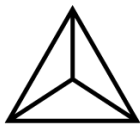




FINANCE COMMITTEE
June 13, 2018
5:00 p.m.
TCRPC Small Conference Room

AGENDA

- I. CALL TO ORDER/INTRODUCTIONS**
- II. APPROVAL OF AGENDA – (action)**
- III. APPROVAL OF MINUTES** of the May 9, 2018 meeting – (action)
- IV. PUBLIC COMMENT** (opportunity to address the committee on topics on the agenda)
- V. BUSINESS ITEMS**
 - A. Finance Report for May 2018 – (action)
The Finance Report for May 2018 is enclosed. We request the Committee recommend the report be received and placed on file.
 - B. Expenditures report for May 2018
The May expenditures report is enclosed for the committee's review.
 - C. Finance Committee Changes
Interim Director Snell will update the Committee on expanded responsibilities of the Finance Committee.
- VI. OTHER BUSINESS** (opportunity to address the committee on topics not on the agenda)
- VII. ADJOURN**



FINANCE COMMITTEE PROPOSED MEETING MINUTES

May 9, 2018 (Wednesday) at 5:00 p.m.
Tri-County Regional Planning Commission

- I. **Approval of Agenda**
It was **MOVED** by C/Watkins, **SUPPORTED** by C/Swope to approve the agenda.
MOTION CARRIED UNANIMOUSLY.

- II. **Approval of April 11, 2018 Minutes**
It was **MOVED** by C/Swope, **SUPPORTED** by C/Watkins to approve the minutes.
MOTION CARRIED UNANIMOUSLY.

- III. **Finance Report for April 2018**
The finance report was reviewed by Finance Coordinator Hoffman. C/Eakin repeated his request that the monthly expenses be separated by General Fund (Commission project) expenditures and Program expenditures. Coordinator Hoffman explained that he thought the next agenda item that shows the General Fund (Commission project) on a quarterly basis with the budget would be more helpful. Hoffman said he would provide the revised report for the Commission packet.

It was **MOVED** by C/Watkins **SUPPORTED** by C/Schafer to recommend the report be received and placed on file. **MOTION CARRIED UNANIMOUSLY.**

- IV. **Commission Finance Report for Jan. to March 2018**
Coordinator Hoffman explained that the report is the same format that was provided in January. It was decided that this report would be provided quarterly.

It was **MOVED** by C/Watkins **SUPPORTED** by C/Swope to recommend the report be received and placed on file. **MOTION CARRIED UNANIMOUSLY.**

- V. **Expenditures Report for April 2018**
C/Eakin explained his concern that the Finance Committee and the Commission need to approve all expenditures. There was a question about the Constant Contact expense. It was explained that it is an email marketing service that we use.

It was **MOVED** by C/Watkins **SUPPORTED** by C/Swope to recommend the report be received and placed on file. **MOTION CARRIED UNANIMOUSLY.**

- VI. **Adjourn**
It was **MOVED** by C/Swope **SUPPORTED** by C/Schafer to adjourn the meeting at 5:25 p.m. **MOTION CARRIED UNANIMOUSLY.**

*The next meeting of the Finance Committee will be
Wednesday, June 13, 2018 at 5:00 p.m. at the TCRPC Office.*

2018 Finance Committee Attendance

Commissioner	Representing	MEETING DATE											
		1/10	2/14	3/14	4/11	5/9	6/13	7/11	8/8	9/12	10/10	11/7	12/5
Christine Barnes	Eaton County	N/A	N/A	X	X								
Peter Spadafore	City of Lansing, Council	N/A		X	X								
Chris Swope	City of Lansing	N/A	X	X	X	X							
Adam Stacey	Clinton County Board of Commissioners	N/A											
Gail Watkins	Clinton County Road Commission	N/A	X	X	X	X							
Kent Austin	Eaton County Board of Commissioners	N/A	X	X	X								
Roger A. Eakin (Chair)	Eaton County Board of Commissioners	N/A	X	X	X	X							
Julie Brixie	Ingham County, Meridian Charter Twp.	N/A		X									
Randy Schafer	Ingham County Board of Commissioners	N/A	X		X	X							
TOTAL (9)		/	5	7	7	4							

Others in attendance

1/10/2018: Meeting was attended by members appointed in 2017; TCRPC Staff: James Snell and Greg Hoffman

