



Howell Area Parks & Recreation Authority

**Regular /Virtual Meeting
Tuesday May 19, 2020 7:00 p.m.**

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/138865829>

You can also dial in using your phone.
(For supported devices, tap a one-touch number below to join instantly.)

United States (Toll Free): 1 877 309 2073
- One-touch: tel:+18773092073,,138865829#

United States: +1 (646) 749-3129
- One-touch: tel:+16467493129,,138865829#

Access Code: 138-865-829

1. Call to Order
2. Pledge of Allegiance (all stand)
3. Approve Agenda
4. Approval – Regular Board Meeting Minutes dated Monday, March 30, 2020
5. Call to the Public (for any items not on the agenda)
6. Staff Comments
7. Approval/Discussion- 2019 Howell Area Parks and Recreation Authority Draft Audit
8. Approval/Discussion – 1st Quarter Budget Amendments
9. Approval/Discussion – Scofield City Park Management Agreement
10. Approval/Discussion- Updated HAPRA Participation Waiver
11. Review/Discussion - Check Register Report Ending April 30, 2020
12. Review/Discussion - Bank Statements Ending April 30, 2020
13. Review/Discussion – Financial Reports Ending April 30, 2020

14. Directors Report

- Return to Work
- Melon Festival
- Aquatic Center
- Summer Camp

15. Old Business

16. New Business

17. Next Meeting: Tuesday, June 16, 2020 - 7:00 PM –**Virtual Board Meeting**

18. Adjournment



Howell Area Parks & Recreation Authority

Bennett Recreation Center

Regular Virtual Board Meeting Minutes

April 21, 2020

Call to Order

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

Attendance

Chairman Sean Dunleavy, Vice Chair Diana Lowe, Treasurer Bob Ellis, Secretary Tammy Beal, Trustee Jean Graham

Absent

None

Staff

Director Tim Church, Kevin Troshak, Chris Techentin, Amelia Purdy Ketchum, Ann Marie Moran, Renee Baumgart, Jen Savage, Kyle Tokan

Public

None

Pledge of Allegiance

Approval of Agenda

Diana Lowe motioned to approve the Agenda, supported by Bob Ellis. **Motion carried 5-0.**

Approval of Regular Minutes

Diana Lowe requested that March 30, 2020 minutes be clarified, Tammy reworded page 2 the second bullet point to say "Amelia then used that for a virtual project for the kids". Bob Ellis made a motion to approve the amended minutes, supported by Diana Lowe. **Motion carried 5-0.**

Call to the Public

None heard.

Staff Comments

None heard.

HAPRA Program Action Plan-No new changes to staffing. The Director met yesterday with the staff that is currently working and they are looking at each program and how they can implement them. The Preschool has been doing virtual lessons and the parents love it. Letters were sent to pre-kindergarteners, refunds and adjustments are being made. Some participants have donated their balance back to HAPRA. For volleyball we have issued credits, and for soccer we will have to make a decision this week, a letter has been drafted asking if participants want a refund, credit or if they would like to donate to the program. The loss will be \$35K, we could do some soccer camps instead but we won't know what our options are until the stay at home order is lifted. Donations will be tracked.

Budget Action Plan-Four items were presented to the board for consideration. They were to stop 401(a) contributions; stop in lieu of insurance payments; remove Ocala Community Center utilities; and eliminate printed program guide. Taking these four steps will cut \$76K out of the budget. Bob Ellis motioned to adopt the four cuts as presented, supported by Jean Graham. Roll call vote: Ellis, Graham, Lowe, Beal, Dunleavy-all yes; Nays-none. **Motion carried 5-0.**

Schofield City Park Management Agreement- Director suggested that we table this item until the details of opening the park and the costs, a lot depends on when the Governor lifts the stay at home order. Motion by Diana Lowe to table this item until a later date, supported by Bob Ellis. **Motion carried 5-0.**

Check Register and Bank Statements ending March 31, 2020

Everything looks good.

Financial Reports ending March 31, 2020

Director sent out an updated report but it was just reallocating items to different accounts. Treasurer Ellis reported that 24% of the budgeted revenue has been collected and 19% of the expenses have been spent. Our surplus is 4.7% of the total annual budget as of the end of March. He stated that we started the year with \$129K and are now at \$194K but that will be decreasing now.

Directors Report

- Amelia has started a Virtual 50K called Howell Grown, it is for participants to walk, run or bike 30-31 miles between now and the Melon Festival. You can sign up on line for \$15 and that money goes to the United Way Covid Relief Fund.
- Renee and Kevin submitted a grant request with United Way. The on line virtual interview is Tuesday, this is for funding that we needed before the pandemic.
- Kudos to all the staff, they have been great during all of this. Kyle has done a great job with the building and the grounds. The City is now demoing Barnard Center.
- Howell Theater has requested that we partner with them on some kind of program to try Drive-in movies again.

- We paid the Howell Aquatic Center \$24K back in February so we are working with them trying to get the money back for refunds. It will be at least July 1st before the school opens up so Director Church has asked them to make this year a wash, he has not heard back from them.

Old Business

Oceola Township is continuing the planning of the Oceola Center. It is going to cost more than was expected. Hopefully there will be a May-June ground breaking, building will be closed in by fall and open in January of 2021.

New Business

None.

Next Meeting

The next regular meeting is scheduled for Tuesday, May 19, 2020 at 7 pm, this will be a virtual meeting.

Motion to adjourn at 8:16 pm by Bob Ellis, supported by Jean Graham. **Motion carried 5-0.**

Approved

Date

Respectively Submitted by: Tammy L. Beal, Secretary

Howell Area Parks and Recreation Authority
Draft Financial Statements
For the Year Ended September 30, 2019

Page #

- 1* ♦ Auditors issued a Clean / Unmodified Opinion on the Financial Statements
- ♦ Auditors reported No Deficiencies, Findings or Questioned Costs

- 9* ♦ Fund Balance (current equity) increased \$43,879 (53%) from prior year
- ♦ And still, HAPRA was able to purchase \$45,000 in long-term assets (vehicle, computers, etc.)
- ♦ Fund Balance of \$127,047 is 9% of current year expenditures
- ♦ 9% represents 1.33 months of operations - could operate for over a month if there was ever a disruption in revenue

- 18* ♦ 1st Column - Original budget planned to increase fund balance \$8,400
- ♦ 2nd Column - Final amended budget planned to increase fund balance \$6,750
- ♦ 3rd Column - Actual increase in fund balance was \$43,879
- ♦ Revenues came in over budget \$7,516; expenditures were under budget by \$29,613
- ♦ Indicates that HAPRA implemented effective fiscal management procedures - nice work!
- ♦ Clearly no longer in a deficit / off the State's naughty list - keep doing all the good things you're doing

- 20* ♦ This is not a required statement; it's something that the Board and management implemented years ago to be used as a tool to identify financial results by Program. Provides additional details about revenues, expenditures and results by program - some Programs run at a surplus and some at a deficit. The State is not concerned with Program-level deficits.

Thank you very much for all of the effort that goes into preparing for the audit and assistance to ensure effective audit procedures during fieldwork. Keep up the great work - looking forward to your continued improvements, growth and success in providing so many quality services to the citizens in your communities.

2020 HAPRA**COMBINED BUDGET**

		2020 APPROVED BUDGET	2020 AMENDED BUDGET
	DESCRIPTION		
REVENUES			
	FUND 208 - ADMINISTRATION	565,050.00	546,595.00
	FUND 213 - AQUATIC CENTER	\$130,500.00	\$130,150.00
	FUND 214 - YOUTH SPORTS	\$129,660.00	\$67,000.00
	FUND 215 - ENRICHMENT	\$91,000.00	\$75,895.00
	FUND 216 - FESTIVALS & EVENTS	\$212,000.00	\$117,500.00
	FUND 217 - PRESCHOOL	\$55,830.00	\$49,610.00
	FUND 218 - SENIOR CENTER	\$23,500.00	\$28,500.00
	FUND 219 - SUMMER CAMP	\$42,500.00	\$42,500.00
	FUND 220 - BEACH - BOAT LAUNCH	\$53,500.00	\$53,500.00
	FUND 221 - TEEN CENTER	\$74,150.00	\$63,350.00
	FUND 223 - DOG PARK	\$13,000.00	\$9,500.00
	FUND 224 - TRANSPORTATION	\$15,500.00	\$12,000.00
TOTAL Revenues		\$1,406,190.00	\$1,196,100.00
Expenditures			
	FUND 208 - ADMINISTRATION	565,050.00	546,595.00
	FUND 213 - AQUATIC CENTER	\$130,500.00	\$130,150.00
	FUND 214 - YOUTH SPORTS	\$129,660.00	\$83,480.00
	FUND 215 - ENRICHMENT	\$91,000.00	\$75,895.00
	FUND 216 - FESTIVALS & EVENTS	\$212,000.00	\$117,500.00
	FUND 217 - PRESCHOOL	\$55,830.00	\$49,610.00
	FUND 218 - SENIOR CENTER	\$23,500.00	\$28,500.00
	FUND 219 - SUMMER CAMP	\$42,500.00	\$42,500.00
	FUND 220 - BEACH - BOAT LAUNCH	\$53,500.00	\$53,500.00
	FUND 221 - TEEN CENTER	\$74,150.00	\$63,350.00
	FUND 223 - DOG PARK	\$13,000.00	\$9,500.00
	FUND 224 - TRANSPORTATION	\$15,500.00	\$12,000.00
TOTAL Expenditures		\$1,406,190.00	\$1,212,580.00
TOTAL REVENUES		\$1,406,190.00	\$1,196,100.00
TOTAL EXPENDITURES		\$1,406,190.00	\$1,212,580.00
NET OF REVENUES & EXPENDITURES		\$0.00	-\$16,480.00

ADMINISTRATION

ENDING DATE 12-31-2020

2020 1st Qtr 2nd Qtr 3rd Qtr 4th Qtr Notes

FUND 208

2.7% for \$15300.00

GL NUMBER	DESCRIPTION	APPROVED	AMEND	AMEND	AMEND	AMEND	AMEND
REVENUES							
208-751-587.001	PK/RC MARION TWP PARTICIPATION	105,000.00	105,000.00				
208-751-587.002	PK/RC GENOA TWP PARTICIPATION	105,000.00	105,000.00				
208-751-587.003	PK/RC OCEOLA TWP PARTICIPATION	105,000.00	105,000.00				
208-751-587.005	PK/RC HOWELL CITY PARTICIPATION	105,000.00	105,000.00				
208-751-587.006	PK/RC HOWELL TOWNSHIP PARTICIPATION	105,000.00	105,000.00				
208-751-649.003	PK & REC GUIDE ADVERTISEMENT	0.00	0.00				
208-751-651.020	BENNETT BUILDING RENTAL FEES	14,500.00	11,000.00				COVID REFUNDS
208-751-651.022	OCEOLA BUILDING RENTAL FEES	14,500.00	2,045.00				COVID REFUNDS
208-751-651.040	YOUTH SERVICES RENTAL	500.00	0.00				
208-751-665.000	INVESTMENT INTEREST	300.00	300.00				
208-751-667.003	RENTAL INCOME - EQUIPMENT	0.00	0.00				
208-751-671.002	MISC REVENUES	250.00	250.00				
	BEACH MANAGEMENT FEES	4,000.00	3,000.00				REFLECT DUE TO COVID
208-751-675.075	DOG PARK MAINTENANCE SERVICES FEES	6,000.00	5,000.00				REFLECT DUE TO COVID
TOTAL REVENUES		565,050.00	546,595.00	0.00	0.00	0.00	
EXPENSES							
208-751-702.001	SALARY & WAGES - DIRECTOR	61,500.00	61,500.00				
208-751-702.003	SALARY & WAGES - BUSINESS MANAGER	35,500.00	35,500.00				
208-751-702.004	SALARY & WAGES - OPERATIONS MANAGER	28,500.00	33,500.00				
208-751-702.024	SALARY & WAGES -MARKETING	37,960.00	37,960.00				
208-751-702.030	SALARY & WAGES - FRONT OFFICE	35,000.00	35,000.00				
208-751-702.034	SALARY & WAGE - FACILITIES MAINTENANCE	45,000.00	45,000.00				
208-751-713.000	EMPLOYER SHARE FICA	18,300.00	18,300.00				
208-751-714.000	EMPLOYEE MEDICAL INSURANCE	13,000.00	13,000.00				
208-751-714.002	EMPLOYEE DISABILITY/LIFE INSURANCE	1,900.00	1,900.00				
208-751-714.004	ICMA RETIREMENT	21,000.00	21,000.00				
208-751-727.000	OFFICE SUPPLIES	1,500.00	1,500.00				
208-751-730.000	POSTAGE	15,000.00	1,000.00				GUIDE GOING ON LINE AND NOT MAILED
208-751-740.000	OPERATING SUPPLIES - GENERAL	1,500.00	1,500.00				
208-751-740.025	OPERATING SUPPLIES - HUMAN RESOURCES	0.00	0.00				
208-751-740.026	OPERATING SUPPLIES - STAFF SHIRTS/BADGES	2,000.00	0.00				REDUCE TO BALANCE
208-751-751.000	GASOLINE & DIESEL FUEL	0.00	800.00				ADDED VEHICLE IN 2020
208-751-801.000	PROFESSIONAL SERVICES	35,000.00	35,000.00				
208-751-804.000	CONTRACTUAL SERVICES	500.00	500.00				
208-751-840.000	DUES, SUBSCRIPTIONS & MEMBERSHIPS	5,000.00	5,000.00				
208-751-850.000	COMMUNICATION - TELEPHONES	7,000.00	7,000.00				
208-751-850.008	COMMUNICATION - INTERNET & CABLE	2,800.00	2,100.00				REDUCED DUE TO OCEOLA CLOSING
280-751-850.008	COMMUNICATIONS - INTERNET & CABLE - YOUTH S	2,100.00	1,700.00				REFLECT REALISTIC COST
208-751-860.000	TRAVEL	5,000.00	2,500.00				REDUCED TO BALANCE
208-751-900.000	MARKETING, PRINTING & PUBLISHING	20,000.00	4,000.00				GUIDE GOING ON LINE AND NOT PRINTED
208-751-910.000	INSURANCE	30,000.00	30,000.00				
208-751-920.000	UTILITIES - ELECTRICITY - BENNETT CENTER	6,500.00	6,500.00				
208-751-920.001	UTILITIES - GAS - BENNETT CENTER	5,500.00	5,500.00				
208-751-920.002	UTILITIES - WATER/SEWER - BENNETT CENTER	1,800.00	1,800.00				
208-751-920.003	UTILITIES - RUBBISH - BENNETT CENTER	700.00	700.00				
208-751-920.008	UTILITIES - RUBBISH - BARNARD ST.	0.00	0.00				
208-751-920.012	UTILITIES - ELECTRICITY - OCEOLA CENTER	4,000.00	1,500.00				BUILDING CLOSED
208-751-920.013	UTILITIES - GAS - OCEOLA CENTER	2,500.00	1,250.00				BUILDING CLOSED
208-751-920.014	UTILITIES - WATER/SEWER - OCEOLA CENTER	500.00	150.00				BUILDING CLOSED
208-751-920.015	UTILITIES - RUBBISH - OCEOLA CENTER	600.00	200.00				BUILDING CLOSED
208-751-920.030	UTILITIES - ELECTRICITY - YOUTH SERVICES CENTER	3,500.00	3,500.00				
208-751-920.031	UTILITIES - GAS - YOUTH SERVICES CENTER	2,500.00	2,500.00				
208-751-920.032	UTILITIES - WATER/SEWER - YOUTH SERVICES CENT	800.00	800.00				
208-751-920.033	UTILITIES - RUBBISH - YOUTH SERVICES CENTER	0.00	0.00				
208-751-930.000	GROUNDS MAINTENANCE - BENNETT CENTER	4,000.00	4,000.00				ADD FERTILIZER
208-751-930.006	REPAIR & MAINTENANCE - VEHICLES	0.00	500.00				ADDED VEHICLE IN 2020
208-751-930.014	OCEOLA BUILDING EXPENSE	15,000.00	6,500.00				BUILDING CLOSED
208-751-930.015	GROUNDS MAINTENANCE - YOUTH SERVICES CENT	1,500.00	1,200.00				REDUCE LAWN CARE
208-751-931.000	BUILDING REPAIRS & MTCE. AND SUPPLIES - BENNE	8,000.00	8,000.00				
208-751-931.014	BUILDING REPAIRS & MTCE. AND SUPPLIES - OCEOL	3,000.00	1,300.00				BUILDING CLOSED
208-751-931.030	BUILDING REPAIRS & MTCE AND SUPPLIES - YOUT	4,000.00	4,000.00				
208-751-940.000	EQUIPMENT RENTAL	8,500.00	10,000.00				COPIER CONTRACT INCREASE
208-751-940.040	RENT - 214 N. WALNUT	23,000.00	23,000.00				
208-751-956.000	MISCELLANEOUS	3,500.00	3,500.00				
208-751-956.003	BANK CHARGES & FEES	5,000.00	5,000.00				
208-751-957.000	EDUCATION / TRAINING	2,500.00	2,500.00				
208-751-970.000	CAPITAL OUTLAY/EQUIPMENT	9,690.00	5,035.00				TO BALANCE 208

