPARTMENT | | | | | | |
| 219-751-651.003 | SUMMER CAMP | 70,000.00 | 23,050.00 | 7,350.00 | 46,950.00 | 32.93 |
| 219-751-651.025 | SPECIALTY CAMPS | 5,000.00 | 3,325.00 | 750.00 | 1,675.00 | 66.50 |
| 219-751-678.030 | SPONSORSHIP FEES - ENRICHMENT | 5,000.00 | 0.00 | 0.00 | 5,000.00 | 0.00 |
| Total Dept 751 - RECREATION / PARKS DEPARTMENT | | 80,000.00 | 26,375.00 | 8,100.00 | 53,625.00 | 32.97 |
| Revenues | | 80,000.00 | 26,375.00 | 8,100.00 | 53,625.00 | 32.97 |
| Account Category: Expenditures | | | | | | |
| Department: 751 RECREATION / PARKS DEPARTMENT | | | | | | |
| 219-751-702.025 | SAL & WAGES SUMMER CAMP MANAGER | 4,800.00 | 231.00 | 0.00 | 4,569.00 | 4.81 |
| 219-751-702.036 | SAL & WAGE SUMMER CAMP SUPERVISOR | 8,820.00 | 487.50 | 0.00 | 8,332.50 | 5.53 |
| 219-751-702.037 | SAL & WAGES SUMMER CAMP COUNSELOR | 44,000.00 | 298.25 | 0.00 | 43,701.75 | 0.68 |
| 219-751-713.000 | EMPLOYER SHARE FICA | 4,407.93 | 0.00 | 0.00 | 4,407.93 | 0.00 |
| 219-751-740.003 | OPER SUPPLIES/T-SHIRTS | 1,500.00 | 0.00 | 0.00 | 1,500.00 | 0.00 |
| 219-751-740.033 | OPER SUPP/SUMMER CAMP | 5,000.00 | 71.52 | 0.00 | 4,928.48 | 1.43 |
| 219-751-740.041 | OPERATING SUPPLIES SNACKS | 500.00 | 23.04 | 0.00 | 476.96 | 4.61 |
| 219-751-740.042 | FIELD TRIPS | 10,000.00 | 0.00 | 0.00 | 10,000.00 | 0.00 |
| 219-751-801.017 | BACKGROUND CHECKS | 180.00 | 0.00 | 0.00 | 180.00 | 0.00 |
| 219-751-860.000 | CONFERENCE /TRANSPORTATION | 150.00 | 0.00 | 0.00 | 150.00 | 0.00 |
| 219-751-900.000 | MARKETING PRINTING & PUBLISHING | 500.00 | 250.00 | 250.00 | 250.00 | 50.00 |
| 219-751-957.000 | EDUCATION / TRAINING | 142.07 | 0.00 | 0.00 | 142.07 | 0.00 |
| Total Dept 751 - RECREATION / PARKS DEPARTMENT | | 80,000.00 | 1,361.31 | 250.00 | 78,638.69 | 1.70 |
| Expenditures | | 80,000.00 | 1,361.31 | 250.00 | 78,638.69 | 1.70 |
| Fund 219 - SUMMER DAY CAMP: | | | | | | |
| TOTAL REVENUES | | 80,000.00 | 26,375.00 | 8,100.00 | 53,625.00 | |
| TOTAL EXPENDITURES | | 80,000.00 | 1,361.31 | 250.00 | 78,638.69 | |
| NET OF REVENUES & EXPENDITURES: | | 0.00 | 25,013.69 | 7,850.00 | (25,013.69) | |

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 03/31/2023

| GL Number | Description | 2023 Amended Budget | YTD Balance 03/31/2023 | Activity For 03/31/2023 | Available Balance 03/31/2023 | % Bdg Used |
|--|-------------------------------|---------------------------|---------------------------|----------------------------|------------------------------------|---------------|
| Fund: 221 TEEN CENTER | | | | | | |
| Account Category: Revenues | | | | | | |
| Department: 751 RECREATION / PARKS DEPARTMENT | | | | | | |
| 221-751-649.000 | CONCESSION SALES TEEN | 3,604.33 | 2,139.85 | 713.10 | 1,464.48 | 59.37 |
| 221-751-650.005 | PROGRAM FEES TEENS | 26,000.00 | 3,340.00 | 415.00 | 22,660.00 | 12.85 |
| 221-751-650.060 | PROGRAM FEES - YOUTH | 0.00 | 500.00 | 500.00 | (500.00) | 100.00 |
| 221-751-675.010 | DONATIONS - TEEN | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 221-751-675.012 | UNITED WAY - TEENS | 20,000.00 | 5,000.00 | 0.00 | 15,000.00 | 25.00 |
| 221-751-675.110 | FUNDRAISING | 18,000.00 | 725.00 | 0.00 | 17,275.00 | 4.03 |
| 221-751-678.010 | SPONSORSHIPS | 12,000.00 | 500.00 | 0.00 | 11,500.00 | 4.17 |
| 221-751-679.100 | GRANTS > \$1000 | 40,000.00 | 0.00 | 0.00 | 40,000.00 | 0.00 |
| Total Dept 751 - RECREATION / PARKS DEPARTMENT | | 120,604.33 | 12,204.85 | 1,628.10 | 108,399.48 | 10.12 |
| Revenues | | 120,604.33 | 12,204.85 | 1,628.10 | 108,399.48 | 10.12 |
| Account Category: Expenditures | | | | | | |
| Department: 751 RECREATION / PARKS DEPARTMENT | | | | | | |
| 221-751-702.026 | SAL & WAGES TEEN MANAGERS | 36,648.00 | 12,177.00 | 5,428.80 | 24,471.00 | 33.23 |
| 221-751-702.035 | SAL & WAGES TEEN COORDINATOR | 14,700.00 | 2,871.25 | 1,181.25 | 11,828.75 | 19.53 |
| 221-751-702.041 | SAL & WAGES - TEEN SUPERVISOR | 23,940.00 | 7,197.65 | 3,601.40 | 16,742.35 | 30.07 |
| 221-751-713.000 | EMPLOYER SHARE FICA | 5,759.53 | 1,737.42 | 768.61 | 4,022.11 | 30.17 |
| 221-751-714.000 | EMPLOYEE MEDICAL INSURANCE | 5,500.00 | 2,087.68 | 540.10 | 3,412.32 | 37.96 |
| 221-751-714.004 | ICMA RETIREMENT | 4,544.80 | 84.24 | 1,176.24 | 4,460.56 | 1.85 |
| 221-751-727.000 | OFFICE SUPPLIES | 300.00 | 39.00 | 0.00 | 261.00 | 13.00 |
| 221-751-740.003 | OPER SUPPLIES/T-SHIRTS | 300.00 | 0.00 | 0.00 | 300.00 | 0.00 |
| 221-751-740.015 | OPER SUPP/CONCESSIONS | 1,800.00 | 1,367.92 | 445.97 | 432.08 | 76.00 |
| 221-751-740.036 | OPER SUPPLIES - TEENS | 3,300.00 | 1,579.50 | 480.93 | 1,720.50 | 47.86 |
| 221-751-840.000 | DUES & MEMBERSHIPS | 200.00 | 330.00 | 0.00 | (130.00) | 165.00 |
| 221-751-860.000 | CONFERENCE /TRANSPORTATION | 700.00 | 584.66 | 57.16 | 115.34 | 83.52 |
| 221-751-900.000 | PRINTING & PUBLISHING | 500.00 | 275.00 | 125.00 | 225.00 | 55.00 |
| 221-751-957.000 | EDUCATION / TRAINING | 0.00 | 375.00 | 0.00 | (375.00) | 100.00 |
| 221-751-970.000 | CAPITAL OUTLAY EQUIP | 2,412.00 | 0.00 | 0.00 | 2,412.00 | 0.00 |
| 221-751-979.100 | GRANTS >\$1000 EXP | 20,000.00 | 0.00 | 0.00 | 20,000.00 | 0.00 |
| Total Dept 751 - RECREATION / PARKS DEPARTMENT | | 120,604.33 | 30,706.32 | 13,805.46 | 89,898.01 | 25.46 |
| Expenditures | | 120,604.33 | 30,706.32 | 13,805.46 | 89,898.01 | 25.46 |
| Fund 221 - TEEN CENTER: | | | | | | |
| TOTAL REVENUES | | 120,604.33 | 12,204.85 | 1,628.10 | 108,399.48 | |
| TOTAL EXPENDITURES | | 120,604.33 | 30,706.32 | 13,805.46 | 89,898.01 | |
| NET OF REVENUES & EXPENDITURES: | | 0.00 | (18,501.47) | (12,177.36) | 18,501.47 | |

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 03/31/2023

| GL Number | Description | 2023 Amended Budget | YTD Balance 03/31/2023 | Activity For 03/31/2023 | Available Balance 03/31/2023 | % Bdgt Used |
|--|------------------------------|---------------------------|---------------------------|----------------------------|------------------------------------|----------------|
| Fund: 223 DOG PARK | | | | | | |
| Account Category: Revenues | | | | | | |
| Department: 751 RECREATION / PARKS DEPARTMENT | | | | | | |
| 223-751-675.074 | DOG PARK SALES - FOBS | 10,550.00 | 2,140.00 | 470.00 | 8,410.00 | 20.28 |
| 223-751-678.010 | SPONSORSHIP FEES | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| Total Dept 751 - RECREATION / PARKS DEPARTMENT | | 11,550.00 | 2,140.00 | 470.00 | 9,410.00 | 18.53 |
| Revenues | | 11,550.00 | 2,140.00 | 470.00 | 9,410.00 | 18.53 |
| Account Category: Expenditures | | | | | | |
| Department: 751 RECREATION / PARKS DEPARTMENT | | | | | | |
| 223-751-740.000 | OPERATING SUPPLIES | 2,200.00 | 1,259.60 | 0.00 | 940.40 | 57.25 |
| 223-751-801.018 | MANAGEMENT SERVICES | 5,000.00 | 1,250.00 | 1,250.00 | 3,750.00 | 25.00 |
| 223-751-900.000 | PRINTING & PUBLISHING | 0.00 | 135.05 | 0.00 | (135.05) | 100.00 |
| 223-751-910.000 | INSURANCE | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 223-751-930.000 | REPAIR & MAINTENANCE | 650.00 | 0.00 | 0.00 | 650.00 | 0.00 |
| 223-751-967.072 | DOG PARK GROUNDS MAINTENANCE | 2,800.00 | 0.00 | 0.00 | 2,800.00 | 0.00 |
| 223-751-970.000 | CAPITAL OUTLAY EQUIP | 400.00 | 0.00 | 0.00 | 400.00 | 0.00 |
| Total Dept 751 - RECREATION / PARKS DEPARTMENT | | 11,550.00 | 2,644.65 | 1,250.00 | 8,905.35 | 22.90 |
| Expenditures | | 11,550.00 | 2,644.65 | 1,250.00 | 8,905.35 | 22.90 |
| Fund 223 - DOG PARK: | | | | | | |
| TOTAL REVENUES | | 11,550.00 | 2,140.00 | 470.00 | 9,410.00 | |
| TOTAL EXPENDITURES | | 11,550.00 | 2,644.65 | 1,250.00 | 8,905.35 | |
| NET OF REVENUES & EXPENDITURES: | | 0.00 | (504.65) | (780.00) | 504.65 | |
| Report Totals: | | | | | | |
| TOTAL REVENUES - ALL FUNDS | | 1,584,974.33 | 492,549.47 | 60,916.37 | 1,092,424.86 | |
| TOTAL EXPENDITURES - ALL FUNDS | | 1,584,974.33 | 390,398.99 | 146,831.73 | 1,194,575.34 | |
| NET OF REVENUES & EXPENDITURES: | | 0.00 | 102,150.48 | (85,915.36) | (102,150.48) | |

