



Howell Area Parks & Recreation Authority
Regular Meeting
Oceola Community Center
Tuesday, May 16, 2023, 7:00 p.m.

Call to order

Pledge of Allegiance (all stand)

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

Approval- Consent Agenda

1. Regular Board Meeting Minutes dated Tuesday, April 11, 2023
2. Check Register Report Ending April 30, 2023
3. Bank Statements Ending April 30, 2023
4. Financial Reports Ending April 30, 2023

Approval- Regular Agenda

5. Discussion/Approval- Civic Event Application- Melon Festival
6. Discussion/Approval- Special Liquor License- Melon Festival
7. Discussion/Approval- Financial Policy and Procedures
8. Discussion/Approval- Background Screening Policy
9. Discussion/Approval- Travel Policy
10. Discussion/Approval- Scholarship Policy
11. Discussion/Approval- Identity Theft Policy
12. Events and Programs Report
 - a. Events & programs
 - i. SPARK Fitness
 - ii. Golf Lessons
 - iii. Senior Grant
 - b. Sponsorship & marketing updates
 - i. New Program Guide (May-September)
 - ii. Bob Maxey Ford
13. Preventive Maintenance Report
14. Directors Report
 - a. New Board Member On-Boarding Process
 - b. Stakeholders Meeting

15. Board Member Reports

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

16. Old Business

- a. Credit Card Update

17. New Business

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

19. Adjournment



Howell Area Parks & Recreation Authority
Oceola Community Center

Regular Board Meeting Minutes

April 11, 2023

Call to Order

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

Attendance

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

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

Public: None

Call to the Public

None Present

Approval of Consent Agenda

Vice Chair Diana Lowe made a motion to approve the consent agenda, supported by Trustee Tammy Beal.

Motion carried 5 – 0.

Approval of Regular Agenda

A motion to approve the regular agenda was made by Vice Chair Diana Lowe, supported by Treasurer Jean Graham. **Motion carried 5 – 0**

Discussion/Approval – 1st Quarter Budget Amendments

Director Church provided a brief summary of the 1st Quarter Budget Amendments. Amendments included adjustments needed as a result of prepaids that came over after the completion of the audit and the removal of grants from the budget in the event that they are not awarded. A motion to approve the 1st Quarter Budget Amendments was made by Secretary Nikolas Hertrich and supported by Treasurer Jean Graham. **Motion carried 5-0.**

Discussion/Approval – New HAPRA Credit Card

Director Church informed the Board that issues previously discussed related to the current provider of credit service have been mostly addressed and the importance of access to a credit card to help manage costs associated with festivals and similar events. Various credit card options were provided to the Board for their opinion, Director Church's recommendation was the Capital One Spark Cash Plus card based on HAPRA's needs and potential rewards. Trustee Tammy Beal inquired what Director Church's preference for a claim limit would be. Director Church replied that he does not have a specific limit in mind but was comfortable with a \$10,000.00 limit. Director Church reminded the Board that a separate account will still be established with Lake Trust for renewals and electronic payments. A motion to approve the securing of a Capital One Spark Cash Plus Credit Card with a \$10,000.00 limit was made by Trustee Tammy Beal and supported by Treasurer Jean Graham. **Motion carried 5-0.**

Discussion/Approval – Cash Handling & Payment Policy

A motion to approve the Cash Handling & Payment Policy as presented was made by Vice Chair Diana Lowe and supported by Trustee Tammy Beal. **Motion carried 5-0.**

Discussion/Approval – Cell Phone Policy

A motion to approve the Cell Phone Policy as presented was made by Trustee Tammy Beal and supported by Secretary Nikolas Hertrich. **Motion carried 5-0.**

Discussion/Approval – Coaches Voucher Policy

A motion to approve the presented Coaches Voucher Policy with the elimination of "voucher" from the first sentence was made by Vice Chair Diana Lowe and supported by Trustee Tammy Beal. **Motion carried 5-0.**

Discussion/Approval – Credit Card Policy

A motion to approve the Credit Card Policy as presented was made by Trustee Tammy Beal and supported by Treasurer Jean Graham. **Motion carried 5-0.**