208-751-970.030	LEASEHOLD IMPROVEMENT - YOUTH SERVICES CEN	5,000.00	30,000.00			
208-751-980.000	OFFICE EQUIPMENT	400.00	400.00			
208-751-980.004	EQUIPMENT - COMPUTER HARDWARE	2,000.00	2,000.00			
208-751-980.005	EQUIPMENT - COMPUTER SOFTWARE	16,000.00	20,000.00			
208-751-981.002	VEHICLES	0.00	0.00			
TOTAL EXPENDITURES		565,050.00	546,595.00	0.00	0.00	0.00
TOTAL REVENUES		565,050.00	546,595.00	0.00	0.00	0.00
TOTAL EXPENDITURES		565,050.00	546,595.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

\$2500/MO ADDITIONAL RENT

INCREASE FOR OFFICE 365

SPORTS
FUND 214

ENDING DATE 12-31-2020

2020 **1st** **2nd**
Qtr **Qtr** **3rd Qtr** **4th Qtr** **Notes**

GL NUMBER	DESCRIPTION	APPROVED	AMEND	AMEND	AMEND	AMEND
REVENUES						
214-751-650.006	GENOA SOCCER - FIELD RENTALS	14,000.00	8,000.00			
214-751-650.050	PROGRAM FEES - VOLLEYBALL	4,000.00	0.00			
214-751-650.051	PROGRAM FEES - ENRICHMENT	11,660.00	1,000.00			
214-751-650.053	PROGRAM FEES - SOCCER	67,000.00	35,000.00			
214-751-650.094	PROGRAM FEES - SOFTBALL	3,500.00	0.00			
214-751-650.054	PROGRAM FEES - BASKETBALL	20,000.00	20,000.00			
214-751-650.096	DROP IN BASKETBALL	2,000.00	2,000.00			
214-751-650.099	DROP IN VOLLEYBALL	0.00	0.00			
214-751-651.009	PAGE FIELD RENTAL	6,500.00	0.00			
214-751-678.095	SPONSORSHIP FEES	1,000.00	1,000.00			
TOTAL REVENUES		129,660.00	67,000.00	0.00	0.00	0.00
EXPENDITURES						
214-751-702.080	SALARY & WAGES - SPORTS MANAGER	41,600.00	38,000.00			
214-751-702.081	SALARY & WAGES - SPORTS COORDINATORS	9,500.00	6,650.00			
214-751-713.000	EMPLOYER SHARE FICA	3,900.00	3,400.00			
214-751-714.000	EMPLOYEE MEDICAL INSURANCE	1,000.00	0.00			
214-751-714.002	EMPLOYEE DISABILITY/LIFE INSURANCE	600.00	600.00			
214-751-714.004	ICMA RETIREMENT	4,160.00	0.00			
214-751-730.000	POSTAGE	0.00	0.00			
214-751-740.000	OPERATING SUPPLIES - GENERAL	2,000.00	0.00			
214-751-740.080	OPERATING SUPPLIES - VOLLEYBALL	1,200.00	0.00			
214-751-740.081	OPERATING SUPPLIES - SOCCER	17,000.00	8,000.00			
214-751-740.086	OPERATING SUPPLIES - BASKETBALL	3,000.00	2,700.00			
214-751-801.017	BACKGROUND CHECKS	750.00	500.00			
214-751-804.008	CONTRACT SERVICES - INSTRUCTORS	3,500.00	0.00			
214-751-804.009	CONTRACT SERVICES - OFFICIALS /COACHES	4,500.00	3,000.00			
214-751-804.010	CONTRACT SERVICES - FIELD MAINTENANCE	24,000.00	12,000.00			
214-751-840.000	DUES & MEMBERSHIPS	200.00	180.00			
214-751-860.000	CONFERENCE /TRANSPORTATION	1,400.00	0.00			
214-751-900.000	PRINTING & PUBLISHING	0.00	0.00			
214-751-940.000	EQUIPMENT RENTAL	0.00	0.00			
214-751-942.001	PORTA JOHN RENTALS	1,800.00	900.00			
214-751-957.000	EDUCATION / TRAINING	50.00	50.00			
214-751-964.001	PROGRAM REFUNDS	500.00	500.00			
214-751-965.000	HOWELL SCHOOLS REIMBURSEMENT	9,000.00	7,000.00			
214-751-970.000	CAPTIAL OUTLAY	0.00	0.00			
214-751-980.000	OFFICE EQUIPMENT	0.00	0.00			
TOTAL EXPENDITURES		129,660.00	83,480.00	0.00	0.00	0.00
TOTAL REVENUES		129,660.00	67,000.00	0.00	0.00	0.00
TOTAL EXPENDITURES		129,660.00	83,480.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	(16,480.00)	0.00	0.00	0.00

Increase sponsorship money

IDEAS
summer programs
fall softball league
golf league with senior/youth partnership

NO SPRING SUMMER RENTALS-COVID CLOSURE
COVID CLOSURE
COVID CLOSURE
NO SPRING SOCCER-COVID CLOSURE
COVID CLOSURE
NO SPRING SUMMER RENTALS-COVID CLOSURE

REDUCED DUE TO COVID 19
REDUCED DUE TO COVID 19
REDUCED DUE TO COVID 19
BOARD APPROVED
BOARD APPROVED
REDUCED TO BALANCE
REDUCED DUE TO NO VOLLEYBALL
REDUCED TO NO SPRING SOCCER
REDUCED TO BALANCE
REDUCED DUE TO RETURNING COACHES
REDUCED TO COVID 19
REDUCED TO COVID 19
EVERY OTHER WEEK LAWN CARE
REDUCED TO REFLECT REALISTIC AMOUNT
REDUCED TO BALANCE
REDUCED TO NO SPRING SOCCER
REDUCED TO REFLECT NO VOLLEYBALL

ENRICHMENT

ENDING DATE 12-31-2020

FUND 215

2020 1st 2nd 3rd Qtr 4th Qtr Notes
Qtr Qtr

GL NUMBER	DESCRIPTION	APPROVED	AMEND	AMEND	AMEND	AMEND	
REVENUES							
215-751-650.002	PROGRAM FEES ENRICHMENT	61,000.00	52,395.00				COVID CLOSURE AND REFUNDS
215-751-650.020	PROGRAM FEES TRAVEL	30,000.00	23,500.00				REDUCED TRAVEL DUE TO COVID
TOTAL REVENUES		91,000.00	75,895.00	0.00	0.00	0.00	
EXPENDITURES							
215-751-702.034	SALARY & WAGE - FACILITIES	0.00	0.00				
215-751-702.070	SALARY & WAGES - ENRICHMENT & TRAVEL COORDINATOR	24,000.00	23,000.00				REFLECT COVID CLOSURE
215-751-702.071	SALARY & WAGES - PATRON SERVICES COORDINATOR	9,000.00	7,000.00				REFLECT COVID CLOSURE
215-751-713.000	EMPLOYER SHARE FICA	2,500.00	2,300.00				REFLECT SALARY REDUCTION
215-751-714.000	EMPLOYEE MEDICAL INSURANCE	1,000.00	750.00				ELIGIBLE BENEFITTS PERIOD FOR 2020
215-751-714.002	EMPLOYEE DISABILITY/LIFE INSURANCE	600.00	600.00				
215-751-714.004	ICMA RETIREMENT	2,400.00	1,800.00				ELIGIBLE BENEFITS PERIOD FOR 2020
215-751-730.000	POSTAGE	5.00	5.00				
215-751-740.031	OPERATING SUPPLIES - ENRICHMENT	100.00	400.00				AMOUNT ALREADY SPENT
215-751-740.070	OPERATING SUPPLIES - TRAVEL	5,955.00	4,500.00				REFLECT REDUCE TRAVEL TRIPS DUE TO COVID
215-751-801.017	BACKGROUND CHECKS	40.00	40.00				
215-751-804.070	CONTRACT SERVICES - ENRICHMENT INSTRUCTORS	30,000.00	22,500.00				REFLECT REDUCES CLASSES DUE TO COVID
215-751-804.071	CONTRACT SERVICES - TRAVEL	15,000.00	12,000.00				REFLECT REDUCE TRAVEL TRIPS DUE TO COVID
215-751-840.000	DUES & MEMBERSHIPS	0.00	0.00				
215-751-860.000	CONFERENCE /TRANSPORTATION	0.00	0.00				
215-751-900.000	PRINTING & PUBLISHING	0.00	0.00				
215-751-964.001	PROGRAM REFUNDS	400.00	1,000.00				REFLECT REFUNDS DUE TO COVID
TOTAL EXPENDITURES		91,000.00	75,895.00	0.00	0.00	0.00	
TOTAL REVENUES		91,000.00	75,895.00	0.00	0.00	0.00	
TOTAL EXPENDITURES		91,000.00	75,895.00	0.00	0.00	0.00	
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00	