HAPRA 2023 BUDGET
DEPT SUMMARY

| | APPROVED | Q1 AMENDED | Differential |
|-------|--------------|--------------|--------------|
| 208 | 807,700.00 | 821,650.00 | 13,950.00 |
| 214 | 192,300.00 | 208,800.00 | 16,500.00 |
| 216 | 191,000.00 | 181,000.00 | -10,000.00 |
| 217 | 63,720.00 | 63,720.00 | 0.00 |
| 218 | 118,100.00 | 110,100.00 | -8,000.00 |
| 219 | 80,000.00 | 81,500.00 | 1,500.00 |
| 221 | 120,604.33 | 94,500.00 | -26,104.33 |
| 223 | 11,550.00 | 11,550.00 | 0.00 |
| | | | |
| TOTAL | 1,584,974.33 | 1,572,820.00 | -12,154.33 |

| GL NUMBER | DESCRIPTION | 2,023.00 APPROVED | Q1 AMENDMENTS |
|--|-----------------------------------|----------------------|------------------|
| Fund 208 - PARKS & REC AUTHORITY | | | |
| Revenues | | | |
| Dept 751 - RECREATION / PARKS DEPARTMENT | | | |
| 208-751-587.001 | PK/RC MARION TWP PARTICIPATION | 120,000.00 | 120,000.00 |
| 208-751-587.002 | PK/RC GENOA TWP PARTICIPATION | 120,000.00 | 120,000.00 |
| 208-751-587.003 | PK/RC OCEOLA TWP PARTICIPATION | 120,000.00 | 120,000.00 |
| 208-751-587.005 | PK/RC HOWELL CITY PARTICIPATION | 120,000.00 | 120,000.00 |
| 208-751-587.006 | PK/RC HOWELL TWP PARTICIPATION | 120,000.00 | 120,000.00 |
| 208-751-587.100 | PK/RC NONRESIDENT MEMBERSHIP | 0.00 | 0.00 |
| 208-751-650.106 | FACILITY MEMBERSHIPS | 85,000.00 | 88,500.00 |
| 208-751-651.020 | BENNETT BLDG RENTAL FEES | 0.00 | 200.00 |
| 208-751-651.022 | OCEOLA BLDG RENTAL FEES | 75,000.00 | 81,000.00 |
| 208-751-651.026 | GYMNASIUM RENTALS | 30,000.00 | 32,800.00 |
| 208-751-665.000 | INVESTMENT INTEREST | 300.00 | 600.00 |
| 208-751-671.002 | MISC REVENUES | 400.00 | 2,300.00 |
| 208-751-675.026 | GIFT CERTIFICATE | 1,000.00 | 250.00 |
| 208-751-675.055 | BEACH MANAGEMENT FEES | 0.00 | 0.00 |
| 208-751-675.075 | DOG PARK MAINT SERV FEES | 5,000.00 | 5,000.00 |
| 208-751-678.010 | SPONSORSHIP | 11,000.00 | 11,000.00 |
| Total Dept 751 - RECREATION / PARKS DEPARTMENT | | | |
| TOTAL REVENUES | | 807,700.00 | 821,650.00 |
| Expenditures | | | |
| Dept 751 - RECREATION / PARKS DEPARTMENT | | | |
| 208-751-702.001 | SAL & WAGES DIRECTOR | 70,233.39 | 70,233.39 |
| 208-751-702.003 | SAL & WAGES - BUSINESS MANAGER | 46,000.00 | 46,000.00 |
| 208-751-702.004 | SAL & WAGES - OPERATIONS MGR | 29,809.68 | 29,809.68 |
| 208-751-702.024 | SAL & WAGES -MARKETING | 29,183.60 | 29,183.60 |
| 208-751-702.030 | SAL & WAGES FRONT OFFICE | 90,000.00 | 90,000.00 |
| 208-751-702.034 | SAL & WAGE FACILITIES MAINT/COORD | 75,000.00 | 75,000.00 |
| 208-751-713.000 | EMPLOYER SHARE FICA | 26,027.34 | 26,027.34 |
| 208-751-714.000 | EMPLOYEE MEDICAL INSURANCE | 18,040.00 | 18,040.00 |
| 208-751-714.002 | EMP DISABILITY /LIFE INSURANCE | 0.00 | 0.00 |
| 208-751-714.004 | ICMA RETIREMENT | 20,510.06 | 20,510.06 |
| 208-751-727.000 | OFFICE SUPPLIES | 1,500.00 | 1,500.00 |
| 208-751-730.000 | POSTAGE | 5,000.00 | 5,000.00 |
| 208-751-740.000 | OPERATING SUPPLIES - GENL | 1,500.00 | 1,500.00 |
| 208-751-740.026 | OPERATING SUPPLIES SHIRTS/BADGES | 2,500.00 | 2,500.00 |
| 208-751-751.000 | GASOLINE & DIESEL FUEL | 3,000.00 | 3,000.00 |
| 208-751-801.000 | PROFESSIONAL SERVICES | 30,000.00 | 30,000.00 |

| | | | |
|--|------------------------------------|------------|------------|
| 208-751-804.000 | CONTRACTUAL SERVICES | 7,500.00 | 12,000.00 |
| 208-751-840.000 | DUES, SUBSCRIPTIONS & MEMBERSHIPS | 3,000.00 | 3,000.00 |
| 208-751-850.000 | COMMUNICATION - TELEPHONES | 10,000.00 | 10,000.00 |
| 208-751-850.008 | COMMUNICATION - INTERNET & CABLE | 19,000.00 | 19,000.00 |
| 208-751-850.030 | COMMUNICATIONS INTERNET YOUTH CNTR | 0.00 | 0.00 |
| 208-751-860.000 | TRAVEL | 6,000.00 | 6,000.00 |
| 208-751-900.000 | MARKETING, PRINTING & PUBLISHING | 15,000.00 | 15,000.00 |
| 208-751-910.000 | INSURANCE | 40,500.00 | 40,500.00 |
| 208-751-920.000 | UTILITIES - ELECTRICITY BENNETT | 6,500.00 | 6,500.00 |
| 208-751-920.001 | UTILITIES - GAS BENNETT | 6,500.00 | 6,500.00 |
| 208-751-920.002 | UTILITIES - WAT / SEW BENNETT | 2,000.00 | 2,000.00 |
| 208-751-920.003 | UTILITIES - RUBBISH BENNETT | 900.00 | 900.00 |
| 208-751-920.012 | UTILITIES - ELEC/OCEOLA | 48,000.00 | 48,000.00 |
| 208-751-920.013 | UTILITIES - GAS/OCEOLA | 12,000.00 | 12,000.00 |
| 208-751-920.014 | UTILITIES - WATER/OCEOLA | 1,500.00 | 1,500.00 |
| 208-751-920.015 | UTILITIES - RUBBISH/OCEOLA | 850.00 | 850.00 |
| 208-751-930.000 | GROUNDS MAINTENANCE BENNETT | 4,000.00 | 4,000.00 |
| 208-751-930.006 | REPAIR & MAINT - VEHICLES | 2,000.00 | 2,000.00 |
| 208-751-930.014 | GROUND MAINTENANCE OCEOLA | 45,000.00 | 45,000.00 |
| 208-751-931.000 | BLDG R & M AND SUPPLIES BENNETT | 8,000.00 | 8,000.00 |
| 208-751-931.014 | BLDG R & M OCEOLA | 10,000.00 | 10,000.00 |
| 208-751-940.000 | EQUIPMENT RENTAL | 35,000.00 | 35,000.00 |
| 208-751-940.040 | OCEOLA RENT | 24,000.00 | 24,000.00 |
| 208-751-956.000 | MISCELLANEOUS | 1,045.93 | 1,045.93 |
| 208-751-956.003 | BANK CHARGES & FEES | 18,000.00 | 18,000.00 |
| 208-751-957.000 | EDUCATION / TRAINING | 600.00 | 600.00 |
| 208-751-970.000 | CAPITAL OUTLAY / EQUIPMENT | 0.00 | 0.00 |
| 208-751-980.000 | OFFICE EQUIPMENT | 0.00 | 750.00 |
| 208-751-980.004 | EQUIP / COMPUTER HARDWARE | 2,500.00 | 1,200.00 |
| 208-751-980.005 | EQUIPMENT/COMPUTER SOFTWARE | 30,000.00 | 30,000.00 |
| 208-751-991.000 | PRINCIPAL | | 10,000.00 |
| Total Dept 751 - RECREATION / PARKS DEPARTMENT | | | |
| | | | 0.00 |
| TOTAL EXPENDITURES | | 807,700.00 | 821,650.00 |
| Fund 208 - PARKS & REC AUTHORITY: | | | |
| TOTAL REVENUES | | 807,700.00 | 821,650.00 |
| TOTAL EXPENDITURES | | 807,700.00 | 821,650.00 |
| NET OF REVENUES & EXPENDITURES | | 0.00 | 0.00 |

| GL NUMBER | DESCRIPTION | 2,023.00 APPROVED | Q1 AMENDMENTS |
|-----------|-------------|----------------------|------------------|
|-----------|-------------|----------------------|------------------|

Fund 214 - YOUTH SPORTS

Revenues

Dept 751 - RECREATION / PARKS DEPARTMENT

| | | | |
|--|-------------------------------|------------|------------|
| 214-751-650.006 | GENOA SOCCER FIELD RENTALS | 15,000.00 | 7,500.00 |
| 214-751-650.050 | PROGRAM FEES - VOLLEYBALL | 11,000.00 | 15,000.00 |
| 214-751-650.051 | PROGRAM FEES - ENRICHMENT | 17,000.00 | 17,000.00 |
| 214-751-650.052 | PROGRAM FEES - PICKLEBALL | 2,500.00 | 2,500.00 |
| 214-751-650.053 | PROGRAM FEES - SOCCER | 100,000.00 | 120,000.00 |
| 214-751-650.054 | PROGRAM FEES - BASKETBALL | 30,000.00 | 30,000.00 |
| 214-751-650.094 | PROGRAM FEES - SOFTBALL | 2,300.00 | 2,300.00 |
| 214-751-650.055 | PROGRAM FEES - SPECIAL EVENTS | 0.00 | 0.00 |
| 214-751-650.102 | DROP IN SPORTS | 10,000.00 | 10,000.00 |
| 214-751-651.009 | PAGE FIELD RENTAL | 0.00 | 0.00 |
| 214-751-678.095 | SPONSORSHIP FEES | 4,500.00 | 4,500.00 |
| Total Dept 751 - RECREATION / PARKS DEPARTMENT | | | |
| TOTAL REVENUES | | 192,300.00 | 208,800.00 |