Discussion/Approval – Inclement Weather Policy

A motion to approve the Inclement Weather Policy as presented was made by Vice Chair Diana Lowe and supported by Trustee Tammy Beal. **Motion carried 5-0.**

Discussion/Approval – Preschool Policy and Procedures

Following a brief discussion on the statement "if available" located under the third bullet of Item #3 of the Child Abuse/Neglect Policy a motion to approve the Preschool Policy and Procedures as presented was made by Treasurer Jean Graham and supported by Trustee Tammy Beal. **Motion carried 5-0**

Discussion/Approval – PTO Policy

A motion to approve the PTO Policy as presented was made by Secretary Nikolas Hertrich and supported by Vice Chair Diana Lowe. **Motion carried 5-0.**

Events and Programs Report

a. Events & Programs

- I. A summary of the upcoming Legend of the Ostringo event and Teen Flashlight Egg Hunt was provided. Jordan Jones indicated that the Ostringo Egg Hunt will occur in 30 minute waves at the Oceola Center soccer field with the participants attempting to collect 12 eggs with each egg having a different value. Kevin Troshak informed the Board that the Teen Flashlight Egg Hunt will start an hour later than it has in the past and that 45 participants have already registered with an additional 10 to 15 expected to drop in. Livingston County Community Alliance Catholic Charities donated \$500.00 for the event.
- II. Jordan Jones provided an update on Melon Fest planning. Bank of Ann Arbor is sponsoring the main stage. A vendor for the stage has been secured however a search for the main act is still ongoing. Various entertainers will be performing during the day with Electrical Red Line as the opening act. Aberrant Ale and the Howell's Mainstreet Winery will both be providing beverages for the event and Grand River will be closed this year. Registration for both the Melon Classic Golf Outing and Melon Ball to be held at Chemung Hills Golf Club are now open.
- III. Jordan Jones introduced the Board to a new fitness challenge. The challenge is a six (6) week program where HAPRA members are placed into teams and paired with coaches. Previous Friday was opening day with 21 participants and two coaches participating.

b. Sponsorship & Marketing Updates

- I. New logo for the E News which currently has over 10,000 subscribers is being developed.
- II. Bank of Ann Arbor will be sponsoring this year's Melon Fest with a \$15,000.00 donation and Chem Trend will once again sponsor the Melon Run with a \$10,000 donation.
- III. It is time to renew the HAPRA Board Banner. HAPRA Board members pledged \$50.00 each to cover the renewal cost which is due at the end of May.

Preventative Maintenance Report:

a. Projects

Director Church and Kyle Tokan informed the Board of upcoming maintenance projects which include painting touchups, placement of chair molding in Room #1, carpet cleaning in June, upcoming repairs to the Genoa Playground, and the replacing of the Bennett Center roof. Repairs recently completed for soccer field drainage appear to have worked.

Directors Report

a. Meeting w/ municipalities

Director Church shared with the Board that he has met with Genoa Township representatives regarding bi-law amendments and millage potential. He is still working on scheduling a similar meeting with Marion Township and Howell Township.

b. Never Forget 5k

HAPRA is working with the Livingston County Veteran Services to put on a 5k in remembrance of September 11th. The event will be held on September 16th, 2023, at Fillmore Park. The cost is \$25.00 per person and participants will get a shirt and finisher medal.

c. Senior Survivor

HAPRA is supporting Connor Ford and Team Fordnite for this year's Howell Senior Survivor. Money raised during the event will go towards the purchase of Support Dogs for each of the Howell Public School.

d. Group Involvements

- I. Catholic Charities: Looking to expand program support for the Special Ministries Program and our Teen Program.
- II. Alzheimer's Association: HAPRA is looking to at being a part of their annual walk on September 30th, 2023, which is being moved to downtown Howell because of the Brighton construction. Involvement will help build support and awareness of this disease.
- III. Livingston County Parks and Open Space: Jordan recently participated in a Livingston County Parks and Open Space meeting and Director Church wants to continue to attend to keep parks momentum going.