FESTIVALS

ENDING DATE 12-31-2020

FUND 216

2020 1st Qtr 2nd Qtr 3rd Qtr 4th Qtr Notes

GL NUMBER	DESCRIPTION	APPROVED	AMEND	AMEND	AMEND	AMEND
REVENUES						
216-751-650.003	PROGRAM FEES SPECIAL EVENTS	27,000.00	27,000.00			
216-751-671.013	MISC REVENUES - SPECIAL EVENTS	0.00	0.00			
216-751-675.101	FUNDRAISING	0.00	0.00			
216-751-678.040	SPONSORSHIP FEES - MELON FESTIVAL	45,000.00	15,000.00			REDUCED DUE TO COVID RESTRICTIONS
216-751-678.041	STREET VENDOR FEES - MELON FESTIVAL	25,000.00	4,000.00			REDUCED DUE TO COVID RESTRICTIONS
216-751-678.042	FESTIVAL TENT - MELON FESTIVAL	18,000.00	0.00			REDUCED DUE TO COVID RESTRICTIONS
216-751-678.044	MIDWAY - MELON FESTIVAL	9,000.00	0.00			REDUCED DUE TO COVID RESTRICTIONS
216-751-678.045	AD SALES - MELON FESTIVAL	0.00	0.00			
216-751-678.046	MISC REVENUE - MELON FESTIVAL	500.00	500.00			
216-751-678.047	SPONSORSHIP FEES - MELON RUN	6,500.00	6,000.00			REDUCED DUE TO COVID RESTRICTIONS
216-751-678.048	PROGRAM FEES - MELON RUN	22,000.00	10,000.00			REDUCED DUE TO COVID RESTRICTIONS
216-751-678.049	FOOD VENDOR FEES - MELON FESTIVAL	9,000.00	5,000.00			REDUCED DUE TO COVID RESTRICTIONS
216-751-678.050	SPONSORSHIP FEES - LEGEND OF SLEEPY HOWELL	14,000.00	14,000.00			
216-751-678.051	VENDOR FEES - LEGEND OF SLEEPY HOWELL	1,000.00	1,000.00			
216-751-678.052	BOOTH FEES - LEGEND OF SLEEPY HOWELL	0.00	0.00			
216-751-678.053	MISC REVENUE - LEGEND OF SLEEPY HOWELL	0.00	0.00			
216-751-678.057	SPONSORSHIP FEES - HEADLESS HORSEMAN RUN	6,000.00	6,000.00			
216-751-678.058	PROGRAM FEES - HEADLESS HORSEMAN RUN	22,000.00	22,000.00			
216-751-678.070	SPONSORSHIP FEES - SPECIAL EVENTS	6,000.00	6,000.00			
216-751-678.075	PROGRAM FEES - DOC MAY RIDE	1,000.00	1,000.00			
TOTAL REVENUES		212,000.00	117,500.00	0.00	0.00	0.00
EXPENDITURES						
216-751-702.001	SALARY & WAGES - FESTIVAL & EVENTS DIRECTOR	44,000.00	40,000.00			REDUCED DUE TO COVID CLOSURE
216-751-702.004	SALARY & WAGES - OPERATIONS MANAGER	5,000.00	0.00			MOVED TO 208 DUE TO REDUCE FESTIVAL TIME
216-751-702.103	SALARY & WAGES - VARIOUS STAFF	10,000.00	1,500.00			REDUCED DUE TO COVID RESTRICTIONS
208-751-713.000	EMPLOYER SHARE FICA	4,500.00	4,500.00			
208-751-714.000	EMPLOYEE MEDICAL INSURANCE	6,250.00	10,700.00			REFLECTS ACTUAL COSTS
208-751-714.002	EMPLOYEE DISABILITY/LIFE INSURANCE	550.00	750.00			REFLECTS ACTUAL COSTS
216-751-714.004	ICMA RETIREMENT	4,400.00	0.00			BOARD APPROVED
216-751-727.000	OFFICE SUPPLIES	100.00	0.00			REDUCED TO BALANCE BUDGET
216-751-730.000	POSTAGE	100.00	0.00			REDUCED TO BALANCE BUDGET
216-751-740.000	OPERATING SUPPLIES	100.00	0.00			REDUCED TO BALANCE BUDGET
216-751-740.035	OPERATING SUPPLIES - SPECIAL EVENTS	11,500.00	11,500.00			
216-751-740.100	OPERATING SUPPLIES - ENTERTAINMENT MELON	30,000.00	7,000.00			REDUCED DUE TO COVID RESTRICTIONS
216-751-740.102	OPERATING SUPPLIES - MELON FESTIVAL	15,000.00	5,000.00			REDUCED DUE TO COVID RESTRICTIONS
216-751-740.104	OPERATING SUPPLIES - FESTIVAL TENT	14,000.00	0.00			REDUCED DUE TO COVID RESTRICTIONS
216-751-740.106	OPERATING SUPPLIES - MELON RUN	8,000.00	5,000.00			REDUCED DUE TO COVID RESTRICTIONS
216-751-740.107	OPERATING SUPPLIES - MELON RUN - T-SHIRTS	0.00	0.00			
216-751-740.201	OPERATING SUPPLIES - LEGEND OF SLEEPY HOWELL	6,000.00	6,000.00			
216-751-740.203	OPERATING SUPPLIES - HEADLESS HORSEMAN RUN	11,000.00	11,000.00			
216-751-740.204	OPERATING SUPPLIES - HEADLESS HORSEMAN RUN	0.00	0.00			
216-751-804.075	CONTRACT SERVICES - SPECIAL EVENTS	2,000.00	2,000.00			
216-751-804.112	CONTRACT SERVICES - MELON RUN	2,000.00	0.00			REDUCED DUE TO COVID RESTRICTIONS
216-751-804.113	CONTRACT SERVICES - CITY OF HOWELL MELON FE	9,500.00	2,000.00			REDUCED DUE TO COVID RESTRICTIONS
216-751-804.210	CONTRACT SERVICES - LEGEND OF SLEEPY HOWELL	600.00	0.00			NOT USED IN 2 YEARS
216-751-804.212	CONTRACT SERVICES - HEADLESS HORSEMAN RUN	2,000.00	2,000.00			
216-751-804.114	CONTRACT SERVICES - CITY OF HOWELL LEGEND	8,000.00	3,450.00			REDUCED DUE TO COVID RESTRICTIONS
216-751-840.000	DUES & MEMBERSHIPS	1,000.00	1,000.00			
216-751-850.010	COMMUNICATION RADIOS	0.00	0.00			
216-751-860.000	CONFERENCE /TRANSPORTATION	2,000.00	250.00			REDUCED TO BALANCE BUDGET
216-751-900.000	PRINTING & PUBLISHING	5,000.00	2,000.00			REDUCED DUE TO COVID RESTRICTIONS
216-751-940.000	EQUIPMENT RENTAL	0.00	0.00			
216-751-942.001	PORTA JOHN RENTALS	8,000.00	1,500.00			REDUCED DUE TO COVID RESTRICTIONS
216-751-956.000	MISCELLANEOUS	0.00	0.00			
216-751-957.000	EDUCATION/TRAINING	100.00	50.00			JUST CPR TRAINING THIS YEAR
216-751-964.001	PROGRAM REFUNDS	300.00	300.00			
208-751-970.000	CAPITAL OUTLAY/EQUIPMENT	1,000.00	0.00			REDUCED TO BALANCE BUDGET
216-751-980.004	EQUIPMENT - COMPUTER HARDWARE	0.00	0.00			
216-751-980.005	EQUIPMENT - COMPUTER SOFTWARE	0.00	0.00			
TOTAL EXPENDITURES		212,000.00	117,500.00	0.00	0.00	0.00
TOTAL REVENUES		212,000.00	117,500.00	0.00	0.00	0.00
TOTAL EXPENDITURES		212,000.00	117,500.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

PRESCHOOL

ENDING DATE 12-31-2020

FUND 217

2020 1st Qtr 2nd Qtr 3rd Qtr 4th Qtr Notes

GL NUMBER	DESCRIPTION	APPROVED	AMEND	AMEND	AMEND	AMEND	
REVENUES							need 2.7% for \$1400.00 increase fundraising and other revenues without increasing expenses
217-751-651.007	REC FEE/PRESCHOOL TUITION	50,400.00	42,000.00				REDUCED DUE TO COVID CLOSURE REFUNDS
217-751-651.030	REGISTRATION FEE	2,680.00	2,680.00				
217-751-651.031	EXTENDED DAY FEE	0.00	0.00				
217-751-651.032	DROP IN FEE	0.00	0.00				
217-751-675.015	PRESCHOOL FUNDRAISING	2,750.00	3,930.00				MUST DO FUNDRAISERS OR GRANTS TO SUPPORT REVENUES
217-751-675.040	DONATIONS	0.00	1,000.00				FAMILIES OFFERED TO DONATE PART OR ALL OF REFUND BACK TO PRESCHOOL (3 FAMILIES DID AS OF 4/28)
TOTAL REVENUES		55,830.00	49,610.00	0.00	0.00	0.00	
EXPENDITURES							
217-751-702.023	SALARY & WAGES - PRESCHOOL	47,500.00	43,000.00				COVID-19 CLOSURE
217-751-713.000	EMPLOYER SHARE FICA	3,630.00	3,300.00				REFLECT SALARIES
217-751-714.000	INSURANCE	1,500.00	0.00				REDUCED HOURS FOR 2020
217-751-727.000	OFFICE SUPPLIES	100.00	100.00				
217-751-730.000	POSTAGE	0.00	0.00				
217-751-740.028	OPERATING SUPPLIES - PRESCHOOL	2,000.00	1,000.00				REFLECT REDUCTION IN REVENUE
217-751-801.017	BACKGROUND CHECKS	50.00	50.00				
217-751-860.000	CONFERENCE /TRANSPORTATION	400.00	400.00				
217-751-900.000	PRINTING & PUBLISHING	0.00	0.00				
217-751-957.000	EDUCATION / TRAINING	150.00	150.00				
217-751-964.001	PROGRAM REFUNDS	0.00	1,400.00				COVID CLOSURE REFUNDS
217-751-970.000	CAPTIAL OUTLAY	0.00	0.00				
217-751-980.000	OFFICE EQUIPMENT	200.00	150.00				AMOUNT ALREADY SPENT
217-751-980.015	PRESCHOOL EQUIPMENT	300.00	60.00				AMOUNT ALREADY SPENT
TOTAL EXPENDITURES		55,830.00	49,610.00	0.00	0.00	0.00	
TOTAL REVENUES		55,830.00	49,610.00	0.00	0.00	0.00	
TOTAL EXPENDITURES		55,830.00	49,610.00	0.00	0.00	0.00	
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00	

SENIOR CENTER

ENDING DATE 12-31-2020

FUND 218

2020 1st Qtr 2nd Qtr 3rd Qtr 4th Qtr Notes

GL NUMBER	DESCRIPTION	APPROVED	AMEND	AMEND	AMEND	AMEND	
REVENUES							Grants, sponsorships...go get them New avenues for revenue need 2.7% for \$650.00
218-751-590.000	GRANTS	1,000.00	3,000.00				AWARDED GRANT IN APRIL
218-751-650.030	PROGRAM FEES - ENRICHMENT	4,000.00	4,000.00				
218-751-675.009	DONATIONS / PKS & RECS SENIORS	2,500.00	5,500.00				REFLECT ACTUAL AMOUNT
218-751-675.013	UNITED WAY SENIORS	7,500.00	7,500.00				
218-751-675.100	FUNDRAISING ENRICHMENT	2,500.00	2,500.00				
218-751-678.012	MEMBERSHIP FEES	4,000.00	4,000.00				
218-751-678.015	SENIOR NEWSLETTER ADVT	0.00	0.00				
218-751-678.030	SPONSORSHIP FEES - ENRICHMENT	2,000.00	2,000.00				
218-751-678.060	BINGO	0.00	0.00				
218-751-678.200	PROGRAM FEES - YOUNG AT HEART	0.00	0.00				
TOTAL REVENUES		23,500.00	28,500.00	0.00	0.00	0.00	
EXPENDITURES							
218-751-702.000	SALARY & WAGES - PATRON SERVICES COORDINATOR	0.00	115.00				AMOUNT ALREADY SPENT
218-751-702.027	SALARY & WAGES - SENIOR CENTER COORDINATOR	18,500.00	18,500.00				
218-751-713.000	EMPLOYER SHARE FICA	1,500.00	1,500.00				
218-751-727.000	OFFICE SUPPLIES	0.00	200.00				REFLECT ACTUAL AMOUNTS NEEDED
218-751-730.000	POSTAGE	700.00	700.00				
218-751-740.032	OPERATING SUPPLIES - GENERAL	1,000.00	1,000.00				
218-751-740.043	OPERATING SUPPLIES - BINGO	0.00	0.00				
218-751-740.200	OPERATING SUPPLIES - YOUNG AT HEART	0.00	0.00				
218-751-804.008	CONTRACT SERVICES - INSTRUCTORS	500.00	500.00				
218-751-804.080	CONTRACT SERVICES - ENTERTAINMENT	900.00	900.00				
218-751-840.000	DUES & MEMBERSHIPS	200.00	200.00				
218-751-860.000	CONFERENCE AND TRANSPORTATION	100.00	485.00				REFLECT REALISTIC AMOUNT FOR FALL CONFERENCE
218-751-900.000	MARKETING PRINTING & PUBLISHING	0.00	0.00				
218-751-957.000	EDUCATION / TRAINING	100.00	100.00				
218-751-964.001	PROGRAM REFUNDS	0.00	1,300.00				COVID-19 REFUNDS
218-751-967.002	AGING GRANT EXPENSES	0.00	3,000.00				BALANCE THE GRANT REVENUE
218-751-970.000	CAPITAL OUTLAY	0.00	0.00				
TOTAL EXPENDITURES		23,500.00	28,500.00	0.00	0.00	0.00	
TOTAL REVENUES		23,500.00	28,500.00	0.00	0.00	0.00	
TOTAL EXPENDITURES		23,500.00	28,500.00	0.00	0.00	0.00	
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00	

DAY CAMP

ENDING DATE 12-31-2020

FUND 219

2020 1st Qtr 2nd Qtr 3rd Qtr 4th Qtr Notes

GL NUMBER	DESCRIPTION	APPROVED	AMEND	AMEND	AMEND	AMEND	2.7% for \$1150.00
no changes now							
REVENUES							
219-751-651.003	SUMMER CAMP	40,000.00	40,000.00				
219-751-651.024	NONREFUNDABLE DEPOSITS	0.00	0.00				
219-751-651.025	SPECIALTY CAMPS	2,500.00	2,500.00				
TOTAL REVENUES		42,500.00	42,500.00	0.00	0.00	0.00	
EXPENDITURES							
219-751-702.025	SALARY & WAGES - MANAGER	2,200.00	2,200.00				
219-751-702.036	SALARY & WAGE - CAMP SUPERVISOR	4,410.00	4,410.00				
219-751-702.037	SALARY & WAGES - CAMP COUNSELOR	24,165.00	24,165.00				
208-751-713.000	EMPLOYER SHARE FICA	2,400.00	2,400.00				
208-751-714.000	EMPLOYEE MEDICAL INSURANCE	0.00	0.00				
208-751-714.002	EMPLOYEE DISABILITY/LIFE INSURANCE	0.00	0.00				
219-751-714.004	ICMA RETIREMENT	0.00	0.00				
219-751-727.000	OFFICE SUPPLIES	100.00	100.00				
219-751-730.000	POSTAGE	0.00	0.00				
219-751-740.003	OPERATING SUPPLIES - TSHIRTS	500.00	500.00				
219-751-740.033	OPERATING SUPPLIES - GENERAL	1,500.00	1,500.00				
219-751-740.041	OPERATING SUPPLIES - SNACKS	1,000.00	1,000.00				
219-751-740.042	FIELD TRIPS	6,000.00	6,000.00				
219-751-801.017	BACKGROUND CHECKS	125.00	125.00				
219-751-840.000	DUES & MEMBERSHIPS	0.00	0.00				
219-751-860.000	CONFERENCE /TRANSPORTATION	0.00	0.00				
219-751-900.000	MARKETING PRINTING & PUBLISHING	25.00	25.00				
219-751-957.000	EDUCATION / TRAINING	75.00	75.00				
219-751-970.000	CAPITAL OUTLAY	0.00	0.00				
219-751-980.000	OFFICE EQUIPMENT	0.00	0.00				
	Deficit Elimination 2.7%						
TOTAL EXPENDITURES		42,500.00	42,500.00	0.00	0.00	0.00	
TOTAL REVENUES		42,500.00	42,500.00	0.00	0.00	0.00	
TOTAL EXPENDITURES		42,500.00	42,500.00	0.00	0.00	0.00	
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00	

**CITY PARK/
BOAT LAUNCH**

FUND 220

ENDING DATE 12-31-2020

2020 **1st** **2nd**
Qtr **Qtr**
3rd Qtr **4th Qtr** **Notes**

GL NUMBER	DESCRIPTION	APPROVED	AMEND	AMEND	AMEND	AMEND	Notes
		no changes now					need additional \$200.00 to cover 2.7% 2.7% for \$1450.00
REVENUES							
220-751-649.001	CONCESSION SALES - PARK	8,500.00	8,500.00				
220-751-678.021	HOWELL CITY PARK GUARD REIMB	45,000.00	45,000.00				
TOTAL REVENUES		53,500.00	53,500.00	0.00	0.00	0.00	
EXPENDITURES							
220-751-702.000	SALARY & WAGES - MANAGER	10,800.00	10,800.00				
220-751-702.028	SALARY & WAGES - SEASONAL	22,000.00	22,000.00				
220-751-702.040	SALARY & WAGES - SUPERVISOR	7,500.00	7,500.00				
220-751-713.000	EMPLOYER SHARE FICA	2,200.00	2,200.00				
220-751-714.000	EMPLOYEE MEDICAL INSURANCE	0.00	0.00				
220-751-714.002	EMPLOYEE DISABILITY/LIFE INSURANCE	0.00	0.00				
220-751-714.004	ICMA RETIREMENT	0.00	0.00				
220-751-740.000	OPERATING SUPPLIES GENERAL	500.00	500.00				
220-751-740.035	OPERATING SUPPLIES - SPECIAL EVENTS	0.00	0.00				
220-751-740.037	CONCESSION SUPPLIES	5,000.00	5,000.00				
220-751-801.017	BACKGROUND CHECKS	200.00	200.00				
220-751-801.018	MANAGEMENT SERVICES	4,000.00	4,000.00				to cover 208 insurance for Kyle and front office time for rentals and pass distribution
220-751-970.000	CAPITAL OUTLAY/EQUIPMENT	1,300.00	1,300.00				
TOTAL EXPENDITURES		53,500.00	53,500.00	0.00	0.00	0.00	
TOTAL REVENUES		53,500.00	53,500.00	0.00	0.00	0.00	
TOTAL EXPENDITURES		53,500.00	53,500.00	0.00	0.00	0.00	
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00	