Expenditures

Dept 751 - RECREATION / PARKS DEPARTMENT

| | | | |
|-----------------|---------------------------------------|-----------|-----------|
| 214-751-702.080 | SAL & WAGES YOUTH SPORTS MGR | 42,848.00 | 42,848.00 |
| 214-751-702.081 | SAL & WAGES YOUTH SPORTS COORDINATORS | 0.00 | 0.00 |
| 214-751-702.004 | SAL & WAGES OPERATION MGR | 12,423.20 | 12,423.20 |
| 214-751-702.081 | SAL & WAGES - SPORTS COORDINATOR | | 25,000.00 |
| 214-751-702.083 | SAL & WAGES - YOUTH FACILITIES COOR | 25,000.00 | 0.00 |
| 214-751-713.000 | EMPLOYER SHARE FICA | 5,190.37 | 5,190.37 |
| 214-751-714.000 | EMPLOYEE MEDICAL INSURANCE | 1,000.00 | 1,000.00 |
| 214-751-714.002 | EMP DISABILITY /LIFE INSURANCE | 0.00 | 0.00 |
| 214-751-714.004 | ICMA RETIREMENT | 4,284.80 | 4,284.80 |
| 214-751-740.000 | OPERATING SUPPLIES | 3,600.00 | 3,600.00 |
| 214-751-740.080 | OPER SUPPLIES/VOLLEYBALL | 1,500.00 | 1,500.00 |
| 214-751-740.081 | OPER SUPP/ SOCCER | 25,000.00 | 30,000.00 |
| 214-751-740.083 | OPERATING SUPPLIES - PICKLEBALL | 2,000.00 | 2,000.00 |
| 214-751-740.086 | OPERATING SUPPLIES - BASKETBALL | 5,000.00 | 9,500.00 |
| 214-751-801.017 | BACKGROUND CHECKS | 750.00 | 3,500.00 |
| 214-751-804.008 | CONTRACT SERV - INSTRUCTORS | 4,500.00 | 4,500.00 |
| 214-751-804.009 | CONTRACT SERV - OFFCL /COACHES | 7,000.00 | 7,000.00 |
| 214-751-804.010 | CONTRACT SERV - FIELD MAINTENANCE | 40,000.00 | 40,000.00 |
| 214-751-840.000 | DUES & MEMBERSHIPS | 200.00 | 200.00 |
| 214-751-860.000 | CONFERENCE /TRANSPORTATION | 1,000.00 | 1,000.00 |
| 214-751-920.002 | UTILITIES - WAT / SEW | 3,000.00 | 3,000.00 |

| | | | |
|--|----------------------|------------|------------|
| 214-751-942.001 | PORTA JOHN RENTALS | 4,000.00 | 4,000.00 |
| 214-751-957.000 | EDUCATION / TRAINING | 50.00 | 200.00 |
| 214-751-964.001 | PROGRAM REFUNDS | | |
| 214-751-970.000 | CAPITAL OUTLAY | 137.63 | 3,877.63 |
| | 2% capital | 3,816.00 | 4,176.00 |
| | | | |
| Total Dept 751 - RECREATION / PARKS DEPARTMENT | | | |
| | | | |
| | | | |
| TOTAL EXPENDITURES | | 192,300.00 | 208,800.00 |
| | | | |
| Fund 214 - YOUTH SPORTS: | | | |
| TOTAL REVENUES | | 192,300.00 | 208,800.00 |
| TOTAL EXPENDITURES | | 192,300.00 | 208,800.00 |
| NET OF REVENUES & EXPENDITURES | | 0.00 | 0.00 |

| GL NUMBER | DESCRIPTION | 2,023.00 APPROVED | Q1 AMENDMENTS |
|-----------|-------------|----------------------|------------------|
|-----------|-------------|----------------------|------------------|

Fund 216 - FESTIVALS

Revenues

| Dept 751 - RECREATION / PARKS DEPARTMENT | | | |
|--|-----------------------------------|------------|------------|
| 216-751-650.003 | PROGRAM FEES SPECIAL EVENTS | 30,000.00 | 20,000.00 |
| 216-751-675.101 | FUNDRAISING - SPECIAL EVENTS | 1,000.00 | 1,000.00 |
| 216-751-678.039 | PROGRAM FEES - MELON FEST | 15,000.00 | 15,000.00 |
| 216-751-678.040 | SPONSORSHIP FEES MELON FESTIVAL | 32,000.00 | 32,000.00 |
| 216-751-678.041 | STREET VENDOR FEES MELON | 15,000.00 | 15,000.00 |
| 216-751-678.042 | FESTIVAL TENT MELON FEST | 18,000.00 | 18,000.00 |
| 216-751-678.047 | SPONSORSHIP FEES MELON RUN | 10,000.00 | 10,000.00 |
| 216-751-678.048 | PROGRAM FEES MELON RUN | 17,500.00 | 17,500.00 |
| 216-751-678.049 | FOOD VENDOR FEES MELON | 10,000.00 | 10,000.00 |
| 216-751-678.050 | SPONSORSHIP FEES LEGEND | 12,000.00 | 12,000.00 |
| 216-751-678.054 | PROGRAM FEES LEGEND | 2,500.00 | 2,500.00 |
| 216-751-678.057 | SPONSORSHIP FEES HORSEMAN RUN | 4,000.00 | 4,000.00 |
| 216-751-678.058 | PROGRAM FEES HORSEMAN RUN | 14,000.00 | 14,000.00 |
| 216-751-678.070 | SPONSORSHIP FEES - SPECIAL EVENTS | 10,000.00 | 10,000.00 |
| 216-751-678.075 | PROGRAM FEES DOC MAY RIDE | | |
| Total Dept 751 - RECREATION / PARKS DEPARTMENT | | | |
| TOTAL REVENUES | | 191,000.00 | 181,000.00 |

Expenditures

| Dept 751 - RECREATION / PARKS DEPARTMENT | | | |
|--|-------------------------------------|-----------|-----------|
| 216-751-702.001 | SAL & WAGES FESTIVAL DIRECTOR | 41,600.00 | 41,600.00 |
| 216-751-702.004 | SAL & WAGES OPERATIONS MANAGER | 7,453.92 | 7,453.92 |
| 216-751-702.103 | SALARY & WAGES STAFF | 17,400.00 | 17,400.00 |
| 216-751-713.000 | EMPLOYER SHARE FICA | 5,083.72 | 5,083.72 |
| 216-751-714.000 | EMPLOYEE MEDICAL INSURANCE | 1,000.00 | 1,000.00 |
| 216-751-714.002 | EMP DISABILITY /LIFE INSURANCE | | |
| 216-751-714.004 | ICMA RETIREMENT | 4,160.00 | 4,160.00 |
| 216-751-727.000 | OFFICE SUPPLIES | 115.00 | 115.00 |
| 216-751-730.000 | POSTAGE | 100.00 | 100.00 |
| 216-751-740.000 | OPERATING SUPPLIES | 1,000.00 | 1,000.00 |
| 216-751-740.035 | OPER SUPPLIES - SPECIAL EVENTS | 24,500.00 | 19,500.00 |
| 216-751-740.102 | OPER SUPP MELON FESTIVAL | 47,800.00 | 47,800.00 |
| 216-751-740.106 | OPER SUPP MELON RUN | 5,800.00 | 5,800.00 |
| 216-751-740.201 | OPER SUPP LEGEND OF SLEEPY HOWELL | 15,000.00 | 10,000.00 |
| 216-751-740.203 | OPER SUPPLIES HEADLESS HORSEMAN RUN | 3,500.00 | 3,500.00 |
| 216-751-840.000 | DUES & MEMBERSHIPS | 200.00 | 200.00 |
| 216-751-860.000 | CONFERENCE /TRANSPORTATION | 1,000.00 | 1,000.00 |

| | | | |
|--|-----------------------|------------|------------|
| 216-751-900.000 | PRINTING & PUBLISHING | 3,500.00 | 3,500.00 |
| 216-751-942.001 | PORTA JOHN RENTALS | 6,000.00 | 6,000.00 |
| 216-751-957.000 | EDUCATION / TRAINING | 100.00 | 100.00 |
| 216-751-964.001 | PROGRAM REFUNDS | | |
| 216-751-970.000 | CAPITAL OUTLAY EQUIP | 177.36 | 177.36 |
| | 2% capital | 3,810.00 | 3,810.00 |
| | COMPUTER HARDWARE | 1,700.00 | 1,700.00 |
| Total Dept 751 - RECREATION / PARKS DEPARTMENT | | | |
| | | | |
| TOTAL EXPENDITURES | | 191,000.00 | 181,000.00 |
| | | | |
| Fund 216 - FESTIVALS: | | | |
| TOTAL REVENUES | | 191,000.00 | 181,000.00 |
| TOTAL EXPENDITURES | | 191,000.00 | 181,000.00 |
| NET OF REVENUES & EXPENDITURES | | 0.00 | 0.00 |

| GL NUMBER | DESCRIPTION | 2,023.00 APPROVED | Q1 AMENDMENTS |
|-----------|-------------|----------------------|------------------|
|-----------|-------------|----------------------|------------------|

Fund 217 - PRESCHOOL

Revenues

| Dept 751 - RECREATION / PARKS DEPARTMENT | | | |
|--|---------------------------|-----------|-----------|
| 217-751-590.000 | GRANTS | 0.00 | 0.00 |
| 217-751-651.003 | SUMMER CAMP TUITION | 4,160.00 | 4,160.00 |
| 217-751-651.007 | REC FEE/PRESCHOOL TUITION | 58,560.00 | 58,560.00 |
| 217-751-651.030 | REGISTRATION FEE | | |
| 217-751-675.015 | PRESCHOOL FUNDRAISING | 1,000.00 | 1,000.00 |
| 217-751-675.040 | DONATIONS - GENERAL | 0.00 | 0.00 |
| Total Dept 751 - RECREATION / PARKS DEPARTMENT | | | |
| TOTAL REVENUES | | 63,720.00 | 63,720.00 |

Expenditures

| Dept 751 - RECREATION / PARKS DEPARTMENT | | | |
|--|----------------------------|-----------|-----------|
| 217-751-702.023 | SAL & WAGES PRESCHOOL | 54,840.00 | 54,840.00 |
| 217-751-713.000 | EMPLOYER SHARE FICA | 4,195.26 | 4,195.26 |
| 217-751-714.000 | EMPLOYEE MEDICAL INSURANCE | 1,000.00 | 1,000.00 |
| 217-751-727.000 | OFFICE SUPPLIES | 0.00 | 0.00 |
| 217-751-740.028 | OPER SUPP/PRESCHOOL | 1,500.00 | 1,500.00 |
| 217-751-801.017 | BACKGROUND CHECKS | 37.00 | 37.00 |
| 218-751-840.000 | DUES, MEMBERSHIPS | 75.00 | 75.00 |
| 217-751-860.000 | CONFERENCE /TRANSPORTATION | 400.00 | 400.00 |
| 217-751-957.000 | EDUCATION / TRAINING | 150.00 | 150.00 |
| 217-751-964.001 | PROGRAM REFUNDS | | |
| 217-751-970.000 | CAPITAL IMPROVEMENTS | 0.00 | 0.00 |
| | 2% capital | 0.00 | 1,274.40 |
| 217-751-980.000 | OFFICE EQUIPMENT | 0.00 | 0.00 |
| 217-751-980.015 | PRESCHOOL EQUIPMENT | 1,522.74 | 248.34 |

| | | | |
|--|--|-----------|-----------|
| Total Dept 751 - RECREATION / PARKS DEPARTMENT | | | |
| TOTAL EXPENDITURES | | 63,720.00 | 63,720.00 |
| Fund 217 - PRESCHOOL: | | | |
| TOTAL REVENUES | | 63,720.00 | 63,720.00 |
| TOTAL EXPENDITURES | | 63,720.00 | 63,720.00 |
| NET OF REVENUES & EXPENDITURES | | 0.00 | 0.00 |

| GL NUMBER | DESCRIPTION | 2,023.00 APPROVED | Q1 AMENDMENTS |
|-----------|-------------|----------------------|------------------|
|-----------|-------------|----------------------|------------------|

Fund 218 - HEALTH/WELLNESS

2,023.00
PROPOSED

Revenues

| Dept 751 - RECREATION / PARKS DEPARTMENT | | | |
|--|--------------------------------|------------|------------|
| 218-751-590.000 | GRANTS | 3,000.00 | 0.00 |
| 218-751-650.030 | PROGRAM FEES - ENRICHMENT | 8,000.00 | 8,000.00 |
| 218-751-650.098 | PROGRAM FEES - FITNESS | 45,000.00 | 45,000.00 |
| 218-751-650.107 | PROGRAM FEES - TRAVEL | 20,000.00 | 15,000.00 |
| 218-751-675.009 | DONATIONS / PKS & RECS SENIORS | 600.00 | 600.00 |
| 218-751-675.013 | UNITED WAY SENIORS | 5,000.00 | 5,000.00 |
| 218-751-675.100 | FUNDRAISING ENRICHMENT | 500.00 | 500.00 |
| 218-751-678.012 | MEMBERSHIP FEES | 35,000.00 | 35,000.00 |
| 218-751-678.030 | SPONSORSHIPS | 1,000.00 | 1,000.00 |
| Total Dept 751 - RECREATION / PARKS DEPARTMENT | | | |
| TOTAL REVENUES | | 118,100.00 | 110,100.00 |