Board Member Reports

Secretary Nikolas Hertrich shared with the Board agenda items from the March 27th, and April 10th, 2023, Howell City Council Meetings which included discussion and approval of multiple civic event applications, approval of representatives to various Boards and Commissions, notice of Intent, Capital Improvement Bonds, City Hall Renovations, Scofield Park and Boat Pass Fee Structure, Community Development Block Grant Funding for the Depot Lot Improvement Project, and an Arbor Day Proclamation.

Chair Sean Dunleavy informed the Board that they are working on the potential for a restroom behind the Oceola Community Center, pickle ball court coordination is ongoing, renovations to Chemung Hills are complete, the Community Center HVAC system is currently working, and the Oceola Township Hall improvements are done.

Trustee Tammy Beal shared with the Board that Marion Township Hall addition got turned down but that the money could now be potentially used for parks, a walking trail, or pickleball courts.

Vice Chair Diana Lowe had no updates for Genoa Township.

Treasurer Jean Graham relayed to the Board that the recently submitted SPARK Grant Applications was for a universal accessible trail.

Old Business

None

New Business

None

Next Meeting

Regularly Scheduled HAPRA Meeting - Tuesday, May 16, 2023, at 7:00 pm at Oceola Community Center

Adjournment

Motion to adjourn meeting at 8:11 pm made by Vice Chair Diana Lowe and supported by Trustee Tammy Beal.

Motion carried 5-0

Approved

Date

Respectfully Submitted by: Nikolas Hertrich, Secretary

BOAA
Apr 2023

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

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 there select the alert options you would like to have and how you
 would like to receive the alert information in realtime.

COMMUNITY INTEREST ACCOUNT ACCOUNT 205138

DOCUMENTS-DEBITS: 68 CREDITS: 0 LAST STATEMENT 03/31/23 137,684.56
 AVG AVAILABLE BALANCE 204,789.77 94 CREDITS 197,016.61
 74 DEBITS 127,581.76
 THIS STATEMENT 04/28/23 207,119.41
 TOTAL DAYS IN STATEMENT PERIOD 04/01/23 THROUGH 04/28/23: 28

DEPOSITS					
REF #	DATE	AMOUNT	REF #	DATE	AMOUNT
	04/03	103.00		04/13	269.00
	04/06	86.00		04/13	587.00
	04/06	155.00		04/13	61,730.05
	04/06	176.00		04/20	31.00
	04/06	60,192.25		04/20	46.00
	04/13	201.00		04/20	78.00
	04/13	210.00		04/20	181.00
	04/13	231.00		04/20	948.00
				04/20	34,463.50
				04/28	69.00
				04/28	107.00
				04/28	162.00
				04/28	243.00
				04/28	397.25
				04/28	576.00

OTHER CREDITS			
DESCRIPTION		DATE	AMOUNT
GLOBAL PAYMENTS GLOBAL DEP 8788240022289		04/03	32.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289		04/03	50.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289		04/03	53.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289		04/03	58.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289		04/03	68.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289		04/03	70.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289		04/03	1,434.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289		04/03	1,466.00

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HOWELL AREA PARKS AND

COMMUNITY INTEREST ACCOUNT ACCOUNT 205138

OTHER CREDITS

DESCRIPTION	DATE	AMOUNT
TIVITY HEALTH 033123 CLU 25872354	04/03	2,493.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/03	5,714.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/04	285.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/04	845.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/05	27.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/05	59.00
PAYOUT RunSignUp TRN*1*TX32694159500XT**47A8TG5YGQO70X02\RM R*IK*TX326	04/05	90.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/05	821.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/06	50.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/06	490.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/06	1,170.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/07	233.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/07	1,431.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/10	10.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/10	70.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/10	275.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/10	308.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/10	760.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/10	887.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/11	25.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/11	160.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/11	418.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/12	150.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/12	1,843.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/13	20.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/13	60.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/13	1,410.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/14	25.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/14	95.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/14	655.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/17	36.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/17	85.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/17	260.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/17	360.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/17	460.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/17	1,716.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/18	8.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/18	373.00
PAYOUT RunSignUp TRN*1*TX32984278700XT**3S5U1W5YMAPW5NEW\RM R*IK*TX329	04/19	15.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/19	621.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/20	260.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/20	628.00

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HOWELL AREA PARKS AND

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COMMUNITY INTEREST ACCOUNT ACCOUNT 205138