TEEN CENTER

ENDING DATE 12-31-2020

FUND 221

2020

**1st
Qtr**

**2nd
Qtr**

3rd Qtr 4th Qtr

Notes

2.7% for \$2000.00

GL NUMBER	DESCRIPTION	APPROVED	AMEND	AMEND	AMEND	AMEND	Notes
REVENUES							
221-751-649.000	CONCESSION SALES TEEN	3,500.00	2,700.00				COVID 19 CLOSURE
221-751-650.005	PROGRAM FEES TEENS	7,500.00	7,500.00				
221-751-650.100	SUMMER PROGRAM FEES	0.00	0.00				
221-751-675.010	DONATIONS - TEEN	15,000.00	5,000.00				TO REFLECT REALISTIC AMOUNT FOR REST OF 2020
221-751-675.012	UNITED WAY - TEENS	27,000.00	27,000.00				
221-751-675.110	FUNDRAISING	12,000.00	12,000.00				
221-751-679.010	KELLOGG FOUNDATION GRANT REVENUE	0.00	0.00				
221-751-679.025	FREUDENBURG GRANT REVENUE	0.00	0.00				NEED TO REAPPLY
221-751-679.100	GRANTS > \$ 1000	9,150.00	9,150.00				
TOTAL REVENUES		74,150.00	63,350.00	0.00	0.00	0.00	
EXPENDITURES							
221-751-702.026	SALARY & WAGES - YOUTH SERVICES MANAGER	32,800.00	32,800.00				
221-751-702.041	SALARY & WAGES - TEEN CENTER SUPERVISOR	7,800.00	0.00				POSITION NOT FILLED
221-751-702.035	SALARY & WAGES - TEEN CENTER COORDINATOR	18,500.00	14,230.00				COVID-19 CLOSURE
213-751-713.000	EMPLOYER SHARE FICA	4,500.00	3,600.00				REDUCTION IN SALARIES
221-751-714.000	EMPLOYEE MEDICAL INSURANCE	3,500.00	4,800.00				CORRECTED PREMIUM AMOUNTS
221-751-714.002	EMPLOYEE DISABILITY/LIFE INSURANCE	550.00	550.00				
221-751-714.004	ICMA RETIREMENT	3,500.00	3,500.00				
221-751-727.000	OFFICE SUPPLIES	50.00	100.00				AMOUNT ALREADY SPENT
221-751-730.000	POSTAGE	0.00	0.00				
221-751-740.000	OPERATING SUPPLIES	400.00	265.00				TO REFLECT LOST REVENUE
221-751-740.003	OPERATING SUPPLIES - T-SHIRTS	200.00	275.00				AMOUNT ALREADY SPENT
221-751-740.015	OPERATING SUPPLIES - CONCESSIONS	1,000.00	1,280.00				TO REFLECT ACTUAL AMOUNTS
221-751-740.036	OPERATING SUPPLIES - TEENS GENERAL	300.00	300.00				
221-751-840.000	DUES & MEMBERSHIPS	150.00	180.00				AMOUNT ALREADY SPENT
221-751-860.000	CONFERENCE /TRANSPORTATION	800.00	800.00				
221-751-900.000	PRINTING & PUBLISHING	100.00	100.00				
221-751-940.000	EQUIPMENT RENTAL	0.00	0.00				
221-751-957.000	EDUCATION / TRAINING	0.00	0.00				
221-751-970.000	CAPITAL OUTLAY EQUIP	0.00	0.00				
221-751-979.010	KELLOGG FOUNDATION GRANT EXPENSES	0.00	0.00				
221-751-979.025	FREUDENBURG GRANT EXPENSES	0.00	570.00				AMOUNT ALREADY SPENT
221-751-980.004	EQUIP / COMPUTER HARDWARE	0.00	0.00				
TOTAL EXPENDITURES	TOTAL EXPENSES	74,150.00	63,350.00	0.00	0.00	0.00	
TOTAL REVENUES		74,150.00	63,350.00	0.00	0.00	0.00	
TOTAL EXPENDITURES		74,150.00	63,350.00	0.00	0.00	0.00	
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00	

DOG PARK

ENDING DATE 12-31-2020

FUND 223

2020

**1st
Qtr**

**2nd
Qtr**

**3rd
Qtr**

**4th
Qtr**

Notes

Ideas:
Fundraising: Golf Outing like they did 2013

GL NUMBER	DESCRIPTION	APPROVED	AMEND	AMEND	AMEND	AMEND
REVENUES						
223-751-675.071	DOG PK DONATION - CONST	0.00	0.00			
223-751-675.074	FOB SALES	13,000.00	9,500.00			
TOTAL REVENUES		13,000.00	9,500.00	0.00	0.00	0.00
EXPENDITURES						
223-751-740.000	OPERATING SUPPLIES - GENERAL	2,600.00	1,900.00			
223-751-801.018	MANAGEMENT SERVICES	6,000.00	5,000.00			
223-751-900.000	PRINTING & PUBLISHING	150.00	0.00			
223-751-910.000	INSURANCE	500.00	500.00			
223-751-920.002	UTILITIES - WATER	400.00	0.00			
223-751-930.000	REPAIRS & MAINTENANCE	300.00	100.00			
223-751-967-071	CONSTRUCTION	500.00	0.00			
223-751-967.072	GROUNDS MAINTENANCE	2,200.00	2,000.00			
223-751-970.000	CAPITAL OUTLAY	350.00	0.00			
TOTAL EXPENDITURES		13,000.00	9,500.00	0.00	0.00	0.00
TOTAL REVENUES		13,000.00	9,500.00	0.00	0.00	0.00
TOTAL EXPENDITURES		13,000.00	9,500.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

Committee needs to raise funds
Anything dog related happens at dog park
2.7% for \$351.00

LESS FOBS SOLD PRE-CLOSURE AND THEN INCLUDES CLOSURE LOST REVENUE

REDUCED TO REFLECT REDUCTION IN REVENUE
10 MONTHS OF YEAR DUE TO COVID CLOSURE

WATER ON HOLD UNTIL INCREASE IN REVENUES
IF REPAIRS ARE NEEDED MORE THAN \$100, PAST SURPLUS WILL BE USED

REDUCED DUE TO COVID CLOSURE AND NO CONTRACT MOWING ALLOWED
REDUCED TO REFLECT REDUCTION IN REVENUE

LETTER OF UNDERSTANDING
CITY OF HOWELL & HOWELL AREA RECREATION AUTHORITY
OPERATION OF SCOFIELD CITY PARK GUARD BOOTH
BEACH FRONT & BOAT LAUNCH
May 1, 2020 – September 7, 2020

Staffing

HAPRA proposes hiring a part-time seasonal staff with a full-time supervisor at the Scofield City Park for the summer of 2020. The responsibilities of the staff would include collecting daily fees and monitoring stickers at the entrance gate at Scofield City Park, depositing fees with the City of Howell that are collected, operating and cleaning the restroom and concession facilities at the beach, cleaning up the goose droppings on the grass surrounding the beach area, providing weekly water testing, working in collaboration with the Fire Department to set up and remove the buoys and rope lines, enforcing parking ordinances, and other duties that are assigned for a smooth and efficient operation this coming summer. All staff would undergo customer service training, and have their CPR/First Aid Certificates updated for their summer assignments.

Seasonal Passes

The Recreation Authority will only sell or distribute seasonal passes at the Bennett Recreation Center during normal office hours (Monday-Friday 9 a.m. – 5 p.m.). City of Howell, Howell Township, Genoa Township, Marion Township and Oceola Township residents will receive 2 free passes (\$20 for additional pass) and all others will be charged \$40/pass.

Pavilion Rentals

The Recreation Authority will provide pavilion rental reservation system utilizing the recreation software (RecPro) that is already in place. All pavilion rental fees collected will be deposited in the City of Howell's accounts. We have estimated that it would require 8 hours a week to process reservations for a 5 month period (May 1 – September 7).

Park Entrance Guard Booth

HAPRA proposes that the park entrance guard booth to be staffed daily (weekdays and weekends) during the following hours beginning the Friday prior to Memorial Day and continuing through Labor Day. Staff would be required to arrive 1/2 hour before the booth opens to the public and stay 1/2 hour after it closes to account for funds and close down the area. All park entrance fees collected will be deposited in the City of Howell's accounts. In the event of inclement weather, the Park Supervisor will have the authority to close the park and send staff home.

Concession Stand/Beach Area

HAPRA proposes that the concession stand at the beach be staffed daily (weekdays and weekends) during the following hours beginning the Friday prior to Memorial Day and continuing through Labor Day. Staff would be required to arrive 1/2 hour before the booth opens to the public and stay 1/2 hour after it closes for cleaning and general maintenance. The Recreation Authority would purchase all concession supplies and keep the revenue generated from these sales.

Hours of Operation: (NEW School Calendar)

May 22- August 16: Monday-Friday 12pm-7pm, Saturday & Sunday 10am-7pm

August 17- September 7: Monday-Friday 3pm-7pm, Saturday & Sunday 10am-7pm

Boat Launch Entrance

We propose the Boat Launch entrance guard booth to be staffed daily (weekdays and weekends) beginning May 1, 2020 and continuing through September 7, 2020. The booth will be staffed during the following days & hours:

- a. May 1 - May 21 Mon-Fri: 3 pm -7 pm and Sat-Sun: 12 pm – 7 pm
- b. May 22 –August 16: Mon-Fri: 2 pm -7 pm and Sat-Sun: 7 am – 7 pm
- c. August 17-September 7, Mon-Fri: 3 pm - 7pm and Sat-Sun: 12pm –7pm (NEW Start of School)
- d. Holidays: Memorial Day, 4th of July & Labor Day: 7 am – 7 pm

Staff would be required to arrive 1/2 hour before the booth opens to the public and stay 1/2 hour after it closes to account for funds and close down the area. All boat launch entrance fees collected will be deposited in the City of Howell's accounts. In the event of inclement weather, the Park Supervisor will have the authority to close the park and send staff home.

Staff members will be directed to record all parking violations at this site and make sure that a valid seasonal or daily pass is readily displayed on all vehicles. They will be directed to contact Howell City Police for parking ordinance enforcement.

The City of Howell will provide a booth at the boat launch for staff to use during the hours of operation.

City of Howell Expenses

The City of Howell will pay the full costs of the following:

- A. Seasonal Stickers
- B. Daily Passes
- C. Weekly Water Testing
- D. All maintenance and cleaning supplies (Including toilet paper)
- E. Beach Staff t-shirts
- F. Daily sand raking and grass mowing at beach area
- G. Cleaning and maintenance of the restroom facility at the front of the park
- H. Electricity, telephone, water and trash collection
- I. General grounds maintenance for the park, sand area of the beach, roads and parking lots at Scofield City Park and Boat Launch areas.
- J. Signage
- K. Building improvements to the concession stand, restroom facilities, park booth, pavilions, etc. and placement and removal of park booth at start and end of season.
- L. Contractual Services with Goose Works to control the Canadian Geese population

Management Fee

The Howell Area Parks & Recreation Authority would provide the staffing services outlined in this proposal for a management fee of \$ 45,000.

Effective Date

This Letter of Understanding shall be in effect from May 1, 2020 through September 7, 2020 upon approval of the Howell City Council and Howell Area Parks & Recreation Authority Board.

CITY OF HOWELL

HOWELL AREA PARKS & RECREATION AUTHORITY

BY: _____

BY: _____

Nick Proctor

Sean Dunleavy

Its: Mayor

Its: Chairman

BY: _____

BY: _____

Jane Cartwright

Tim Church

Its: Clerk

Its: Executive Director

Approved by Howell City Council

Approved by Howell Area Parks & Recreation Authority

Date: _____

Date: _____

Howell Area Parks and Recreation Authori
 925 W Grand River Ave
 Howell MI 48843-1415

Date 4/30/20
 Primary Account
 Enclosures

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 @XXXXXXXXXXXX@138

Funds Availability Policy effective 6-15-20. Amount available for withdrawal not subject to next day availability is \$225. For exception holds on large deposits new accounts and for determining a repeat overdraft it is \$5,525.

Summary of Accounts

@XXXXXXXXXXXX@936	Money Market Public Funds	116,641.87
@XXXXXXXXXXXX@138	Public Funds HY DDA	104,653.96
@XXXXXXXXXXXX@204	Savings Non-Consumer	25,445.84
	Total	246,741.67

Checking Accounts

Public Funds HY DDA

Account Number	@XXXXXXXXXXXX@138	Statement Dates	4/01/20 thru 4/30/20
Beginning Balance	88,016.86	Days in the statement period	30
8 Deposits/Credits	97,010.62	Average Balance	88,187.98
38 Checks/Debits	80,384.18	Average Collected	86,702.48
Service Charge	.00	Interest Earned	10.66
Interest Paid	10.66	Annual Percentage Yield Earned	0.15%
Current Balance	104,653.96	2020 Interest Paid	66.65

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$.00	\$.00
Total Returned Item Fees	\$.00	\$.00

Activity in Date Order

Date	Description	Amount
4/01	INVOICE PAYCHEX EIB CCD X86577600000925	22,692.73-
4/06	198322 FORTE CCD CC-0403-F9708	500.00-
4/06	198321 FORTE CCD	375.00-

Public Funds HY DDA @XXXXXXXXXXXX@138 (Continued)

Activity in Date Order	Description	Amount
Date		
	CC-0403-4146D	
4/07	Deposit	15,040.83
4/10	198322 FORTE	18.00
	CCD	
	CC-0409-F95AE	
4/10	ACH FEES FORTE PAYMENTS	191.24-
	CCD	
	6941135	
4/10	ACH FEES FORTE PAYMENTS	157.90-
	CCD	
	6941199	
4/10	HRS PMT PAYCHEX-HRS	135.00-
	CCD	
	33936527	
4/13	198322 FORTE	550.00
	CCD	
	CC-0412-5B98B	
4/13	198322 FORTE	27.00
	CCD	
	CC-0411-E0CDB	
4/15	INVOICE PAYCHEX EIB	18,663.23-
	CCD	
	X86779300001315	
4/16	Deposit	52,500.00
4/17	198322 FORTE	900.00
	CCD	
	CC-0416-7E7CD	
4/22	Incentives RIND11683RA0320	200.00
	CCD	
	FC3778251415	
4/24	Deposit	27,774.79
4/27	198321 FORTE	1,650.00-
	CCD	
	CC-0425-B8FEA	
4/27	198322 FORTE	240.00-
	CCD	
	CC-0425-EAD54	
4/29	INVOICE PAYCHEX EIB	16,600.09-
	CCD	
	X86998900001998	
4/30	Interest Deposit	10.66
4/30	198322 FORTE	2,335.00-
	CCD	

Public Funds HY DDA @XXXXXXXXXXXX@138 (Continued)