Expenditures

| Dept 751 - RECREATION / PARKS DEPARTMENT | | | |
|--|---------------------------------|-----------|-----------|
| 218-751-702.024 | SAL & WAGES MARKETING | 5,056.80 | 5,056.80 |
| 218-751-702.027 | SAL & WAGES SENIORS | 41,600.00 | 41,600.00 |
| 218-751-713.000 | EMPLOYER SHARE FICA | 3,569.25 | 3,569.25 |
| 218-751-714.000 | EMPLOYEE MEDICAL INSURANCE | 1,000.00 | 1,000.00 |
| 218-751-714.002 | EMP DISABILITY /LIFE INSURANCE | | 0.00 |
| 218-751-714.004 | ICMA RETIREMENT | 4,160.00 | 4,160.00 |
| 218-751-727.000 | OFFICE SUPPLIES | 100.00 | 100.00 |
| 218-751-730.000 | POSTAGE | 900.00 | 900.00 |
| 218-751-740.032 | OPER SUPP/SENIORS | 4,500.00 | 4,500.00 |
| 218-751-740.061 | OPER SUPP/FITNESS | 10,000.00 | 10,000.00 |
| 218-751-740.070 | OPER SUPP/TRAVEL | 20,000.00 | 15,000.00 |
| 218-751-804.008 | CONTRACT SERV - INSTRUCTORS | 20,000.00 | 20,000.00 |
| 218-751-804.080 | CONTRACT SERVICES ENTERTAINMENT | 0.00 | 0.00 |
| 218-751-840.000 | DUES & MEMBERSHIPS | 300.00 | 300.00 |
| 218-751-860.000 | CONFERENCE /TRANSPORTATION | 1,000.00 | 1,000.00 |
| 218-751-900.000 | MARKETING | 0.00 | 0.00 |
| 218-751-957.000 | EDUCATION / TRAINING | 500.00 | 500.00 |
| 218-751-967.002 | GRANT EXPENSES | 3,000.00 | 0.00 |
| 218-751-970.000 | CAPITAL OUTLAY EQUIP | 53.95 | 211.95 |
| | 2% capital | 2,360.00 | 2,202.00 |
| 218-751-980.004 | EQUIP / COMPUTER HARDWARE | | 0.00 |
| Total Dept 751 - RECREATION / PARKS DEPARTMENT | | | 0.00 |
| | | | 0.00 |

| | | |
|--------------------------------|------------|------------|
| TOTAL EXPENDITURES | 118,100.00 | 110,100.00 |
| | | |
| Fund 218 - SENIOR CENTER: | | |
| TOTAL REVENUES | 118,100.00 | 110,100.00 |
| TOTAL EXPENDITURES | 118,100.00 | 110,100.00 |
| NET OF REVENUES & EXPENDITURES | 0.00 | 0.00 |

| GL NUMBER | DESCRIPTION | 2,023.00 APPROVED | Q1 AMENDMENTS |
|-----------|-------------|----------------------|------------------|
|-----------|-------------|----------------------|------------------|

Fund 219 - SUMMER DAY CAMP

Revenues

| | | | |
|--|-----------------|-----------|-----------|
| Dept 751 - RECREATION / PARKS DEPARTMENT | | | |
| 219-751-651.003 | SUMMER CAMP | 70,000.00 | 70,000.00 |
| 219-751-651.025 | SPECIALTY CAMPS | 5,000.00 | 6,500.00 |
| 219-751-678.030 | SPONSORSHIP | 5,000.00 | 5,000.00 |
| Total Dept 751 - RECREATION / PARKS DEPARTMENT | | 80,000.00 | 81,500.00 |
| TOTAL REVENUES | | 80,000.00 | 81,500.00 |

Expenditures

| | | | |
|--|-----------------------------------|-----------|-----------|
| Dept 751 - RECREATION / PARKS DEPARTMENT | | | |
| 219-751-702.025 | SAL & WAGES SUMMER CAMP MANAGER | 4,800.00 | 4,800.00 |
| 219-751-702.036 | SAL & WAGE SUMMER CAMP SUPERVISOR | 8,820.00 | 8,820.00 |
| 219-751-702.037 | SAL & WAGES SUMMER CAMP COUNSELOR | 44,000.00 | 44,000.00 |
| 219-751-713.000 | EMPLOYER SHARE FICA | 4,407.93 | 4,407.93 |
| 219-751-727.000 | OFFICE SUPPLIES | 0.00 | 0.00 |
| 219-751-740.003 | OPER SUPPLIES/T-SHIRTS | 1,500.00 | 1,500.00 |
| 219-751-740.033 | OPER SUPP/SUMMER CAMP | 5,000.00 | 5,000.00 |
| | OPER SUPP/SPECIALTY CAMP | | 500.00 |
| 219-751-740.041 | OPERATING SUPPLIES SNACKS | 500.00 | 500.00 |
| 219-751-740.042 | FIELD TRIPS | 10,000.00 | 10,000.00 |
| 219-751-801.017 | BACKGROUND CHECKS | 180.00 | 180.00 |
| 219-751-860.000 | CONFERENCE /TRANSPORTATION | 150.00 | 150.00 |
| 219-751-900.000 | MARKETING PRINTING & PUBLISHING | 500.00 | 500.00 |
| 219-751-957.000 | EDUCATION / TRAINING | 142.07 | 142.07 |
| | 2% capital | | 1,000.00 |
| Total Dept 751 - RECREATION / PARKS DEPARTMENT | | 80,000.00 | 81,500.00 |
| TOTAL EXPENDITURES | | 80,000.00 | 81,500.00 |
| Fund 219 - SUMMER DAY CAMP: | | | |
| TOTAL REVENUES | | 80,000.00 | 81,500.00 |
| TOTAL EXPENDITURES | | 80,000.00 | 81,500.00 |
| NET OF REVENUES & EXPENDITURES | | 0.00 | 0.00 |

| GL NUMBER | DESCRIPTION | 2,023.00 APPROVED | Q1 AMENDMENTS |
|-----------|-------------|----------------------|------------------|
|-----------|-------------|----------------------|------------------|

Fund 221 - TEEN CENTER

Revenues

Dept 751 - RECREATION / PARKS DEPARTMENT

| | | | |
|--|-----------------------|------------|-----------|
| 221-751-649.000 | CONCESSION SALES TEEN | 3,604.33 | 6,000.00 |
| 221-751-650.005 | PROGRAM FEES TEENS | 26,000.00 | 22,000.00 |
| 221-751-650. | PROGRAM FEES YOUTH | | 5,500.00 |
| 221-751-675.010 | DONATIONS - TEEN | 1,000.00 | 1,000.00 |
| 221-751-675.012 | UNITED WAY - TEENS | 20,000.00 | 20,000.00 |
| 221-751-675.110 | FUNDRAISING | 18,000.00 | 18,000.00 |
| 221-751-678.010 | SPONSORSHIPS | 12,000.00 | 12,000.00 |
| 221-751-679.100 | GRANTS | 40,000.00 | 10,000.00 |
| Total Dept 751 - RECREATION / PARKS DEPARTMENT | | | |
| TOTAL REVENUES | | 120,604.33 | 94,500.00 |

Expenditures

Dept 751 - RECREATION / PARKS DEPARTMENT

| | | | |
|--|--------------------------------|------------|-----------|
| 221-751-702.026 | SAL & WAGES TEEN MANAGERS | 36,648.00 | 36,648.00 |
| 221-751-702.035 | SAL & WAGES TEEN COORDINATOR | 14,700.00 | 6,000.00 |
| 221-751-702.041 | SAL & WAGES - TEEN SUPERVISOR | 23,940.00 | 23,940.00 |
| 221-751-713.000 | EMPLOYER SHARE FICA | 5,759.53 | 5,093.98 |
| 221-751-714.000 | EMPLOYEE MEDICAL INSURANCE | 5,500.00 | 5,500.00 |
| 221-751-714.002 | EMP DISABILITY /LIFE INSURANCE | 0.00 | 0.00 |
| 221-751-714.004 | ICMA RETIREMENT | 4,544.80 | 4,544.80 |
| 221-751-727.000 | OFFICE SUPPLIES | 300.00 | 300.00 |
| 221-751-740.000 | OPERATING SUPPLIES | | |
| 221-751-740.003 | OPER SUPPLIES/T-SHIRTS | 300.00 | 0.00 |
| 221-751-740.015 | OPER SUPP/CONCESSIONS | 1,800.00 | 3,006.22 |
| 221-751-740.036 | OPER SUPPLIES - TEENS | 3,300.00 | 3,000.00 |
| | OPER SUPP - YOUTH | | 2,500.00 |
| 221-751-840.000 | DUES & MEMBERSHIPS | 200.00 | 330.00 |
| 221-751-860.000 | CONFERENCE /TRANSPORTATION | 700.00 | 600.00 |
| 221-751-900.000 | PRINTING & PUBLISHING | 500.00 | 500.00 |
| | EDUCATION | | 375.00 |
| 221-751-970.000 | CAPITAL OUTLAY | | |
| | 2% CAPITAL | 2,412.00 | 2,162.00 |
| 221-751-979.100 | GRANT >\$1000 EXP | 20,000.00 | 0.00 |
| Total Dept 751 - RECREATION / PARKS DEPARTMENT | | | |
| TOTAL EXPENDITURES | | 120,604.33 | 94,500.00 |

| | | | |
|--------------------------------|--|------------|-----------|
| Fund 221 - TEEN CENTER: | | | |
| TOTAL REVENUES | | 120,604.33 | 94,500.00 |
| TOTAL EXPENDITURES | | 120,604.33 | 94,500.00 |
| NET OF REVENUES & EXPENDITURES | | 0.00 | 0.00 |

| GL NUMBER | DESCRIPTION | 2,023.00 APPROVED | Q1 AMENDMENTS |
|--|------------------------------|----------------------|------------------|
| Fund 223 - DOG PARK | | | |
| Revenues | | | |
| Dept 751 - RECREATION / PARKS DEPARTMENT | | | |
| 223-751-675.074 | DOG PARK SALES - FOBS | 10,550.00 | 10,550.00 |
| 223-751-678.010 | SPONSORSHIP | 1,000.00 | 1,000.00 |
| Total Dept 751 - RECREATION / PARKS DEPARTMENT | | | |
| TOTAL REVENUES | | 11,550.00 | 11,550.00 |
| Expenditures | | | |
| Dept 751 - RECREATION / PARKS DEPARTMENT | | | |
| 223-751-740.000 | OPERATING SUPPLIES | 2,200.00 | 2,200.00 |
| 223-751-801.018 | MANAGEMENT SERVICES | 5,000.00 | 5,000.00 |
| 223-751-900.000 | PRINTING & PUBLISHING | 0.00 | 150.00 |
| 223-751-910.000 | INSURANCE | 500.00 | 500.00 |
| 223-751-920.002 | UTILITIES - WAT / SEW | 0.00 | 0.00 |
| 223-751-930.000 | REPAIR & MAINTENANCE | 650.00 | 650.00 |
| 223-751-967.071 | DOG PARK CONSTRUCTION | 0.00 | |
| 223-751-967.072 | DOG PARK GROUNDS MAINTENANCE | 2,800.00 | 2,800.00 |
| 223-751-970.000 | CAPITAL OUTLAY EQUIP | 169.00 | 19.00 |
| | 2% Capital savings | 231.00 | 231.00 |
| Total Dept 751 - RECREATION / PARKS DEPARTMENT | | | |
| TOTAL EXPENDITURES | | 11,550.00 | 11,550.00 |
| Fund 223 - DOG PARK: | | | |
| TOTAL REVENUES | | 11,550.00 | 11,550.00 |
| TOTAL EXPENDITURES | | 11,550.00 | 11,550.00 |
| NET OF REVENUES & EXPENDITURES | | 0.00 | 0.00 |

Bank of America® Business Advantage Customized Cash Rewards Mastercard® credit card

★★★★☆ 3.5 ⓘ



RECOMMENDED CREDIT
740-850 (Excellent) ⓘ

Apply now ⓘ

at Bank of America's Secure Site

Capital One Spark Cash Plus



★★★★☆ 4.7 ⓘ



RECOMMENDED CREDIT
740-850 (Excellent) ⓘ

Apply now ⓘ

at Capital One's Secure Site

Ink Business Unlimited® Credit Card

★★★★☆ 4.2 ⓘ



RECOMMENDED CREDIT
670-850 (Good to Excellent) ⓘ

Apply now ⓘ

at Chase's Secure Site

Rewards rate

- 3%** 3% cash back in the category of your choice (on the first \$50,000 in combined choice category/dining purchases each calendar year, 1% thereafter).
- 2%** 2% cash back on dining purchases (on the first \$50,000 in combined choice category/dining purchases each calendar year, 1% thereafter).
- 1%** 1% unlimited cash back on all other purchases.