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

DESCRIPTION	DATE	AMOUNT
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/21	50.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/21	972.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/24	5.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/24	30.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/24	180.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/24	192.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/24	708.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/24	747.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/25	37.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/25	40.00
Bill.com Peerfit, Inc. Peerfit, Inc. Bill.com	04/25	172.74
016EFXVSS2MIDB8 Inv #March		
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/25	501.00
PAYOUT RunSignUp TRN*1*TX33136647500XT**444NB85YP2QO97RM\RM	04/26	215.00
R*IK*TX331		
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/26	260.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/26	1,336.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/27	15.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/27	25.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/27	748.00
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/28	10.00
INTEREST	04/28	163.82
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/28	435.00

----- CHECKS -----

CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT
14593*04/07 1,540.00	14706 04/21 280.00	14723 04/14 2,791.20
14657*04/12 59.97	14707 04/21 250.00	14724 04/18 40.00
14676*04/04 1,574.58	14708 04/13 284.10	14725 04/12 160.00
14687*04/07 96.48	14709 04/17 1,260.58	14726*04/14 602.00
14689 04/03 390.00	14710 04/25 8,095.75	14729 04/18 309.80
14690*04/10 1,000.00	14711 04/26 200.00	14730 04/19 114.74
14694*04/06 2,916.00	14712 04/14 250.00	14731 04/18 1,145.00
14696 04/03 1,113.24	14713 04/12 59.97	14732 04/18 575.31
14697 04/03 40.00	14714 04/11 250.00	14733 04/18 802.50
14698 04/04 2,031.63	14715 04/11 250.00	14734 04/21 1,940.68
14699 04/05 4,004.10	14716 04/17 400.00	14735 04/18 1,113.24
14700 04/05 94.89	14717 04/14 20.30	14736 04/17 324.80
14701 04/05 128.92	14718 04/18 9,604.19	14737 04/20 928.00
14702 04/12 250.00	14719 04/14 1,650.74	14738 04/19 1,909.98
14703 04/12 200.00	14720 04/25 250.00	14739 04/17 573.50
14704 04/17 16.58	14721 04/17 80.00	14740 04/18 359.96
14705 04/12 180.00	14722 04/14 140.00	14741*04/11 40.00

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HOWELL AREA PARKS AND

COMMUNITY INTEREST ACCOUNT ACCOUNT 205138

CHECKS

CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT	CHECK #..DATE.....AMOUNT
14743*04/21 5,109.02	14755 04/24 185.00	14761 04/25 60.00
14747 04/27 2,059.33	14756 04/27 406.00	14762 04/28 775.00
14748*04/26 620.35	14757 04/24 593.21	14763 04/21 125.50
14750*04/26 541.50	14758 04/26 250.00	14764 04/25 548.00
14752*04/25 1,481.25	14759 04/26 90.00	14765 04/25 3,050.92
14754 04/25 20.00	14760 04/25 95.00	

(*) INDICATES A GAP IN CHECK NUMBER SEQUENCE

OTHER DEBITS

DESCRIPTION	DATE	AMOUNT
GLOBAL PAYMENTS GLOBAL STL 8788240022289	04/03	1,582.10
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/12	108.00
PAYCHEX EIB INVOICE X01843000001718	04/12	27,973.56
GLOBAL PAYMENTS GLOBAL DEP 8788240022289	04/20	58.00
PAYCHEX-OAB INVOICE 01933600030283X	04/20	178.50
PAYCHEX EIB INVOICE X02025400001102	04/26	28,978.79

I N T E R E S T

AVERAGE LEDGER BALANCE:	207,152.02	INTEREST EARNED:	163.82
AVERAGE AVAILABLE BALANCE:	204,789.77	DAYS IN PERIOD:04/01/23-04/28/23:	28
INTEREST PAID THIS PERIOD:	163.82	ANNUAL PERCENTAGE YIELD EARNED:	1.05%
INTEREST PAID 2023:	525.10		