Activity in Date Order

Date	Description	Amount
4/30	198321 FORTE CCD CC-0429-B5308	822.50-

--- CHECKS IN NUMBER ORDER ---

Date	Check No	Amount	Date	Check No	Amount
4/06	12594	232.50	4/30	12746	128.90
4/16	12716*	78.44	4/17	12747	250.00
4/09	12717	1,000.00	4/14	12748	17.50
4/01	12723*	5,425.00	4/16	12750*	1,201.51
4/15	12734*	750.00	4/15	12751	493.99
4/15	12735	13.56	4/14	12752	137.85
4/15	12736	369.11	4/21	12753	103.31
4/17	12737	1,320.44	4/22	12754	2,559.77
4/21	12738	192.98	4/22	12755	276.40
4/15	12739	307.48	4/27	12756	108.35
4/13	12740	353.00	4/23	12757	316.51
4/17	12742*	37.50	4/24	12758	108.99
4/15	12745*	125.00	4/22	12759	113.40

* Denotes missing check numbers

Daily Balance Information

Date	Balance	Date	Balance	Date	Balance
4/01	59,899.13	4/14	72,434.97	4/23	98,862.34
4/06	58,791.63	4/15	51,712.60	4/24	126,528.14
4/07	73,832.46	4/16	102,932.65	4/27	124,529.79
4/09	72,832.46	4/17	102,224.71	4/29	107,929.70
4/10	72,366.32	4/21	101,928.42	4/30	104,653.96
4/13	72,590.32	4/22	99,178.85		

Interest Rate Summary

Date	Rate
3/31	0.150000%

Money Market Public Funds

Account Number	@XXXXXXXXXXXX@936	Statement Dates	4/01/20 thru 4/30/20
Beginning Balance	116,622.75	Days in the statement period	30
Deposits/Credits	.00	Average Balance	116,622.75
Checks/Debits	.00	Average Collected	116,622.75
Service Charge	.00	Interest Earned	19.12
Interest Paid	19.12	Annual Percentage Yield Earned	0.20%
Current Balance	116,641.87	2020 Interest Paid	76.67

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$.00	\$.00
Total Returned Item Fees	\$.00	\$.00

Activity in Date Order

Date	Description	Amount
4/30	Interest Deposit	19.12

Daily Balance Information

Date	Balance	Date	Balance
4/01	116,622.75	4/30	116,641.87

Interest Rate Summary
 Date 3/31 Rate 0.200000%

Savings Accounts

Savings Non-Consumer

Account Number	@XXXXXXXXXXXX@204	Statement Dates	4/01/20 thru 4/30/20
Beginning Balance	25,445.43	Days in the statement period	30
Deposits/Credits	.00	Average Ledger	25,445.43
Checks/Debits	.00	Average Collected	25,445.43
Service Charge	.00	Interest Earned	.41
Interest Paid	.41	Annual Percentage Yield Earned	0.02%
Ending Balance	25,445.84	2020 Interest Paid	1.72

Savings Non-Consumer @XXXXXXXXXXXX@204 (Continued)

Activity in Date Order

Date	Description	Amount
4/30	Interest Deposit	.41

Daily Balance Information

Date	Balance	Date	Balance
4/01	25,445.43	4/30	25,445.84

Interest Rate Summary

Date	Rate
3/31	0.020000%



4605 S Old US Highway 23
 Brighton, MI 48114-7521
 888.267.7200 laketrust.org

HOWELL AREA PARKS & RECREATION AUTHORITY
 925 W GRAND RIVER AVE
 HOWELL MI 48843-1415

Account Statement

Member ID: 110099341

Statement Period: Apr 01, 2020 to Apr 30, 2020

Account Balances at a Glance

Total Savings	\$7,989.44
Total Checking	\$0.00
Total Loans	\$0.00

Commercial Membership Savings - 10006221590

<u>Post Date</u>	<u>Amount</u>	<u>Balance</u>	<u>Description</u>
04/01		\$10,762.93	Beginning Balance
04/22	-\$2,773.90	\$7,989.03	External Withdrawal MBI - SETL MED-I-BANK
04/30	\$0.41	\$7,989.44	Credit Interest/Dividend
04/30		\$7,989.44	Ending Balance

The average daily balance during this period was \$9,930.76.
 The Annual Percentage Yield Earned for this account is 0.05%.
 The Amount of interest / dividend earned year to date is \$1.76.

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS & REC AUTHORITY
PERIOD ENDING 04/30/2020

GL NUMBER	DESCRIPTION	2020	2020	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED		MONTH		
		BUDGET	BUDGET	04/30/2020	04/30/20		
Fund 208 - PARKS & REC AUTHORITY							
Revenues							
Dept 751 - RECREATION / PARKS DEPARTMENT							
208-751-587.001	PK/RC MARION TWP PARTICIPATION	105,000.00	105,000.00	52,500.00	26,250.00	52,500.00	50.00
208-751-587.002	PK/RC GENOA TWP PARTICIPATION	105,000.00	105,000.00	52,500.00	26,250.00	52,500.00	50.00
208-751-587.003	PK/RC OCEOLA TWP PARTICIPATION	105,000.00	105,000.00	52,500.00	26,250.00	52,500.00	50.00
208-751-587.005	PK/RC HOWELL CITY PARTICIPATION	105,000.00	105,000.00	26,250.00	0.00	78,750.00	25.00
208-751-587.006	PK/RC HOWELL TWP PARTICIPATION	105,000.00	105,000.00	26,250.00	0.00	78,750.00	25.00
208-751-651.020	BENNETT BLDG RENTAL FEES	14,500.00	14,500.00	8,095.00	(600.00)	6,405.00	55.83
208-751-651.022	OCEOLA BLDG RENTAL FEES	14,500.00	14,500.00	2,045.00	0.00	12,455.00	14.10
208-751-651.040	YOUTH SERVICES RENTAL	500.00	500.00	0.00	0.00	500.00	0.00
208-751-665.000	INVESTMENT INTEREST	300.00	300.00	146.81	30.64	153.19	48.94
208-751-671.002	MISC REVENUES	250.00	250.00	180.00	0.00	70.00	72.00
208-751-675.055	BEACH MANAGEMENT FEES	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
208-751-675.075	DOG PARK MAINT SERV FEES	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		565,050.00	565,050.00	220,466.81	78,180.64	344,583.19	39.02
TOTAL REVENUES		565,050.00	565,050.00	220,466.81	78,180.64	344,583.19	39.02
Expenditures							
Dept 751 - RECREATION / PARKS DEPARTMENT							
208-751-702.001	SAL & WAGES DIRECTOR	61,500.00	61,500.00	22,846.14	7,615.38	38,653.86	37.15
208-751-702.003	SAL & WAGES - BUSINESS MANAGER	35,500.00	35,500.00	11,577.02	3,799.50	23,922.98	32.61
208-751-702.004	SAL & WAGES - OPERATIONS MGR	28,500.00	28,500.00	15,595.59	5,316.00	12,904.41	54.72
208-751-702.024	SAL & WAGES -MARKETING	37,960.00	37,960.00	13,103.50	4,343.50	24,856.50	34.52
208-751-702.030	SAL & WAGES FRONT OFFICE	35,000.00	35,000.00	10,022.38	2,943.50	24,977.62	28.64
208-751-702.034	SAL & WAGE FACILITIES MAINT/COORD	45,000.00	45,000.00	10,403.94	2,211.50	34,596.06	23.12
208-751-713.000	EMPLOYER SHARE FICA	18,300.00	18,300.00	6,485.84	1,980.07	11,814.16	35.44
208-751-714.000	EMPLOYEE MEDICAL INSURANCE	13,000.00	13,000.00	2,466.15	399.26	10,533.85	18.97
208-751-714.002	EMP DISABILITY /LIFE INSURANCE	1,900.00	1,900.00	783.84	471.64	1,116.16	41.25
208-751-714.004	ICMA RETIREMENT	21,000.00	21,000.00	250.00	0.00	20,750.00	1.19
208-751-727.000	OFFICE SUPPLIES	1,500.00	1,500.00	296.18	0.00	1,203.82	19.75
208-751-730.000	POSTAGE	15,000.00	15,000.00	450.27	170.64	14,549.73	3.00
208-751-740.000	OPERATING SUPPLIES - GENL	1,500.00	1,500.00	826.49	(9.07)	673.51	55.10
208-751-740.026	OPERATING SUPPLIES SHIRTS/BADGES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
208-751-751.000	GASOLINE & DIESEL FUEL	0.00	0.00	207.67	0.00	(207.67)	100.00
208-751-801.000	PROFESSIONAL SERVICES	35,000.00	35,000.00	11,378.08	2,799.74	23,621.92	32.51
208-751-804.000	CONTRACTUAL SERVICES	500.00	500.00	332.42	0.00	167.58	66.48
208-751-840.000	DUES, SUBSCRIPTIONS & MEMBERSHIPS	5,000.00	5,000.00	4,474.00	0.00	526.00	89.48
208-751-850.000	COMMUNICATION - TELEPHONES	7,000.00	7,000.00	2,407.07	600.41	4,592.93	34.39
208-751-850.008	COMMUNICATION - INTERNET & CABLE	2,800.00	2,800.00	567.16	168.45	2,232.84	20.26
208-751-850.030	COMMUNICATIONS INTERNET YOUTH CNTR	2,100.00	2,100.00	534.32	133.58	1,565.68	25.44
208-751-860.000	TRAVEL	5,000.00	5,000.00	1,031.65	0.00	3,968.35	20.63
208-751-900.000	MARKETING, PRINTING & PUBLISHING	20,000.00	20,000.00	1,371.17	239.90	18,628.83	6.86
208-751-910.000	INSURANCE	30,000.00	30,000.00	9,235.50	60.00	20,764.50	30.79
208-751-920.000	UTILITIES - ELECTRICITY	6,500.00	6,500.00	1,263.81	158.02	5,236.19	19.44
208-751-920.001	UTILITIES - GAS	5,500.00	5,500.00	2,577.42	529.00	2,922.58	46.86
208-751-920.002	UTILITIES - WAT / SEW	1,800.00	1,800.00	581.81	0.00	1,218.19	32.32
208-751-920.003	UTILITIES - RUBBISH	700.00	700.00	220.80	54.95	479.20	31.54
208-751-920.012	UTILITIES - ELEC/OCEOLA	4,000.00	4,000.00	1,219.53	177.27	2,780.47	30.49
208-751-920.013	UTILITIES - GAS/OCEOLA	2,500.00	2,500.00	979.08	54.97	1,520.92	39.16
208-751-920.014	UTILITIES - WATER/OCEOLA	500.00	500.00	92.52	92.52	407.48	18.50
208-751-920.015	UTILITIES - RUBBISH/OCEOLA	600.00	600.00	185.44	48.36	414.56	30.91
208-751-920.030	UTILITIES - ELECTRICITY YOUTH CNTR	3,500.00	3,500.00	686.77	52.53	2,813.23	19.62
208-751-920.031	UTILITIES - GAS YOUTH CNTR	2,500.00	2,500.00	882.56	69.99	1,617.44	35.30
208-751-920.032	UTILITEIS - WATER/SEWER YOUTH CNTR	800.00	800.00	218.64	109.32	581.36	27.33
208-751-930.000	GROUPS MAINTENANCE BENNETT & BARNARD	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
208-751-930.006	REPAIR & MAINT - VEHICLES	0.00	0.00	93.97	0.00	(93.97)	100.00
208-751-930.014	OCEOLA BLDG EXPENSE	15,000.00	15,000.00	6,020.00	0.00	8,980.00	40.13
208-751-930.015	GROUPS MAINTTENANCE YOUTH CTR	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
208-751-931.000	BLDG R & M AND SUPPLIES	8,000.00	8,000.00	2,427.05	0.00	5,572.95	30.34
208-751-931.014	BLDG R & M OCEOLA	3,000.00	3,000.00	1,242.14	0.00	1,757.86	41.40
208-751-931.030	BUILDING R & M YOUTH CNTR	4,000.00	4,000.00	652.09	0.00	3,347.91	16.30
208-751-940.000	EQUIPMENT RENTAL	8,500.00	8,500.00	3,215.40	803.85	5,284.60	37.83
208-751-940.040	RENT 214 N WALNUT	23,000.00	23,000.00	7,343.16	1,835.79	15,656.84	31.93

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS & REC AUTHORITY
PERIOD ENDING 04/30/2020

GL NUMBER	DESCRIPTION	2020	2020	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED		MONTH		
		BUDGET	BUDGET	04/30/2020	04/30/20	BALANCE	USED
208-751-956.000	MISCELLANEOUS	3,500.00	3,500.00	704.85	23.52	2,795.15	20.14
208-751-956.003	BANK CHARGES & FEES	5,000.00	5,000.00	2,447.72	484.14	2,552.28	48.95
208-751-957.000	EDUCATION / TRAINING	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
208-751-970.000	CAPITAL OUTLAY / EQUIPMENT	9,690.00	9,690.00	0.00	0.00	9,690.00	0.00
208-751-970.030	LEASEHOLD IMP YOUTH CNTR	5,000.00	5,000.00	9,335.79	0.00	(4,335.79)	186.72
208-751-980.000	OFFICE EQUIPMENT	400.00	400.00	0.00	0.00	400.00	0.00
208-751-980.004	EQUIP / COMPUTER HARDWARE	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
208-751-980.005	EQUIPMENT/COMPUTER SOFTWARE	16,000.00	16,000.00	14,284.85	8,019.50	1,715.15	89.28
Total Dept 751 - RECREATION / PARKS DEPARTMENT		565,050.00	565,050.00	183,321.78	45,757.73	381,728.22	32.44
TOTAL EXPENDITURES		565,050.00	565,050.00	183,321.78	45,757.73	381,728.22	32.44
Fund 208 - PARKS & REC AUTHORITY:							
TOTAL REVENUES		565,050.00	565,050.00	220,466.81	78,180.64	344,583.19	39.02
TOTAL EXPENDITURES		565,050.00	565,050.00	183,321.78	45,757.73	381,728.22	32.44
NET OF REVENUES & EXPENDITURES		0.00	0.00	37,145.03	32,422.91	(37,145.03)	100.00

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS & REC AUTHORITY
PERIOD ENDING 04/30/2020