Annual fee

\$0

Regular APR

16.49% - 26.49% Variable APR on purchases and balance transfers

Intro Purchase APR

0% Intro APR for 9 billing cycles for purchases

Intro Balance Transfers APR

Highlights

- Get a \$300 statement credit online bonus after you make at least \$3,000 in net purchases in the first 90 days of your account opening – with no annual fee and cash rewards don't expire.
- Earn 3% cash back in the category of your

Rewards rate

- 5%** Earn unlimited 5% cash back on hotels and rental cars booked through Capital One Travel
- 2%** Earn unlimited 2% cash back on every purchase, everywhere—with no limits or category restrictions

Annual fee

\$150

Regular APR

N/A

Intro Purchase APR

N/A

Intro Balance Transfers APR

N/A

Highlights

- Earn up to a \$1,000 cash bonus; \$500 once you spend \$5,000 in the first 3 months, and \$500 once you spend \$50,000 in the first 6 months of account opening
- Earn unlimited 2% cash back on every purchase, everywhere—with no limits or

Rewards rate

- 1.5%** Earn unlimited 1.5% cash back on every purchase made for your business

Annual fee

\$0

Regular APR

16.99% - 22.99% Variable

Intro Purchase APR

0% Intro APR on Purchases for 12 Months

Intro Balance Transfers APR

Highlights

- Best Offer Ever: Earn \$900 bonus cash back after you spend \$6,000 on purchases in the first 3 months from account opening
- Earn unlimited 1.5% cash back on every purchase made for your business

choice, 2% cash back on dining purchases and unlimited 1% cash back on all other purchases.

- You'll earn 3% and 2% cash back on the first \$50,000 in combined choice category/dining purchases each calendar year, 1% thereafter.
- 0% Introductory APR on purchases for your first 9 billing cycles. After the intro APR offer ends, a Variable APR that's currently 16.49% to 26.49% will apply.
- Redeem your cash back as a deposit into your Bank of America® checking or savings account, as a card statement credit or as a check mailed to you.
- Earn up to 75% more cash back on every purchase, if you have a business checking account with Bank of America and qualify for our highest Preferred Rewards for Business tier. That means you could earn up to 5.25% in your selected choice category and up to 3.5% on dining purchases on the first

\$50,000 in those combined purchases each calendar year, and up to an unlimited 1.75% cash back on all other purchases.

- Contactless Cards - The security of a chip card, with the convenience of a tap.
- This offer may not be available if you leave this page or visit our website. You can take advantage of this offer when you apply now.

category restrictions

- Comes with no preset spending limit, so it can adapt to your needs based on your spending behavior, payment history and credit profile
- Earn an annual \$200 cash bonus every year you spend \$200,000 or more—that's enough to cover your annual fee and then some
- Earn unlimited 5% cash back on hotels and rental cars booked through Capital One Travel
- Add employee cards for free, and earn unlimited 2% cash back from their purchases
- \$150 annual fee
- Spark Cash Plus has no APR because your balance is due in full every month

• No Annual Fee

- Redeem rewards for cash back, gift cards, travel and more through Chase Ultimate Rewards®
- Earn rewards faster with employee cards at no additional cost. Set individual spending limits for greater control
- With Fraud Protection your card transactions will be monitored for possible signs of fraudulent activity using real-time fraud monitoring
- With Zero Liability you won't be held responsible for unauthorized charges made with your card or account information
- 0% introductory APR for 12 months on purchases

BEST FOR NO-HASSLE CASH BACK

Capital One Spark Cash Plus

[Apply Now](#)

On Capital One's secure site

Add to compare



★★★★☆ 4.7 [Bankrate review](#)

Rewards Rate

- 5%** Earn unlimited 5% cash back on hotels and rental cars booked through Capital One Travel
- 2%** Earn unlimited 2% cash back on every purchase, everywhere—with no limits or category restrictions

Intro offer

Up to \$1,000 cash bonus

Annual fee

\$150

Regular APR

N/A

Recommended credit

Excellent (740 – 850)

Bankrate's View

If your spending varies or you simply don't want to put a lot of time and thought into maximizing business rewards, this flat-rate cash back card has plenty of appeal. Namely, you'll earn at least 2 percent cash back on all purchases. Keep in mind, it's a charge card; you'll need to pay your balance off in full each month.

Read our full [Capital One Spark Cash Plus review](#).

Pros

- The rewards program is straightforward and the flat-rate return on spending is generous.
- You'll skip foreign transaction fees with this business card.

Cons

- There's a steep(ish) \$150 annual fee.
- Given its a charge card, there are no flexible financing options.

Card details

- Earn up to a \$1,000 cash bonus; \$500 once you spend \$5,000 in the first 3 months, and \$500 once you spend \$50,000 in the first 6 months of account opening
- Earn unlimited 2% cash back on every purchase, everywhere—with no limits or category restrictions
- Comes with no preset spending limit, so it can adapt to your needs based on your spending behavior, payment history and credit profile
- Earn an annual \$200 cash bonus every year you spend \$200,000 or more—that's enough to cover your annual fee and then some
- Earn unlimited 5% cash back on hotels and rental cars booked through Capital One Travel
- Add employee cards for free, and earn unlimited 2% cash back from their purchases
- \$150 annual fee
- Spark Cash Plus has no APR because your balance is due in full every month

ADDITIONAL FEATURES

Purchase intro APR

N/A

Balance transfer intro APR

N/A

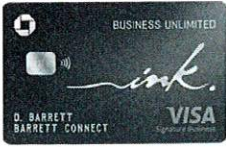
BEST FOR UNLIMITED CASH BACK

Ink Business Unlimited[®] Credit Card

[Apply Now](#)

On Chase's secure site

Add to compare



Rewards Rate

1.5% Earn unlimited 1.5% cash back on every purchase made for your business

★★★★☆ **4.2** [Bankrate review](#)

Intro offer
\$900 [i](#)

Annual fee
\$0

Regular APR
16.99% - 22.99% Variable

Recommended credit
Good to Excellent (670 - 850) [i](#)

Bankrate's View [^](#)

With a great rewards rate and a variety of valuable redemption options, this card is a well-rounded, solid choice for nearly any business owner, especially those looking to avoid an annual fee.

Read our full [Ink Business Unlimited Credit Card review](#).

Pros

- The rewards program is straightforward; it's also generous for a no annual fee card.
- If you've got a Chase Ultimate Rewards card, you can transfer your rewards and redeem them for extra value.

Cons

- Depending on your business spending habits, you might be able to earn more rewards with a bonus category credit card.
- There's no intro APR on balance transfers.

Card details [^](#)

- **Best Offer Ever:** Earn \$900 bonus cash back after you spend \$6,000 on purchases in the first 3 months from account opening
- Earn unlimited 1.5% cash back on every purchase made for your business
- No Annual Fee
- Redeem rewards for cash back, gift cards, travel and more through Chase Ultimate Rewards[®]
- Earn rewards faster with employee cards at no additional cost. Set individual spending limits for greater control
- With Fraud Protection your card transactions will be monitored for possible signs of fraudulent activity using real-time fraud monitoring
- With Zero Liability you won't be held responsible for unauthorized charges made with your card or account information
- 0% introductory APR for 12 months on purchases

ADDITIONAL FEATURES

Purchase intro APR

0% Intro APR on Purchases for 12 Months

Balance transfer intro APR

N/A



Get Unlimited 1.5% Cash Back

with the Chase Ink Business Unlimited® card

2980971 288-1-7511*****AUTO**5-DIGIT 48843
HOWELL MELON FESTIVAL
925 W GRAND RIVER AVE
HOWELL, MI 48843-1415



Apply at Chase.com/GetChaseInk
or scan the QR code*

Use Invitation Number: 7869 1852 5282

Keep moving your business forward and earn cash back to reinvest into your business. Apply today for the Chase Ink Business Unlimited card and earn unlimited 1.5% cash back on all business purchases.*

\$900

Bonus Cash Back

Earn \$900 cash back after you spend \$6,000 on purchases in the first 3 months from account opening.*

Unlimited 1.5%

Cash Back

Earn unlimited 1.5% cash back on every purchase made for your business. Redeem for cash back, gift cards, travel and more through Chase Ultimate Rewards®. Cash Back rewards do not expire as long as your account is open.*

0%

Intro APR

Introductory 0% APR on purchases for the first 12 months from account opening, after that a variable APR of 16.24% - 22.24%.*

\$0

Annual Fee

No annual fee,* plus get employee cards at no additional cost.*

You're invited to apply for Chase Ink Business Unlimited. The card with unlimited cash back and rewards for your business.

Request your Chase Ink Business Unlimited card by February 13, 2023



Apply at Chase.com/GetChaseInk or scan the QR code*

Use Invitation Number: 7869 1852 5282

Apply today



Apply at Chase.com/GetChaseInk
or scan the QR code*

See front of letter for invitation number

CHASE  *for* **BUSINESS**®

* Offer Details

Scan to Apply: Data rates may apply.

Cash Back And Points: Rewards Program Agreement: For more information about the Ink Business Unlimited rewards program, see the latest Rewards Program Agreement at chase.com/inkbusinessunlimited/rewardsagreement. We will mail your Rewards Program Agreement once your account is established. If you become a Chase Online customer, your Rewards Program Agreement will also be available after logging in to chase.com/ultimaterewards.

Cash Back and Points: "Cash Back rewards" are the rewards you earn under the program. Cash Back rewards are tracked as points and each \$1 in Cash Back rewards earned is equal to 100 points. You may simply see "Cash Back" in marketing materials when referring to the rewards you earn. You may also see, "points" or "Ultimate Rewards points" when referring to the points you can use. **How you can earn points:** You'll earn points on purchases of products and services, minus returns or refunds, made with an Ink Business Unlimited credit card by you or an authorized user of the account. Buying products and services with your card, in most cases, will count as a purchase; however, the following types of transactions won't count and won't earn points: balance transfers, cash advances and other cash-like transactions, lottery tickets, casino gaming chips, race track wagers or similar betting transactions, any checks that access your account, interest, unauthorized or fraudulent charges, and fees of any kind, including an annual fee, if applicable. **1.5% Cash Back:** You'll earn 1.5% Cash Back rewards for each \$1 spent. **How you can use your points:** You can use your points to redeem for any available reward options, including cash, gift cards, travel, and pay with points for products or services made available through the program or directly from third-party merchants. Redemption values for reward options may vary. **Points expiration/losing points:** Your points don't expire as long as your account remains open, however, you will immediately lose all your points if your account status changes, or your account is closed for program misuse, fraudulent activities, failure to pay, bankruptcy, or other reasons described in the terms of the Rewards Program Agreement.