DAILY BALANCE

DATE.....BALANCE	DATE.....BALANCE	DATE.....BALANCE
04/03 146,100.22	04/12 174,198.37	04/21 248,044.70
04/04 143,624.01	04/13 238,632.32	04/24 249,128.49
04/05 140,393.10	04/14 233,953.08	04/25 236,278.31
04/06 199,796.35	04/17 234,214.62	04/26 207,408.67
04/07 199,823.87	04/18 220,645.62	04/27 205,731.34
04/10 201,133.87	04/19 219,256.90	04/28 207,119.41
04/11 201,196.87	04/20 254,727.90	

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HOWELL AREA PARKS AND

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MONEY MARKET CHECKING FOR ORGANIZATIONS ACCOUNT 820936

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DOCUMENTS-DEBITS: 0 CREDITS: 0 LAST STATEMENT 03/31/23 29,664.34
 AVG AVAILABLE BALANCE 29,664.34 1 CREDITS 10.08
 DEBITS .00
 THIS STATEMENT 04/28/23 29,674.42
 TOTAL DAYS IN STATEMENT PERIOD 04/01/23 THROUGH 04/28/23: 28

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

DESCRIPTION	DATE	AMOUNT
INTEREST	04/28	10.08

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

AVERAGE LEDGER BALANCE: 29,664.34 INTEREST EARNED: 10.08
 AVERAGE AVAILABLE BALANCE: 29,664.34 DAYS IN PERIOD:04/01/23-04/28/23: 28
 INTEREST PAID THIS PERIOD: 10.08 ANNUAL PERCENTAGE YIELD EARNED: .44%
 INTEREST PAID 2023: 33.20

- - - - - DAILY BALANCE - - - - -

DATE.....	BALANCE	DATE.....	BALANCE	DATE.....	BALANCE
04/28	29,674.42				

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STATEMENT SAVINGS - BUSINESS ACCOUNT 95076204

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 Log into online banking at boaa.com and click on Alerts. From
 there select the alert options you would like to have and how you
 would like to receive the alert information in realtime.

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DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
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BALANCE LAST STATEMENT			03/31/23	12,703.01
INTEREST		9.68	04/28/23	12,712.69
BALANCE THIS STATEMENT			04/28/23	12,712.69

TOTAL DAYS IN STATEMENT PERIOD 04/01/23 THROUGH 04/28/23: 28

TOTAL CREDITS (1) 9.68
 TOTAL DEBITS (0) .00

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HOWELL AREA PARKS AND

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STATEMENT SAVINGS - BUSINESS ACCOUNT 95076204

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AVERAGE LEDGER BALANCE:	12,703.01	INTEREST EARNED:	9.68
INTEREST PAID THIS PERIOD:	9.68	DAYS IN PERIOD:04/01/23-04/28/23:	28
INTEREST PAID 2023:	35.18	ANNUAL PERCENTAGE YIELD EARNED:	1.00%

HOWELL AREA PARKS & RECREATION AUTHORITY

1661 N LATSON RD
HOWELL MI 48843-9007

MEMBER ID: 110099341

Statement Period

April 01, 2023 to April 30, 2023

Account Balances at a Glance

Total Savings **\$5,086.52**

Commercial Membership Savings

Account Number: 10006221590

Summary

Beginning Balance (04/01)	\$5,086.31
Deposits & Additions	\$0.00
Withdrawals	\$0.00
Interest	\$0.21
<hr/>	
Ending Balance (04/30)	\$5,086.52

Additional

Average Daily Balance	\$5,086.31
Annual % Yield Earned This Period	0.05%
Interest Paid Year-to-Date	\$0.85

Transactions

DATE	DESCRIPTION	AMOUNT	BALANCE
4/1/2023	Beginning Balance		\$5,086.31
4/30/2023	Credit Interest/Dividend	\$0.21	\$5,086.52
4/30/2023	Ending Balance		\$5,086.52

You have the power of options.

Check your account balances or transfer funds anytime, anywhere with Text Banking or with the Lake Trust app, available on the App Store or on Google Play. Or set up alerts in Online Banking to get notifications about low balances, large deposits, or other activity on your account. Visit laketrust.org/managemyaccount to get started.

If you ever have a question or need help with your account, remember that we're here for you. Start a secure chat with us in Online Banking or give us a call at **888.267.7200**.