2/14/2018: TCRPC Staff: James Snell and Greg Hoffman

3/14/2018: TCRPC Staff: James Snell and Greg Hoffman

4/11/2018: TCRPC Staff: James Snell and Greg Hoffman

5/09/2018: TCRPC Staff: James Snell and Greg Hoffman

TRI-COUNTY REGIONAL PLANNING COMMISSION
 EXPENDITURE REPORT
 MAY 2018
 FISCAL YEAR 10/1/2017 TO 9/30/2018

LINE ITEM CATEGORY	BUDGET	CURRENT MONTH		FISCAL YEAR TO DATE	BALANCE	PERCENT EXPENDED
		PROGRAMS	COMMISSION GENERAL FUND			
Salaries	760,500	52,369	1,003	494,176	266,324	64.98%
Fringe Benefits	380,500	24,190	495	208,977	171,523	54.92%
Advertising	4,100			1,969	2,131	48.02%
Audit	9,800			8,800	1,000	89.80%
Bank Service Charges	1,000	0	68	528	472	52.83%
Commission Discretionary Funds	5,000	0	0	2,329	2,671	46.58%
Commission Mtg Expense	2,200			1,892	308	85.99%
Commission Travel	1,000			0	1,000	0.00%
Computer Services	41,000	1,960	166	17,057	23,943	41.60%
Computer Software	32,000	787		25,843	6,157	80.76%
Consultant	150,000			71,877	78,123	47.92%
Contractual Services	45,000	25	4,475	6,364	38,636	14.14%
Equipment Maintenance	2,500			0	2,500	0.00%
Fixed Asset Depreciation	9,000	603	60	5,308	3,692	58.98%
Furniture/Equipment Purch.	15,000			3,602	11,398	24.02%
Insurance	6,400			6,198	202	96.84%
Membership Dues	11,000	719		5,227	5,773	47.51%
Office Supplies	10,000	91	16	5,653	4,347	56.53%
Pass Through	263,760			21,817	241,943	8.27%
Postage	2,300	24	22	482	1,818	20.95%
Printing & Copying	11,650	108	24	2,972	8,678	25.51%
Publications/Subscriptions	1,050	20		503	548	47.86%
Rent - Meeting Facility	2,050			150	1,900	7.32%
Rent - Office	70,100	5,026	456	45,700	24,400	65.19%
Special Projects	51,472	596		10,646	40,826	20.68%
Telephone	3,500	159	21	1,475	2,025	42.13%
Training	8,000			831	7,169	10.38%
Transfer for Match	219,352		10,535	98,478	120,874	44.89%
Travel - In	17,000	1,377	48	9,421	7,579	55.42%
Travel - Out	22,500	2,019		11,034	11,466	49.04%
Totals	2,158,734	90,073	17,390	1,069,308	1,089,426	49.53%

May 2018 Expenditures

Tri-County Regional Planning Commission

Date: 5/31/2018
Print Date: 6/5/2018
Print Time: 2:14:01 PM

Period From 05/01/18 to 05/31/18

GL#	Type	Description	GL#	Amount
10101	Huntington Bank Checking			
05/09/2018	CD	ANDREA STRACH		272.5
05/09/2018	CD	CITY OF EAST LANSING		325
05/09/2018	CD	Cliff Walls		994.86
05/09/2018	CD	Connex International		41.65
05/09/2018	CD	DBI BUSINESS INTERIORS		143.12
05/09/2018	CD	GovHR USA		4,500.00
05/09/2018	CD	LAURA TSCHIRHART		272.84
05/09/2018	CD	Michigan Association of Planning		60
05/09/2018	CD	MWEA		70
05/09/2018	CD	NATIONWIDE RETIREMENT/SOLUTION		475
05/09/2018	CD	Professional Maintenance Cleaning Co.		417.85
05/22/2018	GJ	PR# 11 5/15/2018		19,897.27
05/23/2018	CD	AFLAC		191.15
05/23/2018	CD	BLUE CARE NETWORK		8,477.17
05/23/2018	CD	DART CONTAINER OF MICHIGAN LLC		4,574.00
05/23/2018	CD	NATIONWIDE RETIREMENT/SOLUTION		475
05/23/2018	CD	Providence Consulting		2,171.50
05/23/2018	CD	Alerus Financial		6,313.76
05/23/2018	CD	URBAN LAND INSTITUTE		220
05/31/2018	GJ	Withholding State of MI - April		2,127.60
05/31/2018	GJ	Withholding payment City of Lansing - April		71.8
05/31/2018	GJ	VSP - April		306.19
05/31/2018	GJ	TDS MetroCom - April		274.18
05/31/2018	GJ	Board of Water and Light - May		336
05/31/2018	GJ	Comcast - May		149.85
05/31/2018	GJ	Delhi Twp - May		58.78
05/31/2018	GJ	Consumer Energy - May		154.83
05/31/2018	GJ	Delta Dental - May		1,333.65
05/31/2018	GJ	LSJ - May		19.5
05/31/2018	GJ	Verizon - May		120.3
05/31/2018	GJ	Principal - May		618.51
05/31/2018	GJ	Accrued payroll - May		21,471.13
05/31/2018	GJ	Payroll ACH Pay Period 4/30/18		6,307.13
05/31/2018	GJ	Payroll ACH P/P/E 5/15/18		7,455.05
05/31/2018	GJ	Bank Service charge - May		67.75
05/31/2018	GJ	Stamps.Com		24.99
05/31/2018	GJ	Adobe Creative Cloud		294.95
05/31/2018	GJ	Facebook		271.47
05/31/2018	GJ	Web Networks		37.99
05/31/2018	GJ	Constant Contact		90.25
05/31/2018	GJ	Panera Bread		81.15
05/31/2018	GJ	Delta Airlines		526.6

Total

92,092.32