GL NUMBER	DESCRIPTION	2020	2020	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED		MONTH		
		BUDGET	BUDGET	04/30/2020	04/30/20		
Fund 213 - AQUATIC CENTER							
Revenues							
Dept 751 - RECREATION / PARKS DEPARTMENT							
213-751-650.003	PROGRAM FEES SPECIAL EVENTS	2,500.00	2,500.00	3,055.00	0.00	(555.00)	122.20
213-751-650.097	PROGRAM FEES - HEALTHWAYS	5,500.00	5,500.00	2,751.00	795.30	2,749.00	50.02
213-751-650.098	PROGRAM FEES - FITNESS	4,500.00	4,500.00	625.00	0.00	3,875.00	13.89
213-751-650.101	PROGRAM FEES - OPTUM	2,500.00	2,500.00	920.05	200.00	1,579.95	36.80
213-751-678.010	SPONSORSHIP FEES	500.00	500.00	0.00	0.00	500.00	0.00
213-751-680.002	AQUATIC CENTER MGMT FEE	114,000.00	114,000.00	38,000.00	9,500.00	76,000.00	33.33
213-751-680.004	AQUATIC CENTER INCENTIVE	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		130,500.00	130,500.00	45,351.05	10,495.30	85,148.95	34.75
TOTAL REVENUES		130,500.00	130,500.00	45,351.05	10,495.30	85,148.95	34.75
Expenditures							
Dept 751 - RECREATION / PARKS DEPARTMENT							
213-751-702.029	SAL & WAGES AQUATIC CTR MGR	35,000.00	35,000.00	11,920.76	3,675.00	23,079.24	34.06
213-751-702.059	SALARY & WAGES AQUATIC SUPERVISOR	0.00	0.00	2,284.80	0.00	(2,284.80)	100.00
213-751-702.060	SAL & WAGES AQUATIC COORDINATORS	55,000.00	55,000.00	12,373.20	2,388.60	42,626.80	22.50
213-751-713.000	EMPLOYER SHARE FICA	6,900.00	6,900.00	1,989.92	452.55	4,910.08	28.84
213-751-714.000	EMPLOYEE MEDICAL INSURANCE	10,000.00	10,000.00	3,204.04	558.56	6,795.96	32.04
213-751-714.002	EMP DISABILITY /LIFE INSURANCE	1,000.00	1,000.00	180.28	91.48	819.72	18.03
213-751-714.004	ICMA RETIREMENT	6,500.00	6,500.00	0.00	0.00	6,500.00	0.00
213-751-740.000	OPERATING SUPPLIES	500.00	500.00	0.00	(189.99)	500.00	0.00
213-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	2,500.00	2,500.00	716.70	0.00	1,783.30	28.67
213-751-740.061	OPER SUPP/FITNESS	1,600.00	1,600.00	(136.60)	(199.84)	1,736.60	(8.54)
213-751-804.008	CONTRACT SERV - INSTRUCTORS	8,500.00	8,500.00	1,475.00	0.00	7,025.00	17.35
213-751-840.000	DUES & MEMBERSHIPS	200.00	200.00	180.00	0.00	20.00	90.00
213-751-860.000	CONFERENCE /TRANSPORTATION	1,000.00	1,000.00	1.44	0.00	998.56	0.14
213-751-957.000	EDUCATION / TRAINING	1,500.00	1,500.00	(200.00)	0.00	1,700.00	(13.33)
213-751-964.001	PROGRAM REFUNDS	200.00	200.00	0.00	0.00	200.00	0.00
213-751-970.000	CAPITAL OUTLAY EQUIP	0.00	0.00	1,012.00	0.00	(1,012.00)	100.00
213-751-980.000	OFFICE EQUIPMENT	100.00	100.00	0.00	0.00	100.00	0.00
213-751-980.004	EQUIP / COMPUTER HARDWARE	0.00	0.00	1,201.51	0.00	(1,201.51)	100.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		130,500.00	130,500.00	36,203.05	6,776.36	94,296.95	27.74
TOTAL EXPENDITURES		130,500.00	130,500.00	36,203.05	6,776.36	94,296.95	27.74
Fund 213 - AQUATIC CENTER:							
TOTAL REVENUES		130,500.00	130,500.00	45,351.05	10,495.30	85,148.95	34.75
TOTAL EXPENDITURES		130,500.00	130,500.00	36,203.05	6,776.36	94,296.95	27.74
NET OF REVENUES & EXPENDITURES		0.00	0.00	9,148.00	3,718.94	(9,148.00)	100.00

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS & REC AUTHORITY
PERIOD ENDING 04/30/2020

GL NUMBER	DESCRIPTION	2020	2020	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED		MONTH		
		BUDGET	BUDGET	04/30/2020	04/30/20		
Fund 214 - YOUTH SPORTS							
Revenues							
Dept 751 - RECREATION / PARKS DEPARTMENT							
214-751-650.006	GENOA SOCCER FIELD RENTALS	14,000.00	14,000.00	1,805.00	(875.00)	12,195.00	12.89
214-751-650.050	PROGRAM FEES - VOLLEYBALL	4,000.00	4,000.00	1,625.00	(1,685.00)	2,375.00	40.63
214-751-650.051	PROGRAM FEES - ENRICHMENT	11,660.00	11,660.00	210.00	0.00	11,450.00	1.80
214-751-650.053	PROGRAM FEES - SOCCER	67,000.00	67,000.00	35,507.00	0.00	31,493.00	53.00
214-751-650.054	PROGRAM FEES - BASKETBALL	20,000.00	20,000.00	195.00	0.00	19,805.00	0.98
214-751-650.094	PROGRAM FEES - SOFTBALL	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
214-751-650.096	DROP IN BASKETBALL	2,000.00	2,000.00	520.00	0.00	1,480.00	26.00
214-751-651.009	PAGE FIELD RENTAL	6,500.00	6,500.00	890.00	0.00	5,610.00	13.69
214-751-678.095	SPONSORSHIP FEES - YOUTH SPORTS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		129,660.00	129,660.00	40,752.00	(2,560.00)	88,908.00	31.43
TOTAL REVENUES		129,660.00	129,660.00	40,752.00	(2,560.00)	88,908.00	31.43
Expenditures							
Dept 751 - RECREATION / PARKS DEPARTMENT							
214-751-702.080	SAL & WAGES YOUTH SPORTS MGR	41,600.00	41,600.00	12,040.00	4,200.00	29,560.00	28.94
214-751-702.081	SAL & WAGES YOUTH SPORTS COORDINATORS	9,500.00	9,500.00	3,608.38	236.25	5,891.62	37.98
214-751-702.083	SAL & WAGES - YOUTH FACILITIES COOR	0.00	0.00	34.13	0.00	(34.13)	100.00
214-751-713.000	EMPLOYER SHARE FICA	3,900.00	3,900.00	1,230.58	338.63	2,669.42	31.55
214-751-714.000	EMPLOYEE MEDICAL INSURANCE	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
214-751-714.002	EMP DISABILITY /LIFE INSURANCE	600.00	600.00	232.56	134.60	367.44	38.76
214-751-714.004	ICMA RETIREMENT	4,160.00	4,160.00	0.00	0.00	4,160.00	0.00
214-751-740.000	OPERATING SUPPLIES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
214-751-740.080	OPER SUPPLIES/VOLLEYBALL	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
214-751-740.081	OPER SUPP/ SOCCER	17,000.00	17,000.00	0.00	0.00	17,000.00	0.00
214-751-740.086	OPERATING SUPPLIES - BASKETBALL	3,000.00	3,000.00	2,648.00	0.00	352.00	88.27
214-751-801.017	BACKGROUND CHECKS	750.00	750.00	70.00	0.00	680.00	9.33
214-751-804.008	CONTRACT SERV - INSTRUCTORS	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
214-751-804.009	CONTRACT SERV - OFFCL /COACHES	4,500.00	4,500.00	1,200.00	0.00	3,300.00	26.67
214-751-804.010	CONTRACT SERV - FIELD MAINTENANCE	24,000.00	24,000.00	889.00	889.00	23,111.00	3.70
214-751-840.000	DUES & MEMBERSHIPS	200.00	200.00	180.00	0.00	20.00	90.00
214-751-860.000	CONFERENCE /TRANSPORTATION	1,400.00	1,400.00	0.00	0.00	1,400.00	0.00
214-751-942.001	PORTA JOHN RENTALS	1,800.00	1,800.00	0.00	0.00	1,800.00	0.00
214-751-957.000	EDUCATION / TRAINING	50.00	50.00	0.00	0.00	50.00	0.00
214-751-964.001	PROGRAM REFUNDS	500.00	500.00	0.00	0.00	500.00	0.00
214-751-965.000	HOWELL SCHOOLS REIMBURSEMENT	9,000.00	9,000.00	5,517.50	0.00	3,482.50	61.31
Total Dept 751 - RECREATION / PARKS DEPARTMENT		129,660.00	129,660.00	27,650.15	5,798.48	102,009.85	21.33
TOTAL EXPENDITURES		129,660.00	129,660.00	27,650.15	5,798.48	102,009.85	21.33
Fund 214 - YOUTH SPORTS:							
TOTAL REVENUES		129,660.00	129,660.00	40,752.00	(2,560.00)	88,908.00	31.43
TOTAL EXPENDITURES		129,660.00	129,660.00	27,650.15	5,798.48	102,009.85	21.33
NET OF REVENUES & EXPENDITURES		0.00	0.00	13,101.85	(8,358.48)	(13,101.85)	100.00

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS & REC AUTHORITY
PERIOD ENDING 04/30/2020

GL NUMBER	DESCRIPTION	2020	2020	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED		MONTH		
		BUDGET	BUDGET	04/30/2020	04/30/20		
Fund 215 - ENRICHMENT							
Revenues							
Dept 751 - RECREATION / PARKS DEPARTMENT							
215-751-650.002	PROGRAM FEES ENRICHMENT	61,000.00	61,000.00	15,788.00	(375.00)	45,212.00	25.88
215-751-650.020	PROGRAM FEES TRAVEL	30,000.00	30,000.00	2,593.00	(1,835.00)	27,407.00	8.64
215-751-675.050	DONATIONS - ENRICHMENT	0.00	0.00	115.00	115.00	(115.00)	100.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		91,000.00	91,000.00	18,496.00	(2,095.00)	72,504.00	20.33
TOTAL REVENUES		91,000.00	91,000.00	18,496.00	(2,095.00)	72,504.00	20.33
Expenditures							
Dept 751 - RECREATION / PARKS DEPARTMENT							
215-751-702.070	SAL & WAGES ENRICHMENT COORDINATOR	24,000.00	24,000.00	6,986.81	2,150.33	17,013.19	29.11
215-751-702.071	SAL & WAGES ENRICHMENT SITE COOR	9,000.00	9,000.00	1,181.15	0.00	7,818.85	13.12
215-751-713.000	EMPLOYER SHARE FICA	2,500.00	2,500.00	786.98	274.72	1,713.02	31.48
215-751-714.000	EMPLOYEE MEDICAL INSURANCE	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
215-751-714.002	EMP DISABILITY /LIFE INSURANCE	600.00	600.00	0.00	0.00	600.00	0.00
215-751-714.004	ICMA RETIREMENT	2,400.00	2,400.00	0.00	0.00	2,400.00	0.00
215-751-730.000	POSTAGE	5.00	5.00	0.00	0.00	5.00	0.00
215-751-740.031	OPER SUPPLIES - ENRICHMENT	100.00	100.00	300.00	300.00	(200.00)	300.00
215-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	0.00	0.00	0.00	(300.00)	0.00	0.00
215-751-740.070	OPER SUPP/ TRAVEL	5,955.00	5,955.00	1,436.50	0.00	4,518.50	24.12
215-751-801.017	BACKGROUND CHECKS	40.00	40.00	0.00	0.00	40.00	0.00
215-751-804.070	CONTRACT SERVICES - ENRICHMENT INSTR	30,000.00	30,000.00	3,305.20	0.00	26,694.80	11.02
215-751-804.071	CONTRACT SERVICES TRAVEL	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
215-751-840.000	DUES & MEMBERSHIPS	0.00	0.00	180.00	0.00	(180.00)	100.00
215-751-860.000	CONFERENCE /TRANSPORTATION	0.00	0.00	205.00	0.00	(205.00)	100.00
215-751-964.001	PROGRAM REFUNDS	400.00	400.00	480.00	480.00	(80.00)	120.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		91,000.00	91,000.00	14,861.64	2,905.05	76,138.36	16.33
TOTAL EXPENDITURES		91,000.00	91,000.00	14,861.64	2,905.05	76,138.36	16.33
Fund 215 - ENRICHMENT:							
TOTAL REVENUES		91,000.00	91,000.00	18,496.00	(2,095.00)	72,504.00	20.33
TOTAL EXPENDITURES		91,000.00	91,000.00	14,861.64	2,905.05	76,138.36	16.33
NET OF REVENUES & EXPENDITURES		0.00	0.00	3,634.36	(5,000.05)	(3,634.36)	100.00

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS & REC AUTHORITY
PERIOD ENDING 04/30/2020