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 04/30/2023

GL Number	Description	2023 Amended Budget	YTD Balance 04/30/2023	Activity For 04/30/2023	Available Balance 04/30/2023	% Bdg't Used
Fund: 208 PARKS & REC AUTHORITY						
Account Category: Revenues						
Department: 751 RECREATION / PARKS DEPARTMENT						
208-751-587.001	PK/RC MARION TWP PARTICIPATION	120,000.00	60,000.00	30,000.00	60,000.00	50.00
208-751-587.002	PK/RC GENOA TWP PARTICIPATION	120,000.00	60,000.00	30,000.00	60,000.00	50.00
208-751-587.003	PK/RC OCEOLA TWP PARTICIPATION	120,000.00	60,000.00	30,000.00	60,000.00	50.00
208-751-587.005	PK/RC HOWELL CITY PARTICIPATION	120,000.00	60,000.00	30,000.00	60,000.00	50.00
208-751-587.006	PK/RC HOWELL TWP PARTICIPATION	120,000.00	60,000.00	30,000.00	60,000.00	50.00
208-751-650.106	FACILITY MEMBERSHIPS	88,500.00	66,802.13	10,351.50	21,697.87	75.48
208-751-651.020	BENNETT BLDG RENTAL FEES	200.00	195.00	0.00	5.00	97.50
208-751-651.022	OCEOLA BLDG RENTAL FEES	81,000.00	38,255.00	3,140.00	42,745.00	47.23
208-751-651.026	GYMANASIUM RENTALS	32,800.00	20,552.35	1,672.30	12,247.65	62.66
208-751-665.000	INVESTMENT INTEREST	600.00	594.33	183.79	5.67	99.06
208-751-671.002	MISC REVENUES	2,300.00	2,165.58	0.00	134.42	94.16
208-751-675.026	GIFT CERTIFICATE	250.00	0.00	0.00	250.00	0.00
208-751-675.075	DOG PARK MAINT SERV FEES	5,000.00	1,250.00	0.00	3,750.00	25.00
208-751-678.010	SPONSORSHIP FEES	11,000.00	550.00	550.00	10,450.00	5.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		821,650.00	430,364.39	165,897.59	391,285.61	52.38
Revenues		821,650.00	430,364.39	165,897.59	391,285.61	52.38
Account Category: Expenditures						
Department: 751 RECREATION / PARKS DEPARTMENT						
208-751-702.001	SAL & WAGES DIRECTOR	70,233.39	24,148.70	5,402.56	46,084.69	34.38
208-751-702.003	SAL & WAGES - BUSINESS MANAGER	46,000.00	16,837.71	3,645.50	29,162.29	36.60
208-751-702.004	SAL & WAGES - OPERATIONS MGR	29,809.68	17,466.88	4,094.87	12,342.80	58.59
208-751-702.024	SAL & WAGES -MARKETING	29,183.60	11,701.01	3,489.60	17,482.59	40.09
208-751-702.030	SAL & WAGES FRONT OFFICE	90,000.00	29,686.11	6,968.65	60,313.89	32.98
208-751-702.034	SAL & WAGE FACILITIES MAINT/COORD	75,000.00	27,561.04	6,377.50	47,438.96	36.75
208-751-713.000	EMPLOYER SHARE FICA	26,027.34	9,461.78	2,274.41	16,565.56	36.35
208-751-714.000	EMPLOYEE MEDICAL INSURANCE	18,040.00	6,280.00	1,107.37	11,760.00	34.81
208-751-714.004	ICMA RETIREMENT	20,510.06	975.55	250.00	19,534.51	4.76
208-751-727.000	OFFICE SUPPLIES	1,500.00	616.98	86.90	883.02	41.13
208-751-730.000	POSTAGE	5,000.00	522.65	0.00	4,477.35	10.45
208-751-740.000	OPERATING SUPPLIES - GENL	1,500.00	30.90	0.00	1,469.10	2.06
208-751-740.026	OPERATING SUPPLIES SHIRTS/BADGES	2,500.00	252.00	0.00	2,248.00	10.08
208-751-751.000	GASOLINE & DIESEL FUEL	3,000.00	614.06	326.87	2,385.94	20.47
208-751-801.000	PROFESSIONAL SERVICES	30,000.00	19,399.40	8,325.50	10,600.60	64.66
208-751-804.000	CONTRACTUAL SERVICES	12,000.00	9,060.00	0.00	2,940.00	75.50
208-751-840.000	DUES, SUBSCRIPTIONS & MEMBERSHIPS	3,000.00	2,279.52	0.00	720.48	75.98
208-751-850.000	COMMUNICATION - TELEPHONES	10,000.00	3,610.88	901.46	6,389.12	36.11
208-751-850.008	COMMUNICATION - INTERNET & CABLE	19,000.00	5,974.94	1,493.64	13,025.06	31.45
208-751-860.000	TRAVEL	6,000.00	4,223.80	1,826.34	1,776.20	70.40
208-751-900.000	MARKETING, PRINTING & PUBLISHING	15,000.00	1,905.93	302.50	13,094.07	12.71
208-751-910.000	INSURANCE	40,500.00	16,057.60	3,598.92	24,442.40	39.65
208-751-920.000	UTILITIES - ELECTRICITY	6,500.00	2,829.65	1,198.32	3,670.35	43.53
208-751-920.001	UTILITIES - GAS	6,500.00	4,562.63	745.53	1,937.37	70.19
208-751-920.002	UTILITIES - WAT / SEW	2,000.00	556.35	0.00	1,443.65	27.82
208-751-920.003	UTILITIES - RUBBISH	900.00	245.18	70.03	654.82	27.24
208-751-920.012	UTILITIES - ELEC/OCEOLA	48,000.00	16,139.87	4,422.21	31,860.13	33.62
208-751-920.013	UTILITIES - GAS/OCEOLA	12,000.00	8,864.54	1,481.25	3,135.46	73.87
208-751-920.014	UTILITIES - WATER/OCEOLA	1,500.00	593.21	593.21	906.79	39.55