\$900 Cash Back After You Spend \$6,000 On Purchases In The First 3 Months From Account Opening: You will receive 90,000 bonus points with this bonus offer, which can be redeemed for \$900 cash back. To qualify and receive your bonus, you must make Purchases totaling \$6,000 or more during the first 3 months from account opening. ("Purchases" do not include balance transfers, cash advances, travelers checks, foreign currency, money orders, wire transfers or similar cash-like transactions, lottery tickets, casino gaming chips, race track wagers or similar betting transactions, any checks that access your account, interest, unauthorized or fraudulent charges, and fees of any kind, including an annual fee, if applicable.) After qualifying, please allow 6 to 8 weeks for bonus points to post to your account. To be eligible for this bonus offer, account must be open and not in default at the time of fulfillment.

Pricing: APRs are based on creditworthiness. 0% introductory APR on purchases for the first 12 months your account is open; after that, and for balance transfers and My Chase Loan from account opening, a variable APR of 16.24% – 22.24%. Cash advance APR is 27.99% variable. Penalty APR: Up to 29.99% variable. Variable APRs change with the market based on the Prime Rate, which was 6.25% on 09/27/22. Annual fee: None. Minimum Interest Charge: None. Balance Transfer Fee: 5% of the amount of each transaction, but not less than \$5. Note: This account may not be eligible for balance transfers. Cash Advance Fee: 5% of the amount of each advance, but not less than \$15. Foreign Transaction Fee: 3% of the amount of each transaction in U.S. dollars, whether originally made in U.S. dollars or converted from a foreign currency. Credit cards are issued by JPMorgan Chase Bank, N.A. Member FDIC. Subject to credit approval.

Adding An Employee Card: If any employees are allowed to use the account, they will be authorized users and will have equal charging privileges unless individual spending limits are established for them. You, as the Authorizing Officer, together with the company are responsible for any use of the account by you, an authorized user or anyone else permitted to use the account. You, together with the company, are responsible for repaying all balances on the account. All correspondence, including statements and notifications, will be sent to you as the Authorizing Officer. By requesting to add an employee cardholder to the account, you represent all information provided is accurate and is for persons with which the company has a relationship. You also represent that the company has permission to provide the employee information to Chase and to add the employee as a cardholder. If Chase determines any information provided is fraudulent, Chase has the right to close the account.

The Contactless Symbol and Contactless Indicator are trademarks owned by and used with the permission of EMVCo, LLC.

Restrictions and limitations apply. See Chase.com/GetChaseInk for pricing and rewards details.



Business Owner,
Maximize your rewards with this **exclusive offer**.

Take advantage of the **Capital One Spark Cash Plus World Elite Mastercard for Business®**. You can earn up to a \$1,200 one-time cash bonus, in addition to the great features businesses know and love.

With no preset spending limit*, you'll have the flexibility to spend how your business needs—and earn unlimited 2% cash back on every purchase. Once approved, you'll get benefits that are simply rewarding:

- **Earn up to a \$1,200 one-time cash bonus:** \$500 once you spend \$5,000 in the first 3 months of your account opening, and \$700 once you spend \$50,000 in the first 6 months of your account opening.
- **Earn unlimited 2% cash back** on every purchase, everywhere.
- **Earn an annual \$200 cash bonus every year** you spend \$200,000 or more—that's enough to cover your annual fee and then some.
- **Enjoy no preset spending limit**, which gives you purchasing power that adapts to your needs.
- **Earn unlimited 5% cash back** on hotels and rental cars booked through Capital One Travel.
- **Add free employee cards**, which also earn unlimited 2% cash back on all purchases.
- **Count on \$0 Liability for Unauthorized Purchases** if your card is ever lost or stolen, and automatic fraud alerts.

However you do business, Spark Cash Plus helps maximize your rewards and has just a \$150 annual fee. Rewards won't expire for the life of your account, and you can redeem your cash back for any amount. Just make sure to note that your balance is due in full every month.** Apply today.

**EARN UP TO A
\$1,200 ONE-TIME
CASH BONUS**

**UNLIMITED 2% CASH BACK
ON EVERY PURCHASE**

**\$200 CASH BONUS
EVERY YEAR**



Apply online:
getmyoffer.capitalone.com
Get a response in seconds.

Business Owner,
here are your exclusive codes:

Reservation #:
003-2591-0079-00111
Access Code: 019976
Apply by: 2/25/2023

*No preset spending limit does not mean unlimited spending. Rather, the amount you can spend can change over time based on your spending behavior, payment history, credit profile and other factors.

**Pay off the full card balance by your payment due date, otherwise you'll be charged a 2.99% late fee.

Mastercard is a registered trademark, and the circles design is a trademark of Mastercard International Incorporated.

The EMVCo Contactless Indicator mark, consisting of four graduating arcs, is a trademark owned by and used with permission of EMVCo, LLC.

Please see the Account Terms for eligibility, rate, fee and other cost information.

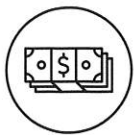
Cash Advance Fee: greater of 3% or \$3. Annual Fee: \$150.

Existing or previous Spark cardholders may not be eligible for this one-time bonus.

Benefits designed to set you up for success.

Exclusive offer:
Early spend bonus

Earn up to a \$1,200* one-time cash bonus: \$500 once you spend \$5,000 in the first 3 months, and \$700 once you spend \$50,000 in the first 6 months.



Unlimited
rewards

Maximize your unlimited 2% cash back with no rotating categories or limits on what you can earn. Plus, you can redeem rewards for any amount, and they won't expire for the life of the account.



Annual
spend bonus

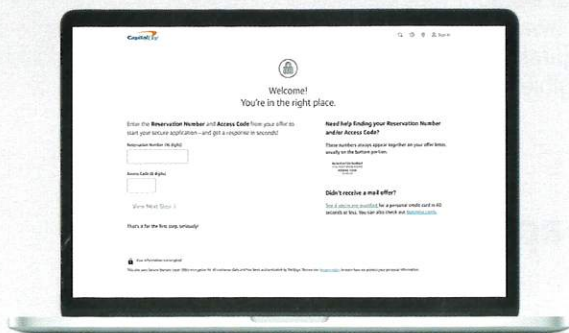
Earn an annual \$200 cash bonus every year you spend \$200,000 or more—that's enough to cover your annual fee and then some.



No preset
spending limit

Enjoy purchasing power that adapts to your business. The Capital One Spark Cash Plus card has no preset spending limit, so it can adapt to your needs based on your spending behavior, payment history, credit profile and other factors.

Business Owner,
apply today. It's quick,
easy and secure.



- 1 **Visit** getmyoffer.capitalone.com
- 2 **Enter** your personal application codes:
Reservation #: 003-2591-0079-00111
Access Code: 019976
- 3 **Submit** your application by 2/25/2023 and get a response in seconds

*These spend bonuses may be earned independently, meaning you may earn one or both.

Existing or previous Spark cardholders may not be eligible for this one-time bonus.

Earn unlimited 2% cash back on all purchases.

Business Rewards

- Up to a \$1,200 one-time cash bonus
- A \$200 cash bonus every year
- No limit to the cash back you can earn
- Cash rewards won't expire for the life of the account

Business Features

- \$0 Liability for Unauthorized Purchases if your card is lost or stolen
- 90-Day Purchase Security on most purchases in the event of theft or damage*
- Employee cards at no additional cost; plus, earn rewards on employee card purchases

Frequently Asked Questions

Does this business card offer protection against unauthorized charges?

Yes. If your card—or an employee card—is ever lost or stolen, you'll be covered for unauthorized charges with \$0 Liability for Unauthorized Charges. And the best part? There is no cost for this service. That's peace of mind you can count on!

Can I still apply if I don't have a business Tax ID Number?

Yes. If you are the sole proprietor of your business, please use your Social Security number. If you are not a sole proprietor and don't have a Tax ID Number, we can take your application, but we'll need a Tax ID Number before we can give you a decision. You can get a Tax ID Number by contacting the IRS.

What does no preset spending limit mean?

Your card has no preset spending limit. While there is no predetermined spending limit, this does not mean you have unlimited purchasing power on your card. The purchasing power adapts based on factors such as payment history, spending behavior, credit profile and other factors, which may be external.

What are the payment terms for this card?

The Capital One Spark Cash Plus card is a pay-in-full product, meaning there is no APR and you need to pay off the full card balance by your payment due date every month. If you don't pay off the card balance in full, you will be charged a late fee of 2.99% on your outstanding statement balance and your account will be considered past due until we receive your payment in full.

Things You Should Know About This Rewards Program

How do I earn rewards?

You will earn 2% cash back on net purchases (purchases minus any credits or returns) only. Cash advances, balance transfers and checks used to access your account are not considered purchases and will not earn rewards.

How does my spend bonus work?

You will earn a \$500 bonus if you spend \$5,000 within 3 months of your account opening and an additional \$700 bonus if you spend at least \$50,000 within 6 months of your account opening. These spend bonuses may be earned independently, meaning you may earn one or both. Once you qualify for a bonus, we will apply it to your rewards balance within 2 billing cycles. Existing or previous account holders may not be eligible for these bonuses.

How does my annual spend bonus work?

You will earn a \$200 cash bonus each year when you spend at least \$200,000 in net purchases by your account opening anniversary date. We will apply your bonus within 2 billing cycles following your account opening anniversary date.

Will my rewards ever expire?

Your rewards are yours for the life of the account—they will not expire. But if your account is closed, you will lose any rewards you have not redeemed.

How do I redeem my rewards?

You can get your cash back upon request in the form of a statement credit or a check. You can also set up an automatic redemption preference at capitalone.com. In addition, you can redeem for credits for previous purchases, gift cards and more. Rates for these redemption options may vary and are subject to change without notice.

Is my account eligible to transfer rewards?

Your account may be eligible to transfer rewards. Please be aware that transfers are only permitted between certain Capital One rewards accounts. Not all rewards products are eligible for transfer.

It's easy to apply.



Visit

getmyoffer.capitalone.com

See other side for your Reservation Number and Access Code.

*Certain terms, conditions and exclusions apply. For further details, please refer to the Spark Business Guide to Benefits at capitalone.com/small-business/credit-cards/benefits.



Howell Area Parks & Recreation Authority

Cash Handling & Payment Policies

Adopted by the Board of Trustees, October 30, 2017

POLICY STATEMENT

The Howell Area Parks & Recreation Authority Cash Handling & Payment Policies outline procedures for the safe handling of funds managed on behalf of the Howell Area Parks & Recreation Authority.

I. CASH MANAGEMENT PROCEDURE:

The following guidelines outline the policies & procedures that Howell Area Parks & Recreation staff will follow when managing cash at the Bennett Center, and Oceola Community Centers, Youth Services Center and Howell Area Aquatic Center.

A. General Information

1. The Business Manager is required to notify all of the cash handling staff of the Howell Area Parks & Recreation and provide access to a copy of this policy to be thoroughly read and understood, have each sign the acknowledgement form indicating receipt of the policy, and provide a copy for their reference.
2. Any employee who is asked or instructed by a supervisor to act in a way that is not in accordance with or in the spirit of the policy is to notify the Executive Director within 24 hours to report the incident and circumstances.
3. Any employee who is asked or instructed to act, or witnesses another employee acting, in a way that is not in accordance with or in the spirit of the policy is to notify the Executive Director within 24 hours to report the incident and circumstances.
4. All discounts, promotions, coupons, etc. that reduce the price of an item must be accounted for, reconciled with revenue records and submitted with other documentation to the Business Manager.
5. No expenditures should be paid from change funds.
6. No one employee should perform cash handling processes from the beginning to the end of a process. When possible, collecting and receipting, balancing and depositing, and reconciliation should be performed by different employees. When this is not possible, the Business Manager should perform reviews of these processes as a compensating control procedure.
7. Any cash **discrepancies** ~~shortages of \$5 or more~~ must be reported in writing to the Business Manager of the Howell Area Parks & Recreation Authority, within 24 hours of discovery.
 - a. The report should include:
 1. The total amount of the cash **difference** ~~shortage~~ and the period covered.
 2. A detailed explanation showing date, place and complete circumstance for the incident which caused the **difference** ~~shortage~~.
 - b. The report should be signed by a supervisor and provided

to the Business Manager.