GL NUMBER	DESCRIPTION	2020	2020	YTD BALANCE 04/30/2020	ACTIVITY FOR	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET		MONTH 04/30/20		
Fund 216 - FESTIVALS							
Revenues							
Dept 751 - RECREATION / PARKS DEPARTMENT							
216-751-650.003	PROGRAM FEES SPECIAL EVENTS	27,000.00	27,000.00	14,080.00	45.00	12,920.00	52.15
216-751-671.013	MISC REVENUES - SPECIAL EVENTS	0.00	0.00	695.60	695.60	(695.60)	100.00
216-751-678.040	SPONSORSHIP FEES MELON FESTIVAL	45,000.00	45,000.00	13,750.00	1,500.00	31,250.00	30.56
216-751-678.041	STREET VENDOR FEES MELON	25,000.00	25,000.00	3,800.00	0.00	21,200.00	15.20
216-751-678.042	FESTIVAL TENT MELON FEST	18,000.00	18,000.00	0.00	0.00	18,000.00	0.00
216-751-678.044	MIDWAY MELON FESTIVAL	9,000.00	9,000.00	0.00	0.00	9,000.00	0.00
216-751-678.046	MISC REVENUE MELON FEST	500.00	500.00	0.00	0.00	500.00	0.00
216-751-678.047	SPONSORSHIP FEES MELON RUN	6,500.00	6,500.00	5,000.00	0.00	1,500.00	76.92
216-751-678.048	PROGRAM FEES MELON RUN	22,000.00	22,000.00	580.89	580.89	21,419.11	2.64
216-751-678.049	FOOD VENDOR FEES MELON	9,000.00	9,000.00	4,400.00	550.00	4,600.00	48.89
216-751-678.050	SPONSORSHIP FEES LEGEND	14,000.00	14,000.00	1,833.00	500.00	12,167.00	13.09
216-751-678.051	VENDOR FEES LEGEND	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
216-751-678.057	SPONSORSHIP FEES HORSEMAN RUN	6,000.00	6,000.00	2,500.00	0.00	3,500.00	41.67
216-751-678.058	PROGRAM FEES HORSEMAN RUN	22,000.00	22,000.00	0.00	0.00	22,000.00	0.00
216-751-678.070	SPONSORSHIP FEES - SPECIAL EVENTS	6,000.00	6,000.00	5,373.00	500.00	627.00	89.55
216-751-678.075	PROGRAM FEES DOC MAY RIDE	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		212,000.00	212,000.00	52,012.49	4,371.49	159,987.51	24.53
TOTAL REVENUES		212,000.00	212,000.00	52,012.49	4,371.49	159,987.51	24.53
Expenditures							
Dept 751 - RECREATION / PARKS DEPARTMENT							
216-751-702.001	SAL & WAGES FESTIVAL DIRECTOR	44,000.00	44,000.00	14,606.73	4,441.50	29,393.27	33.20
216-751-702.004	SAL & WAGES OPERATIONS MANAGER	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
216-751-702.103	SALARY & WAGES STAFF	10,000.00	10,000.00	657.63	24.00	9,342.37	6.58
216-751-713.000	EMPLOYER SHARE FICA	4,500.00	4,500.00	1,048.57	321.79	3,451.43	23.30
216-751-714.000	EMPLOYEE MEDICAL INSURANCE	6,250.00	6,250.00	8,119.13	3,915.31	(1,869.13)	129.91
216-751-714.002	EMP DISABILITY /LIFE INSURANCE	550.00	550.00	243.20	121.60	306.80	44.22
216-751-714.004	ICMA RETIREMENT	4,400.00	4,400.00	0.00	0.00	4,400.00	0.00
216-751-727.000	OFFICE SUPPLIES	100.00	100.00	0.00	0.00	100.00	0.00
216-751-730.000	POSTAGE	100.00	100.00	0.00	0.00	100.00	0.00
216-751-740.000	OPERATING SUPPLIES	100.00	100.00	0.00	0.00	100.00	0.00
216-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	11,500.00	11,500.00	11,067.62	(1,909.83)	432.38	96.24
216-751-740.100	OPER SUPP ENTERTAINMENT	30,000.00	30,000.00	2,500.00	0.00	27,500.00	8.33
216-751-740.102	OPER SUPP MELON FESTIVAL	15,000.00	15,000.00	114.00	0.00	14,886.00	0.76
216-751-740.104	OPER SUPP FESTIVAL TENT	14,000.00	14,000.00	0.00	0.00	14,000.00	0.00
216-751-740.106	OPER SUPP MELON RUN	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
216-751-740.201	OPER SUPP LEGEND OF SLEEPY HOWELL	6,000.00	6,000.00	27.22	0.00	5,972.78	0.45
216-751-740.203	OPER SUPPLIES HEADLESS HORSEMAN RUN	11,000.00	11,000.00	0.00	0.00	11,000.00	0.00
216-751-804.075	CONTRACT SERVICES SPECIAL EVENTS	2,000.00	2,000.00	1,960.00	1,960.00	40.00	98.00
216-751-804.112	CONTRACT SERVICES MELON RUN	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
216-751-804.113	CONTRACT SERVICES CITY MELON	9,500.00	9,500.00	0.00	0.00	9,500.00	0.00
216-751-804.114	CONTRACT SERVICES CITY LEGEND	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
216-751-804.210	CONTRACT SERV LEGEND OF SLEEPY HOWELL	600.00	600.00	0.00	0.00	600.00	0.00
216-751-804.212	CONTRACT SERV HEADLESS HORSEMAN RUN	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
216-751-840.000	DUES & MEMBERSHIPS	1,000.00	1,000.00	180.00	0.00	820.00	18.00
216-751-860.000	CONFERENCE /TRANSPORTATION	2,000.00	2,000.00	233.88	0.00	1,766.12	11.69
216-751-900.000	PRINTING & PUBLISHING	5,000.00	5,000.00	375.65	12.95	4,624.35	7.51
216-751-942.001	PORTA JOHN RENTALS	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
216-751-957.000	EDUCATION / TRAINING	100.00	100.00	0.00	0.00	100.00	0.00
216-751-964.001	PROGRAM REFUNDS	300.00	300.00	0.00	0.00	300.00	0.00
216-751-970.000	CAPITAL OUTLAY EQUIP	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		212,000.00	212,000.00	41,133.63	8,887.32	170,866.37	19.40
TOTAL EXPENDITURES		212,000.00	212,000.00	41,133.63	8,887.32	170,866.37	19.40
Fund 216 - FESTIVALS:							
TOTAL REVENUES		212,000.00	212,000.00	52,012.49	4,371.49	159,987.51	24.53
TOTAL EXPENDITURES		212,000.00	212,000.00	41,133.63	8,887.32	170,866.37	19.40
NET OF REVENUES & EXPENDITURES		0.00	0.00	10,878.86	(4,515.83)	(10,878.86)	100.00

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS & REC AUTHORITY
PERIOD ENDING 04/30/2020

GL NUMBER	DESCRIPTION	2020	2020	YTD BALANCE 04/30/2020	ACTIVITY FOR	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET		MONTH 04/30/20		
Fund 217 - PRESCHOOL							
Revenues							
Dept 751 - RECREATION / PARKS DEPARTMENT							
217-751-651.007	REC FEE/PRESCHOOL TUITION	50,400.00	50,400.00	13,129.25	(787.50)	37,270.75	26.05
217-751-651.030	REGISTRATION FEE	2,680.00	2,680.00	2,065.00	0.00	615.00	77.05
217-751-675.015	PRESCHOOL FUNDRAISING	2,750.00	2,750.00	0.00	0.00	2,750.00	0.00
217-751-675.040	DONATIONS - GENERAL	0.00	0.00	575.00	575.00	(575.00)	100.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		55,830.00	55,830.00	15,769.25	(212.50)	40,060.75	28.25
TOTAL REVENUES		55,830.00	55,830.00	15,769.25	(212.50)	40,060.75	28.25
Expenditures							
Dept 751 - RECREATION / PARKS DEPARTMENT							
217-751-702.023	SAL & WAGES PRESCHOOL	47,500.00	47,500.00	15,075.26	3,875.25	32,424.74	31.74
217-751-713.000	EMPLOYER SHARE FICA	3,630.00	3,630.00	1,153.25	296.46	2,476.75	31.77
217-751-714.000	EMPLOYEE MEDICAL INSURANCE	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
217-751-727.000	OFFICE SUPPLIES	100.00	100.00	0.00	0.00	100.00	0.00
217-751-740.028	OPER SUPP/PRESCHOOL	2,000.00	2,000.00	217.52	0.00	1,782.48	10.88
217-751-801.017	BACKGROUND CHECKS	50.00	50.00	0.00	0.00	50.00	0.00
217-751-860.000	CONFERENCE /TRANSPORTATION	400.00	400.00	112.00	0.00	288.00	28.00
217-751-957.000	EDUCATION / TRAINING	150.00	150.00	10.00	10.00	140.00	6.67
217-751-980.000	OFFICE EQUIPMENT	200.00	200.00	149.70	0.00	50.30	74.85
217-751-980.015	PRESCHOOL EQUIPMENT	300.00	300.00	58.06	0.00	241.94	19.35
Total Dept 751 - RECREATION / PARKS DEPARTMENT		55,830.00	55,830.00	16,775.79	4,181.71	39,054.21	30.05
TOTAL EXPENDITURES		55,830.00	55,830.00	16,775.79	4,181.71	39,054.21	30.05
Fund 217 - PRESCHOOL:							
TOTAL REVENUES		55,830.00	55,830.00	15,769.25	(212.50)	40,060.75	28.25
TOTAL EXPENDITURES		55,830.00	55,830.00	16,775.79	4,181.71	39,054.21	30.05
NET OF REVENUES & EXPENDITURES		0.00	0.00	(1,006.54)	(4,394.21)	1,006.54	100.00

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS & REC AUTHORITY
PERIOD ENDING 04/30/2020

GL NUMBER	DESCRIPTION	2020	2020	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED		MONTH		
		BUDGET	BUDGET	04/30/2020	04/30/20		
Fund 218 - SENIOR CENTER							
Revenues							
Dept 751 - RECREATION / PARKS DEPARTMENT							
218-751-590.000	AREA ON AGING GRANT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
218-751-650.030	PROGRAM FEES - ENRICHMENT	4,000.00	4,000.00	643.25	0.00	3,356.75	16.08
218-751-675.009	DONATIONS / PKS & RECS SENIORS	2,500.00	2,500.00	5,468.10	50.00	(2,968.10)	218.72
218-751-675.013	UNITED WAY SENIORS	7,500.00	7,500.00	1,875.00	0.00	5,625.00	25.00
218-751-675.100	FUNDRAISING ENRICHMENT	2,500.00	2,500.00	352.69	0.00	2,147.31	14.11
218-751-678.012	MEMBERSHIP FEES	4,000.00	4,000.00	3,790.00	0.00	210.00	94.75
218-751-678.030	SPONSORSHIP FEES - ENRICHMENT	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		23,500.00	23,500.00	12,129.04	50.00	11,370.96	51.61
TOTAL REVENUES		23,500.00	23,500.00	12,129.04	50.00	11,370.96	51.61
Expenditures							
Dept 751 - RECREATION / PARKS DEPARTMENT							
218-751-702.000	SAL & WAGES SITE COORDINATOR	0.00	0.00	114.88	0.00	(114.88)	100.00
218-751-702.027	SAL & WAGES SENIORS	18,500.00	18,500.00	5,366.72	1,440.68	13,133.28	29.01
218-751-713.000	EMPLOYER SHARE FICA	1,500.00	1,500.00	185.55	0.00	1,314.45	12.37
218-751-727.000	OFFICE SUPPLIES	0.00	0.00	67.97	0.00	(67.97)	100.00
218-751-730.000	POSTAGE	700.00	700.00	0.00	0.00	700.00	0.00
218-751-740.032	OPER SUPP/SENIORS	1,000.00	1,000.00	298.78	0.00	701.22	29.88
218-751-804.008	CONTRACT SERV - INSTRUCTORS	500.00	500.00	160.00	0.00	340.00	32.00
218-751-804.080	CONTRACT SERVICES ENTERTAINMENT	900.00	900.00	0.00	0.00	900.00	0.00
218-751-840.000	DUES & MEMBERSHIPS	200.00	200.00	180.00	0.00	20.00	90.00
218-751-860.000	CONFERENCE /TRANSPORTATION	100.00	100.00	0.00	0.00	100.00	0.00
218-751-957.000	EDUCATION / TRAINING	100.00	100.00	0.00	0.00	100.00	0.00
218-751-970.000	CAPITAL OUTLAY EQUIP	0.00	0.00	1,138.44	0.00	(1,138.44)	100.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		23,500.00	23,500.00	7,512.34	1,440.68	15,987.66	31.97
TOTAL EXPENDITURES		23,500.00	23,500.00	7,512.34	1,440.68	15,987.66	31.97
Fund 218 - SENIOR CENTER:							
TOTAL REVENUES		23,500.00	23,500.00	12,129.04	50.00	11,370.96	51.61
TOTAL EXPENDITURES		23,500.00	23,500.00	7,512.34	1,440.68	15,987.66	31.97
NET OF REVENUES & EXPENDITURES		0.00	0.00	4,616.70	(1,390.68)	(4,616.70)	100.00

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS & REC AUTHORITY
PERIOD ENDING 04/30/2020

GL NUMBER	DESCRIPTION	2020	2020	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED		MONTH		
		BUDGET	BUDGET	04/30/2020	04/30/20		
Fund 219 - SUMMER DAY CAMP							
Revenues							
Dept 751 - RECREATION / PARKS DEPARTMENT							
219-751-651.003	SUMMER CAMP	40,000.00	40,000.00	8,085.00	900.00	31,915.00	20.21
219-751-651.025	SPECIALTY CAMPS	2,500.00	2,500.00	1,770.00	0.00	730.00	70.80
Total Dept 751 - RECREATION / PARKS DEPARTMENT		42,500.00	42,500.00	9,855.00	900.00	32,645.00	23.19
TOTAL REVENUES		42,500.00	42,500.00	9,855.00	900.00	32,645.00	23.19
Expenditures							
Dept 751 - RECREATION / PARKS DEPARTMENT							
219-751-702.025	SAL & WAGES SUMMER CAMP MANAGER	2,200.00	2,200.00	136.64	0.00	2,063.36	6.21
219-751-702.036	SAL & WAGE SUMMER CAMP SUPERVISOR	4,410.00	4,410.00	0.00	0.00	4,410.00	0.00
219-751-702.037	SAL & WAGES SUMMER CAMP COUNSELOR	24,165.00	24,165.00	1,135.75	0.00	23,029.25	4.70
219-751-713.000	EMPLOYER SHARE FICA	2,400.00	2,400.00	86.88	0.00	2,313.12	3.62
219-751-727.000	OFFICE SUPPLIES	100.00	100.00	0.00	0.00	100.00	0.00
219-751-740.003	OPER SUPPLIES/T-SHIRTS & CONCESSIONS	500.00	500.00	0.00	0.00	500.00	0.00
219-751-740.033	OPER SUPP/SUMMER CAMP	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
219-751-740.041	OPERATING SUPPLIES SNACKS	1,000.00	1,000.00	65.44	0.00	934.56	6.54
219-751-740.042	FIELD TRIPS	6,000.00	6,000.00	437.50	437.50	5,562.50	7.29
219-751-801.017	BACKGROUND CHECKS	125.00	125.00	17.50	17.50	107.50	14.00
219-751-860.000	CONFERENCE /TRANSPORTATION	0.00	0.00	117.30	0.00	(117.30)	100.00
219-751-900.000	MARKETING PRINTING & PUBLISHING	25.00	25.00	208.27	0.00	(183.27)	833.08
219-751-957.000	EDUCATION / TRAINING	75.00	75.00	0.00	0.00	75.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		42,500.00	42,500.00	2,205.28	455.00	40,294.72	5.19
TOTAL EXPENDITURES		42,500.00	42,500.00	2,205.28	455.00	40,294.72	5.19
Fund 219 - SUMMER DAY CAMP:							
TOTAL REVENUES		42,500.00	42,500.00	9,855.00	900.00	32,645.00	23.19
TOTAL EXPENDITURES		42,500.00	42,500.00	2,205.28	455.00	40,294.72	5.19
NET OF REVENUES & EXPENDITURES		0.00	0.00	7,649.72	445.00	(7,649.72)	100.00

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS & REC AUTHORITY
PERIOD ENDING 04/30/2020