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 04/30/2023

GL Number	Description	2023 Amended Budget	YTD Balance 04/30/2023	Activity For 04/30/2023	Available Balance 04/30/2023	% Bdgt Used
Fund: 208 PARKS & REC AUTHORITY						
Account Category: Expenditures						
Department: 751 RECREATION / PARKS DEPARTMENT						
208-751-920.015	UTILITIES - RUBBISH/OCEOLA	850.00	252.80	63.20	597.20	29.74
208-751-930.000	GROUNDS MAINTENANCE BENNETT	4,000.00	830.82	780.88	3,169.18	20.77
208-751-930.006	REPAIR & MAINT - VEHICLES	2,000.00	76.93	0.00	1,923.07	3.85
208-751-930.014	GROUNDS MAINTENANCE OCEOLA	45,000.00	24,676.50	282.00	20,323.50	54.84
208-751-931.000	BLDG R&M BENNETT	8,000.00	1,113.37	570.14	6,886.63	13.92
208-751-931.014	BLDG R &M OCEOLA	10,000.00	4,443.63	1,588.84	5,556.37	44.44
208-751-940.000	EQUIPMENT RENTAL	35,000.00	12,238.19	3,023.22	22,761.81	34.97
208-751-940.040	FACILITY RENT	24,000.00	10,000.00	2,000.00	14,000.00	41.67
208-751-956.000	MISCELLANEOUS	1,045.93	42.84	0.00	1,003.09	4.10
208-751-956.003	BANK CHARGES & FEES	18,000.00	9,473.67	1,760.60	8,526.33	52.63
208-751-957.000	EDUCATION / TRAINING	600.00	100.00	0.00	500.00	16.67
208-751-980.000	OFFICE EQUIPMENT	750.00	671.59	0.00	78.41	89.55
208-751-980.004	EQUIP / COMPUTER HARDWARE	1,200.00	0.00	0.00	1,200.00	0.00
208-751-980.005	EQUIPMENT/COMPUTER SOFTWARE	30,000.00	20,975.44	1,940.68	9,024.56	69.92
208-751-991.000	PRINCIPAL	10,000.00	4,580.00	916.00	5,420.00	45.80
Total Dept 751 - RECREATION / PARKS DEPARTMENT		821,650.00	331,934.65	71,908.70	489,715.35	40.40
Expenditures		821,650.00	331,934.65	71,908.70	489,715.35	40.40
Fund 208 - PARKS & REC AUTHORITY:						
TOTAL REVENUES		821,650.00	430,364.39	165,897.59	391,285.61	
TOTAL EXPENDITURES		821,650.00	331,934.65	71,908.70	489,715.35	
NET OF REVENUES & EXPENDITURES:		0.00	98,429.74	93,988.89	(98,429.74)	