B. Safeguarding Cash – Secure Location

1. A secure cash handling area should be identified and used with adequate light, clean and free of clutter and not visible from other areas, when possible. Non-employees or other unauthorized personnel should not have access to this area, when possible.
2. A standard cash drawer starting fund is to be established for each point of sale location.
3. All change funds and starting funds are to be counted at the beginning of each day and again at the closing of each day by the designated staff on duty to ensure the total money count on hand is the same as the original allocation received.
4. Count cash outside of public view in a secure area. **When possible, count in a video surveillance area.**
5. The designated authorized employee is to transport all cash between the secure cash handling location and the point of sale location.
6. All cash is to be locked in closed cash drawers or cash boxes and/or locked in the safe or other lockable storage device at all times. Non-park revenues/funds may not be kept in the cash drawers, safe or lockable storage device.
7. The safe or other lockable storage device is to be relocked after each entry and remain so throughout the day.
8. The entire change fund and cash received from customers should be “whole” at all times. This means that any cash that has been taken away (e.g. - deposited or taken to the bank for change during the day) should be counted and documented with a signed receipt or log acknowledging the transfer of the funds and the responsibility for the completeness of the funds.
9. The safe or other lockable storage device combinations should be changed annually.
 - a. Combinations should be known only to limited authorized personnel and kept in a secure area with limited access.
 - b. If a safe or other lockable storage device cannot accommodate a combination change, a replacement will need to be purchased that can.
 - c. If keyed, no more than two keys should exist and be maintained in a secure area with limited access.
10. Funds are not to be “borrowed” by any employee or person.
11. Do not allow anyone access to any cash without proper authorization and proper identification, including the Business Manager during unannounced cash count purposes.

C. Safeguarding Cash – Point of Sale

1. The designated authorized employee (cashier) is to count their cash drawer at the beginning of their shift and at the end of their shift to ensure the proper amount is on hand. Each designated authorized employee is responsible for their shift's revenue activity.
2. A cash drawer is never to be open without the designated authorized employee's (cashier) full attention.
3. The designated authorized employee (cashier) on duty and only those persons authorized by the Executive Director or Business Manager are to be allowed in the behind a cashier's counter.
4. All transactions are to be rung into the point-of-sale (POS) system or otherwise receipted for as they occur.
 - a. Revenue transactions are not to be over rung/written or under rung/written to force the POS totals or receipts to match the cash on hand.
 - b. Cash overage or cash shortage reports (~~RecPro~~) should be used to reconcile the report to match the actual revenue on hand at the end of the day by the designated authorized staff.
 - c. All overages and shortages must be reported with an explanation/reason documented.
5. Refunds/returns must have the proper refund/return form filled out completely and signed by the customer, preparer ~~and~~ or designated authorized staff.
 - a. The original receipt or receipt number must be referenced to complete any refund.
 - ~~b. Cash may be refunded if the original transaction was paid for in-cash and if enough revenue (minus change fund cash) is available in the drawer. If not, a request for refund form should be completed and submitted to the Business Manager. Any~~ refunds from cash transactions will be processed as a check to the account holder on the receipt.
 - c. Transactions originally paid for on credit card should be refunded only to the same credit card.
6. Any correction (error, over ring, etc.) to a revenue transaction is to be handled by a designated authorized employee.
7. Change may be made for customers as a convenience, at the discretion of the Business Manager designated authorized employee

D. Credit Card Processing

1. The cardholder, and only the cardholder, is required to produce the

~~card, show a photo I.D. and sign the credit card authorization receipt.~~

2. For advance reservations **registrations taken over the phone**, the cardholder is to provide all necessary information (card type, cardholder name, card number, expiration date, 3-digit validation code **and zip code**). ~~“Telephone order” should be indicated on the authorized signature line.~~
3. Credit card authorization receipts must be accounted for, reconciled with revenue records and submitted with other documentation required by the Business Manager.

E. Check Processing

1. The check (whether received in person or by mail) is to be immediately stamped with the revenue center’s “For Deposit Only” stamp.
2. The following information is to be imprinted on the check:
 - a. Person or company name and address (verify with non-expired driver’s license)
 - b. Bank name and/or logo
3. ~~The following information is to be written on the check by the cash handler:~~
 - a. ~~Non-expired driver’s license number, if not present (if company check, then the person presenting the check)~~
 - b. ~~Telephone number, if not present~~
 - c. ~~Initials of the employee accepting the check.~~
4. Do not accept post-dated checks, two-party checks, checks drawn on foreign currency, payroll checks or checks not completely filled out.
5. There should be no evidence of either the numeric or written amounts listed on a check having been changed.
6. Do not cash personal checks for employees or others.

F. Donations/Monetary Gifts

1. Forward any donations/monetary gifts to the Business Manager for processing.

G. Receipting (Cash Register, RecPro **registration software**, Manual)

1. All revenue must be receipted for through a cash register or **RecPro registration software**.
2. All customers are to receive some form of a receipt immediately after the revenue is received.
3. All receipts must be accounted for and reconciled with revenue records.
 - a. Keep copies of all voided or spoiled receipts.

H. Completing Bank Deposits

1. Bank deposits are to be made at regular intervals by the Business Manager or designated authorized employee.
2. Provisions are to be made for the safe transport of bank deposits.
3. The money prepared for the deposit is to be counted twice.

4. The bank deposit slip must include the following information:
 - a. Signature of the employee(s) preparing the bank deposit (not just initials).
 - b. Revenue center abbreviation.
 - c. Separate listing of checks using the customer or company name.
 - d. Written account of the denominations to be done on the deposit ticket prior to taking it to the bank
 5. The total of cash and the total of checks on the deposit slip should match the amounts shown on the revenue records. Any discrepancies must be reported with an explanation/reason documented.
-
- I. Procedures Specific to RecPro registration software Operations
 1. All revenue must be accounted for through RecPro registration software. ~~Non-RecPro collected revenue must be input into the designated RecPro location.~~
 - J. Limited access must be given to supervisor and manager functions in RecPro registration software.
 1. Every item sold must be assigned a unique transaction code to identify the item.
 2. Discrepancies between the cash/checks/credit card totals and the totals by each payment type listed on the GL Summary should be explained in writing.
 3. A cash balancing worksheet must be done and balanced by designated employees every time the cash drawer is closed out. ~~should be used to list money collected by denomination. This can be generated by selecting the "standard" balance sheet option on the Cash Journal.~~



Howell Area Parks & Recreation Authority

Cell Phone Policies

Adopted by the Board of Trustees, February 16, 2016
Review April 11, 2023

POLICY STATEMENT

The Howell Area Parks & Recreation Authority supports the use of cellular communication technology when it provides an economic, efficient, and secure solution to the Authority's business needs. This policy establishes the specific standards, procedures and guidelines for use of cell phones and supersedes any and all previous policies or guidelines.

CELL PHONE OPTION: The Executive Director shall approve all cell phone benefits provided to those employees requiring such technology ~~in the course of~~ **for conducting** Authority business.

- Authority provided equipment and service to eligible Full Time and Part Time Employees
- The Authority does not authorize a personal use on assigned equipment and services.
- Employees shall be required to immediately report lost, stolen, or damaged equipment. An employee may be held responsible for the cost of said equipment.

CELL PHONE & WIRELESS DEVICE OPERATION POLICIES:

- No use of cell phones or wireless devices (Authority issued or personal) while operating Authority vehicles or equipment is allowed.
- Employees shall be respectful in their cell phone usage to include activation of the devices silent alarm or vibration feature during meetings and refraining from conversations during meetings.
- Use of the camera feature on any cell phone or wireless device is prohibited in the workplace unless needed for Authority use. Use of the camera feature could potentially violate the privacy of co-workers or be used to take pictures of confidential documents.
- Employees are advised that text messages and emails sent or received on a cell phone or wireless device as part of Authority business are not confidential and are subject to release under the Freedom of Information Act.



Howell Area Parks & Recreation Authority

Coaches Voucher Policies

*Adopted by the Board of Trustees on October 11, 2007
Amended September 19, 2017*

POLICY STATEMENT

The Howell Area Parks and Recreation Authority currently offers a voucher credit on their account for all coaches identified by our Recreation Manager - Sports who coach in our sports leagues. This policy establishes the specific standards, procedures and guidelines for issuing vouchers.

Below are the procedures that we follow when issuing a voucher credit on their account:

- The Parks and Recreation Department will issue one voucher credit on their account, per coach, per team*.
- The voucher credit on their account will be in the amount of \$ 35.00 and issued to the account where the child's registration was completed.
- The voucher credit on their account will be issued at the end of each season provided that the coach has completed the entire season in good standing, and equipment has been returned to the Parks and Recreation office.
- The voucher credit on their account will be put on the family account in our registration system, and can be used for any other program offered through the department.
- voucher Credits will expire after 12 months from the last day of participation.

* For coaches who have more than one child on a team they will only be issued one credit.



Howell Area Parks & Recreation Authority

Credit Card Policies

Adopted by the Board of Trustees, January 12, 2016

POLICY STATEMENT

Pursuant to resolution 16-01, adopted January 12, 2016, the following policy has been adopted by the Howell Area Parks & Recreation Authority regulating the use of credit cards by its officers and employees as set forth below and for all future officers and employees that the Howell Area Parks & Recreation Authority (HAPRA) Board of Directors may allow.

1. Credit cards should be issued to the Howell Area Parks & Recreation Authority. ~~Credit cards shall be issued as follows:~~

| Department | Employee | Limit |
|-------------------------------|-------------------------------|---------|
| Executive Director | Executive Director | \$5,000 |

2. The authorized credit limit ~~approved by the HAPRA Board of Directors~~ for each credit card issued by the Howell Area Parks & Recreation Authority will be set according to the needs of the ~~Authority~~ department and shall not exceed five thousand (5,000) dollars.
3. There shall be no other credit cards issued, nor shall the credit limits of existing cards be increased ~~increased~~ **changed**, without notification to the Howell Area Parks & Recreation Authority Board of Directors.
4. The Executive Director is hereby designated as responsible for credit card issuance, accounting, monitoring, retrieval, and for generally over-seeing compliance with this credit card policy.
5. Any credit card issued under this policy may only be used for the purchase of goods or services as it relates to the official business of the Howell Area Parks & Recreation Authority.
6. A cardholder shall submit to the Business Manager, any and all documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase and the official business for which the same was purchased. A cardholder is responsible for its protection and custody and shall immediately notify the Executive Director if the credit card is lost or stolen.
7. ~~A cardholder issued a credit card by the Howell Area Parks & Recreation Authority shall return the credit card upon the termination of his/her employment with the Howell Area Parks & Recreation Authority.~~
8. The Business Manager shall be responsible for any and all internal accounting controls to monitor the use of the credit cards issued by the Howell Area Parks & Recreation Authority, and further, shall provide for approval, by the Executive Director, all credit card invoices before payment thereon. The Business Manager shall establish appropriate procedures, in cooperation with the

Executive Director, for the reporting and approval of all purchases in accordance with Howell Area Parks & Recreation Authority policies and State legislation.

9. The balance, including any interest due on an extension of credit under this policy shall be paid for within sixty (60) days of the initial credit card statement date.
10. Any unauthorized use of a credit card by an officer or employee of the Howell Area Parks & Recreation Authority may subject the officer or employee to disciplinary measures by the Howell Area Parks & Recreation Authority Board of Directors and/or Executive Director, including, but not limited to, payment of the credit card invoice out of the officer's or employee's personal funds, loss of credit privileges, suspension, termination, or other sanctions as deemed appropriate by the Howell Area Parks & Recreation Authority Board of Directors and/or Executive Director.