GL NUMBER	DESCRIPTION	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	YTD BALANCE 04/30/2020	ACTIVITY FOR MONTH 04/30/20	AVAILABLE BALANCE	% BDGT USED
Fund 220 - CITY PARK/BOAT LAUNCH							
Revenues							
Dept 751 - RECREATION / PARKS DEPARTMENT							
220-751-649.001	CONCESSION SALES - PARK	8,500.00	8,500.00	0.00	0.00	8,500.00	0.00
220-751-678.021	HOWELL CITY PARK GUARD REIMB	45,000.00	45,000.00	0.00	0.00	45,000.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		53,500.00	53,500.00	0.00	0.00	53,500.00	0.00
TOTAL REVENUES		53,500.00	53,500.00	0.00	0.00	53,500.00	0.00
Expenditures							
Dept 751 - RECREATION / PARKS DEPARTMENT							
220-751-702.000	SAL & WAGES MANAGER	10,800.00	10,800.00	0.00	0.00	10,800.00	0.00
220-751-702.028	SAL & WAGE SEASONAL PARK	22,000.00	22,000.00	185.00	185.00	21,815.00	0.84
220-751-702.040	SAL & WAGES PARK SUPERVISORS	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00
220-751-713.000	EMPLOYER SHARE FICA	2,200.00	2,200.00	155.15	23.27	2,044.85	7.05
220-751-740.000	OPERATING SUPPLIES	500.00	500.00	318.50	0.00	181.50	63.70
220-751-740.037	CONCESSION SUPPLIES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
220-751-801.000	PROFESSIONAL SERVICES	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
220-751-801.017	BACKGROUND CHECKS	200.00	200.00	0.00	0.00	200.00	0.00
220-751-970.000	CAPITAL OUTLAY EQUIP	1,300.00	1,300.00	0.00	0.00	1,300.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		53,500.00	53,500.00	658.65	208.27	52,841.35	1.23
TOTAL EXPENDITURES		53,500.00	53,500.00	658.65	208.27	52,841.35	1.23
Fund 220 - CITY PARK/BOAT LAUNCH:							
TOTAL REVENUES		53,500.00	53,500.00	0.00	0.00	53,500.00	0.00
TOTAL EXPENDITURES		53,500.00	53,500.00	658.65	208.27	52,841.35	1.23
NET OF REVENUES & EXPENDITURES		0.00	0.00	(658.65)	(208.27)	658.65	100.00

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS & REC AUTHORITY
PERIOD ENDING 04/30/2020

GL NUMBER	DESCRIPTION	2020	2020	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED		MONTH		
		BUDGET	BUDGET	04/30/2020	04/30/20	BALANCE	USED
Fund 221 - TEEN CENTER							
Revenues							
Dept 751 - RECREATION / PARKS DEPARTMENT							
221-751-649.000	CONCESSION SALES TEEN	3,500.00	3,500.00	916.00	0.00	2,584.00	26.17
221-751-650.005	PROGRAM FEES TEENS	7,500.00	7,500.00	378.00	0.00	7,122.00	5.04
221-751-675.010	DONATIONS - TEEN	15,000.00	15,000.00	1,512.00	0.00	13,488.00	10.08
221-751-675.012	UNITED WAY - TEENS	27,000.00	27,000.00	6,750.00	0.00	20,250.00	25.00
221-751-675.110	FUNDRAISING	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00
221-751-679.100	GRANTS > \$1000	9,150.00	9,150.00	0.00	0.00	9,150.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		74,150.00	74,150.00	9,556.00	0.00	64,594.00	12.89
TOTAL REVENUES		74,150.00	74,150.00	9,556.00	0.00	64,594.00	12.89
Expenditures							
Dept 751 - RECREATION / PARKS DEPARTMENT							
221-751-702.026	SAL & WAGES TEEN MANAGERS	32,800.00	32,800.00	11,787.34	3,586.80	21,012.66	35.94
221-751-702.035	SAL & WAGES TEEN COORDINATOR	18,500.00	18,500.00	2,877.04	0.00	15,622.96	15.55
221-751-702.041	SAL & WAGES - TEEN SUPERVISOR	7,800.00	7,800.00	0.00	0.00	7,800.00	0.00
221-751-713.000	EMPLOYER SHARE FICA	4,500.00	4,500.00	889.30	268.33	3,610.70	19.76
221-751-714.000	EMPLOYEE MEDICAL INSURANCE	3,500.00	3,500.00	1,898.03	395.93	1,601.97	54.23
221-751-714.002	EMP DISABILITY /LIFE INSURANCE	550.00	550.00	0.00	0.00	550.00	0.00
221-751-714.004	ICMA RETIREMENT	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
221-751-727.000	OFFICE SUPPLIES	50.00	50.00	65.39	0.00	(15.39)	130.78
221-751-740.000	OPERATING SUPPLIES	400.00	400.00	0.00	0.00	400.00	0.00
221-751-740.003	OPER SUPPLIES/T-SHIRTS & CONCESSIONS	200.00	200.00	270.50	0.00	(70.50)	135.25
221-751-740.015	OPER SUPP/CONCESSIONS	1,000.00	1,000.00	732.58	25.00	267.42	73.26
221-751-740.036	OPER SUPPLIES - TEENS	300.00	300.00	219.11	0.00	80.89	73.04
221-751-840.000	DUES & MEMBERSHIPS	150.00	150.00	180.00	0.00	(30.00)	120.00
221-751-860.000	CONFERENCE /TRANSPORTATION	800.00	800.00	212.50	0.00	587.50	26.56
221-751-900.000	PRINTING & PUBLISHING	100.00	100.00	75.00	0.00	25.00	75.00
221-751-979.025	FREUDENBURG GRANT EXP	0.00	0.00	568.89	0.00	(568.89)	100.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		74,150.00	74,150.00	19,775.68	4,276.06	54,374.32	26.67
TOTAL EXPENDITURES		74,150.00	74,150.00	19,775.68	4,276.06	54,374.32	26.67
Fund 221 - TEEN CENTER:							
TOTAL REVENUES		74,150.00	74,150.00	9,556.00	0.00	64,594.00	12.89
TOTAL EXPENDITURES		74,150.00	74,150.00	19,775.68	4,276.06	54,374.32	26.67
NET OF REVENUES & EXPENDITURES		0.00	0.00	(10,219.68)	(4,276.06)	10,219.68	100.00

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS & REC AUTHORITY
PERIOD ENDING 04/30/2020

GL NUMBER	DESCRIPTION	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	YTD BALANCE 04/30/2020	ACTIVITY FOR MONTH 04/30/20	AVAILABLE BALANCE	% BDGT USED
Fund 223 - DOG PARK							
Revenues							
Dept 751 - RECREATION / PARKS DEPARTMENT							
223-751-675.074	DOG PARK SALES - FOBS	13,000.00	13,000.00	1,320.00	0.00	11,680.00	10.15
Total Dept 751 - RECREATION / PARKS DEPARTMENT		13,000.00	13,000.00	1,320.00	0.00	11,680.00	10.15
TOTAL REVENUES		13,000.00	13,000.00	1,320.00	0.00	11,680.00	10.15
Expenditures							
Dept 751 - RECREATION / PARKS DEPARTMENT							
223-751-740.000	OPERATING SUPPLIES	2,600.00	2,600.00	8.28	0.00	2,591.72	0.32
223-751-801.018	MANAGEMENT SERVICES	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
223-751-900.000	PRINTING & PUBLISHING	150.00	150.00	0.00	0.00	150.00	0.00
223-751-910.000	INSURANCE	500.00	500.00	0.00	0.00	500.00	0.00
223-751-920.002	UTILITIES - WAT / SEW	400.00	400.00	0.00	0.00	400.00	0.00
223-751-930.000	REPAIR & MAINTENANCE	300.00	300.00	0.00	0.00	300.00	0.00
223-751-967.071	DOG PARK CONSTRUCTION	500.00	500.00	0.00	0.00	500.00	0.00
223-751-967.072	DOG PARK GROUNDS MAINTENANCE	2,200.00	2,200.00	0.00	0.00	2,200.00	0.00
223-751-970.000	CAPITAL OUTLAY EQUIP	350.00	350.00	0.00	0.00	350.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		13,000.00	13,000.00	8.28	0.00	12,991.72	0.06
TOTAL EXPENDITURES		13,000.00	13,000.00	8.28	0.00	12,991.72	0.06
Fund 223 - DOG PARK:							
TOTAL REVENUES		13,000.00	13,000.00	1,320.00	0.00	11,680.00	10.15
TOTAL EXPENDITURES		13,000.00	13,000.00	8.28	0.00	12,991.72	0.06
NET OF REVENUES & EXPENDITURES		0.00	0.00	1,311.72	0.00	(1,311.72)	100.00

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS & REC AUTHORITY
PERIOD ENDING 04/30/2020

GL NUMBER	DESCRIPTION	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	YTD BALANCE 04/30/2020	ACTIVITY FOR MONTH 04/30/20	AVAILABLE BALANCE	% BDGT USED
Fund 224 - TRANSPORTATION							
Revenues							
Dept 751 - RECREATION / PARKS DEPARTMENT							
224-751-675.041	UNITED WAY TRANSPORTATION	10,000.00	10,000.00	2,500.00	0.00	7,500.00	25.00
224-751-678.031	SPONSORSHIP FEES - TRANSPORTATION	5,500.00	5,500.00	0.00	0.00	5,500.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		15,500.00	15,500.00	2,500.00	0.00	13,000.00	16.13
TOTAL REVENUES		15,500.00	15,500.00	2,500.00	0.00	13,000.00	16.13
Expenditures							
Dept 751 - RECREATION / PARKS DEPARTMENT							
224-751-804.900	CONTRACT SERVICES LETS	8,500.00	8,500.00	718.00	0.00	7,782.00	8.45
224-751-804.905	CONTRACT SERVICES TRANSPORTATION	7,000.00	7,000.00	3,539.00	0.00	3,461.00	50.56
Total Dept 751 - RECREATION / PARKS DEPARTMENT		15,500.00	15,500.00	4,257.00	0.00	11,243.00	27.46
TOTAL EXPENDITURES		15,500.00	15,500.00	4,257.00	0.00	11,243.00	27.46
Fund 224 - TRANSPORTATION:							
TOTAL REVENUES		15,500.00	15,500.00	2,500.00	0.00	13,000.00	16.13
TOTAL EXPENDITURES		15,500.00	15,500.00	4,257.00	0.00	11,243.00	27.46
NET OF REVENUES & EXPENDITURES		0.00	0.00	(1,757.00)	0.00	1,757.00	100.00
TOTAL REVENUES - ALL FUNDS							
		1,406,190.00	1,406,190.00	428,207.64	89,129.93	977,982.36	30.45
TOTAL EXPENDITURES - ALL FUNDS							
		1,406,190.00	1,406,190.00	354,363.27	80,686.66	1,051,826.73	25.20
NET OF REVENUES & EXPENDITURES		0.00	0.00	73,844.37	8,443.27	(73,844.37)	100.00

Phase 1: (Mid May)

1. Boat Launch and City Park Guard Booth re-open May 11 with the following schedule until changed.
 - a. Boat Launch M-F 3:00pm-7:00pm , 7:00am-7:00pm Sat-Sun
 - b. Park Guard 11am-7pm Sun-Sat
 - c. Hours can and will be adjusted for best supervision and in case of inclement weather
2. All Health and safety regulation are required- please see below
3. We will honor 2019 park passes until June 1st. Follow Park Pass Distribution guidelines below.
4. Passes will be available at Bennett beginning May 18 (9:00-1:00pm M-F)
5. Only one employee will be allowed at each guard booth at any time. By no means are friends or family allowed to visit during work hours. Food or drop offs are allowed but must be limited to reduce risks of exposure.
6. Park Monitoring at City Park- Daily Counts of 2019 passes and Non passes, no transactions needed

Phase 2: (Mid-Late May)

1. Staff currently employed, will return to work in the office and follow the new “Health and Safety Requirements”
2. Indoor facilities will be closed to the public except Bennett lobby for park passes and only accessible to those permitted by the Executive Director.
3. Front Office hours will be 9am-1pm
 - a. Priorities to issues refunds, answer emails, return phone calls and prepare to open for Phase 2
4. All other staff remains at home on current reduced hours
5. Open ALL low risk outdoor activities/facilities and add proper signage
 - a. Tennis Courts
 - b. Basketball Court at the Hive
 - c. Remove Dog Park Restrictions
6. Continue with 100% Virtual Recreation offerings
7. Promote June/July outdoor program schedule & registration information
8. Memorial Day Weekend Begin Park Pass Distribution at the City Park Guard Booth – Please see below

Phase 3: (Begin June 1) –continue with previous phase protocols in addition to the following.

1. Programmers will return to work following the new “Health and Safety Requirements
2. Begin taking Dog Park renewals digitally
 - a. Payments available over the phone w/ email, fax or scanned documents
 - b. Those fobs that have expired since our closure will have 60 days from when we reopen to renew at the renewal rate.
 - c. If you must pay in person, call for an appointment
3. Annual Park Pass distribution- At Bennett Only- additional hours added
 - a. M-F 9am-5pm (normal business hours)
 - i. Additional times- 5p-7p M-TH , 9a-12p Saturdays
 - b. Outside under a tent, weather permitting
 - c. Inside if necessary

Health and Safety requirements

- A mask is highly recommended at work. We will provide disposable masks but you are welcome to use your own reusable one that you are comfortable wearing.
- A mask IS REQUIRED be worn in the following situation:
 - When working at the Boat Launch or Park Guard Booths with the public
 - When working with the public in a situation that 6 ft social distancing is questionable
 - When working with more than 2 staff and 6 ft social distancing is questionable
- Social Distancing is required. While having work/personal face to face conversations at work, please continue to be at least 6 ft apart.
- Please continue to practice proper personal hygiene by washing your hands with soap and water for at least 20 secs (it helps to sing, find that song in your heart and sing it out loud!)
- Office workspaces will be adjusted. Workspaces will be relocated to separate locations inside Bennett. No more than 2 people in any single location and those workspaces must be minimum 10-15ft apart. Each employee will be responsible for sanitizing their personal workspace and the space they are working in.
- No outside family or friends will be allowed in our facilities without prior approval from the Executive Director. Those permitted will be limited and only if essential. Any non-staff member **MUST** follow these guidelines as written. Please meet in the parking lot or outdoors, if possible.
- Once Phase 3 is implemented, working from home is still an option. All members of the leadership team are required to work ONE day (8 hours) in the office each week. Rotations might be necessary.
- If a staff member is feeling ill or has come in contact with someone who has fallen ill, please stay home. Working from home during that time is an option if work tasks and hours are submitted to and approved by the Executive Director. Staff will be required to be 48hr symptom free before returning to work.
- ALL employees with a Howell Parks and Recreation laptop are required to take their laptops home daily for the foreseen future.

Park Pass Distribution

- Ask the patron to present proof of residence- STATE ID or tax documents or lease
- Ask the patron which municipality they reside in: City of Howell, Genoa Twp. Howell Twp., Marion Twp., or Oceola Twp.
- If in Office-
 - Locate corresponding binder
 - Open binder and locate address (please note binders at alphabetic order by street name)
 - Verify name proof of residence matches info in the binder, highlight the residents name and place your initials and date on the line
 - If name does not match please write in the name from the driver license and then place your initials and date
 - If you cannot find the street in the township binder please pull the "Road Book" and verify they gave you the correct address and then follow the proper steps again.
- If at the Park Guard or Boat Launch

- If the vehicle has a 2019 sticker, please ask them address and write it down. Also ask them which municipality they live in City of Howell, Genoa Twp. Howell Twp., Marion Twp., or Oceola Twp.
- Look at the “2019 stickers “ to verify the township color and present them with the correct 2020 sticker (note: colors will not be the same for each year)
- Mark the township and the number of the pass you hand to the patron next to their address
- End of each shift please take a picture(s) of your list of passes distributed and send them to the office cell phone @ 517-***-****
- Additions or Modifications to these procedures will be communicated to you by your direct supervisor