Howell Area Parks & Recreation Authority

Inclement Weather Policies

Adopted by the Board of Trustees, May 13, 2008

Amended September 19, 2017

Review April 11, 2023

POLICY STATEMENT

~~In the event of severe inclement weather that forces the closure of the Howell Area Parks & Recreation Authority facilities (Bennett and Youth Services Centers), the Executive Director will make the decision to close and will notify all staff concerning the closure.~~

- ~~• Full Time exempt & non-exempt employees will be paid for the day and vacation time and sick time will not be deducted, however they will be on call the entire day and will be asked to notify instructors and others of the closure.~~

~~In the event that Howell Public Schools announces that school is closed for inclement weather but the Parks and Recreation Executive Director deems that our offices and select facilities can open as scheduled, the following centers will be closed: Preschool, Youth Services Center, Howell Area Aquatic Center and all sports activities at school facilities. The Howell Senior Center will be open on a limited basis.~~

- ~~• Part Time Exempt & Seasonal employees must report to work on time or must call their supervisor if delayed.~~
- ~~• Full Time exempt & non-exempt employees must report to work on time or call their supervisor if delayed. Full Time exempt & non-exempt employees also have the option to work later in the day as long as meetings and work can accommodate a late arrival OR to take a vacation day if they deem that they cannot make it to work due to driving or other conditions.~~

~~In the event that Howell Public Schools close early during the day for inclement weather forcing the closure of our facilities, the Executive Director will make the decision to close or remain open and will notify all staff concerning the closure.~~

EVERYTHING BELOW IS AMENDED IN MORE DETAIL.

Outdoor Events –Staff/Patrons

As a matter of safety and precaution, all activities must stop if thunder is heard or lightning is seen. All people in attendance must return to their vehicles. NO EXCEPTIONS! Wait 30 minutes from the last sound of thunder or sight of lightning. If the weather clears after 30 minutes after the last thunder sound or lightning sighting, the activity can resume. If conditions persist, the activity will be cancelled.

Inclement Weather --Staff

- A) In the event of severe inclement weather that forces the closure of the Howell Area Parks & Recreation Authority facilities, the Executive Director will make the decision to close and will notify all staff concerning the closure.
 - Full Time exempt & non-exempt employees will be paid for the day and PTO time will not be deducted, however, they will be on call the entire day and will be responsible for notifying instructors and any others of the closure.
 - Part Time employees will not be paid for the day
- B) In the event that Howell Public Schools announces that school is closed for inclement weather but the Parks and Recreation Executive Director deems that our offices and

selected facilities can open as scheduled, the following centers will be closed: Preschool and the Youth Services Center. The Howell Senior Center will be open on a limited basis.

- Full Time exempt & non-exempt employees must report to work on time or call their supervisor if delayed. Full Time exempt & non-exempt employees also have the option to work later in the day as long as work responsibilities and meetings can accommodate a late arrival OR to take a PTO day if they deem that they cannot make it to work due to driving or other conditions.
- Part Time Exempt & Seasonal employees must report to work on time or must call their supervisor if they are unable to report or if they will be delayed.

C) In the event that Howell Public Schools close early during the day for inclement weather forcing the closure of our facilities, the Executive Director will make the decision to close or remain open and will notify all staff concerning the closure. Staff will follow the policy outlined in Inclement Weather – Staff B (above) in this situation unless directed by the Executive Director.

Inclement Weather --Patrons

If Howell Public Schools declares an inclement weather day, HAPRA facilities will delay their opening until 10:00AM. Notification will be posted on HAPRA social media sites, the howellrecreation.org website, and sent via “Remind” app.

Please understand that some circumstances are out of our control and prior notification might not be possible. Cancellation notices will be posted on HAPRA social media accounts, the howellrecreation.org website and the “Remind” app as soon as the decision has been made.

Time frame for such cancellations will be as follows: (if notification has been posted, cancellations may be determined onsite)

- **DAY OF:** Programs running prior to 4:00PM will be determined at least 1 hour prior to the beginning of the program.
- **EVENING OF:** Programs running after 4:00PM will be determined by 4:00PM
- **WEEKENDS/SPECIAL EVENTS:** Programs will be determined at least 1 hour prior to the beginning of the program.

Rental/Event Cancellation -Staff

In the event that a program, rental or event is cancelled or a “no show”, without prior notification by the group renting or running the activity, the scheduled staff member(s) must notify their direct supervisor and the Executive Director of the “no show” or late cancellation. All staff members will be trained on proper procedures to handle a “no show” and the action steps before staff will be allowed to leave. In the event that the “no show” or late cancellation is the only activity in the building and proper procedures are followed, the scheduled staff member(s) will receive 50% of the hours for that shift.

*SHARE: ADMINISTRATION: POLICIES: CURRENT **Reviewed 3/23/2022



Howell Area Parks & Recreation Authority

**Preschool Policies &
Procedures Handbook**

Adopted by the Board of Trustees, 2011

Amended August 15, 2017

Review April 11, 2023

DISCIPLINE POLICY

The staff will use positive methods of discipline, encouraging self-control and self-esteem. Restraint would only be used when reasonably necessary to prevent a child from harming him/herself or other persons or property.

STAFF AND VOLUNTEER SCREENING POLICY

Staff will have signed a written statement, stating that they do not have a child abuse or criminal record. In addition, they will be screened through state and local authorities, to verify this. Parent volunteers will not be left unattended with children at any time.

ADMISSION POLICY:

Requirements:

- Completed and signed Liability Waiver
- Completed *Child Information Card*
- Completed Health Form, signed and dated by a health professional.
- Proof of up-to-date immunizations or a signed waiver from the Health Department.
 - Due two weeks prior to the first day of school.
- Tuition paid up to date.

FEE POLICY

- The registration fee is not refundable under any circumstance.
- Tuition payments are due on the 1st of each month auto-billed on the last day of every month.
- First and last payments (Sept. & May) along with the registration fee are due at orientation registration.

WITHDRAWAL POLICY

If a teacher or parent makes a decision, decides to remove a child from the class permanently, the following will apply:

- Deposit will not be refunded.
- A figure will be calculated to pay for the amount of days the child attended. If a child is removed from the program, mid-month, that month's tuition will not be reimbursed.
- One full month of tuition will be charged or retained.

CHILD ABUSE/NEGLECT POLICY

As mandated by the Child Protection Law, Act 238, childcare providers who have reasonable cause to suspect child abuse or neglect must report it to their local Department of Social Services.

Abuse and neglect of children is against the law, and therefore is the obligation of a childcare provider to report it.

If child abuse/neglect is suspected, the following is the course of action that must take place:

1. The suspected abuse/neglected shall be reported to the program director or their immediate supervisor.
2. An oral report shall be made immediately to the Livingston County Department of Social Services.
3. Within 72 hours of the oral report, a written report must be filed with the department. The report must contain the following:
 - The name and age of the child.
 - A description of the abuse or neglect.
 - Names and addresses of the child's parents or guardian, if available.

HEALTH PRACTICES AND POLICIES

As mandated by the Bureau of Childcare licensing many communicable diseases can be prevented through appropriate hygiene and sanitation practices. All staff will adhere to the licensing regulations set.

Hand Washing

Hands must be washed with soap and under running water before and after:

- *Passing out or preparing food
- *Using the bathroom
- *Assisting a child in the bathroom
- *Attending to a sick child

Cleaning and Sanitizing

The following steps will be followed daily when cleaning and sanitizing.

1. Wash the surface or article vigorously with soap and water.
2. Rinse the surface with clean water.
3. Submerge, wipe or spray the surface or the article with a sanitizing solution.
4. Let the article or surface air dry.

Handling Bodily Fluids

All staff has completed the Blood-Borne Pathogen Training requirement and will follow set procedures when there is an exposure to blood, including blood-containing body fluids and tissue discharges and when handling other potentially infectious fluids.

MEDICATION POLICY:

1. Medication, prescription, or non-prescription, must be administered to a child by a childcare staff member only.
2. A childcare staff member shall give or apply medication, prescription drugs or non-prescription, only with prior written permission from a parent.
3. All medication must be in its original container, stored according to instructions, and clearly labeled for a named child, including all non-prescription topical medications described in subrule (7) of this rule.
4. Prescription medication must have the pharmacy label indicating the physician's name, child's first and last name, instructions, name and strength of medication, and must be given according to those instructions.

5. A childcare staff member shall keep all medication out of the reach of children and shall return it to the child's parent when the child's parent determines it is no longer needed or has expired.
6. A childcare staff member shall give or apply any prescription or non-prescription according to the directions on the original container, unless otherwise authorized by a written order of the child's physician.
7. Topical non-prescription medicine, including but not limited to sunscreen and insect repellent, requires written parental authorization annually.
8. A center shall maintain a record as to the time and the amount of medication given or applied, with the exception of medications described in subrule (7) of this rule, on a form provided by the department or a comparable substitute approved by the department. One form per medication is required. The signature of the childcare staff member administering the medication must be included.

7.11 Personal Time Off (PTO)

Full-time PTO

Full- Time (Exempt and Non-Exempt) PTO is calculated according to the calendar year.

During your initial year of employment, you earn PTO on a prorated basis to be calculated and available after 90 days of employment. The Executive Director will inform you of the amount of PTO and the date on which you become eligible. Thereafter, you receive PTO as follows:

| <u>Years of Service</u> | <u>Paid Time Off Hours</u> |
|-------------------------|----------------------------|
| 1 to 3 Year(s) | 120 hours |
| 4 to 7 Years | 160 hours |
| 7 to 10 Years | 200 hours |
| 11+ Years | 240 hours |

All full-time employees will be eligible to roll over 40 hours of PTO annually. The maximum accrued is 80 hours over the employees entitled annual PTO. Once the maximum accrued hours have been met, no more accrued hours will be allowed unless the account is lowered below the maximum level of the employee reaches a “Years of Service” milestone.

Roll Over or Payout Option

All full-time employees will be eligible to opt into an additional PTO option. An employee must select the option annually by November 1 for the following year. An employee may not change options until the next year.

A Full-time employee will be eligible to roll over up to 40 hours of PTO annually **in hour increments**. An employee will be able to have a maximum accrued of 80 hours over the employees entitled annual PTO. Once an employee reaches the maximum accrued hours no more accrued hours will be allowed unless the account is lowered below the maximum level or the employee reaches a “Year of Service” milestone. A written request for the amount of PTO rollover must be submitted and approved by the Executive Director no later than November 1. **Employees who take option 1 will not be eligible for a payout for the current year**

Part-Time PTO

A part-time employee who has worked for 3 or more years and has worked a minimum of 1,250 hours annually will be eligible for the PTO based on the formula below

1. #hrs. work previous year / 2080 (Full-time hours) = % part-time
2. % Part-time x 120hrs (starting full-time PTO) = Part-Time hours of PTO

A part-time employee who works less than 1,250 hours annually will be eligible for the PTO based on the formula below

| <u>Years of Service</u> | <u>Paid Time Off Hours</u> |
|-------------------------|----------------------------|
| 1 to 2 Year(s) | 8 hours |
| 3 to 4 Years | 16 hours |
| 5+ Years | 24 hours |

Seasonal Part-Time Employees will not receive Paid Time Off benefits.

ALL PTO requests will be submitted at least two weeks in advance to the Executive Director through our electronic payroll system. PTO requests are taken into order they are submitted, account operating requirements and length of employment may determine priority in scheduling PTO times.

PTO can be used as vacation time, sick time or to take care of personal matters.

Part-Time PTO cannot be carried over from one year.

Payment will not be granted in lieu of taking the actual time off or any unused PTO for ALL employees

At the end of employment, eligible team members will not be paid for earned or unused PTO, unless state law dictates otherwise.