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 04/30/2023

GL Number	Description	2023 Amended Budget	YTD Balance 04/30/2023	Activity For 04/30/2023	Available Balance 04/30/2023	% Bdgt Used
Fund: 214 YOUTH SPORTS						
Account Category: Revenues						
Department: 751 RECREATION / PARKS DEPARTMENT						
214-751-650.006	GENOA SOCCER FIELD RENTALS	7,500.00	3,430.00	0.00	4,070.00	45.73
214-751-650.050	PROGRAM FEES - VOLLEYBALL	15,000.00	13,482.00	0.00	1,518.00	89.88
214-751-650.051	PROGRAM FEES - ENRICHMENT	17,000.00	5,359.00	915.00	11,641.00	31.52
214-751-650.052	PROGRAM FEES - PICKLEBALL	2,500.00	780.00	0.00	1,720.00	31.20
214-751-650.053	PROGRAM FEES - SOCCER	120,000.00	71,367.50	(86.00)	48,632.50	59.47
214-751-650.054	PROGRAM FEES - BASKETBALL	30,000.00	3,890.00	0.00	26,110.00	12.97
214-751-650.094	PROGRAM FEES - SOFTBALL	2,300.00	0.00	0.00	2,300.00	0.00
214-751-650.102	DROP IN SPORTS	10,000.00	5,826.90	716.70	4,173.10	58.27
214-751-678.095	SPONSORSHIP FEES - YOUTH SPORTS	4,500.00	3,061.35	55.00	1,438.65	68.03
Total Dept 751 - RECREATION / PARKS DEPARTMENT		208,800.00	107,196.75	1,600.70	101,603.25	51.34
Revenues		208,800.00	107,196.75	1,600.70	101,603.25	51.34
Account Category: Expenditures						
Department: 751 RECREATION / PARKS DEPARTMENT						
214-751-702.004	SAL & WAGES OPERATION MANAGER	12,423.20	0.00	0.00	12,423.20	0.00
214-751-702.080	SAL & WAGES YOUTH SPORTS MGR	42,848.00	14,736.00	3,296.00	28,112.00	34.39
214-751-702.081	SAL & WAGES YOUTH SPORTS COORDINAT	25,000.00	7,250.91	2,684.85	17,749.09	29.00
214-751-713.000	EMPLOYER SHARE FICA	5,190.37	2,204.58	458.48	2,985.79	42.47
214-751-714.000	EMPLOYEE MEDICAL INSURANCE	1,000.00	250.00	0.00	750.00	25.00
214-751-714.004	ICMA RETIREMENT	4,284.80	31.20	0.00	4,253.60	0.73
214-751-740.000	OPERATING SUPPLIES	3,600.00	2,014.19	995.67	1,585.81	55.95
214-751-740.080	OPER SUPPLIES/VOLLEYBALL	1,500.00	1,211.10	1,078.00	288.90	80.74
214-751-740.081	OPER SUPP/ SOCCER	30,000.00	13,956.61	11,139.52	16,043.39	46.52
214-751-740.083	OPERATING SUPPLIES - PICKLEBALL	2,000.00	0.00	0.00	2,000.00	0.00
214-751-740.086	OPERATING SUPPLIES - BASKETBALL	9,500.00	7,378.36	0.00	2,121.64	77.67
214-751-801.017	BACKGROUND CHECKS	3,500.00	1,128.50	499.50	2,371.50	32.24
214-751-804.008	CONTRACT SERV - INSTRUCTORS	4,500.00	2,527.00	775.00	1,973.00	56.16
214-751-804.009	CONTRACT SERV - OFFCL /COACHES	7,000.00	1,245.00	0.00	5,755.00	17.79
214-751-804.010	CONTRACT SERV - FIELD MAINTENANCE	40,000.00	3,009.00	3,009.00	36,991.00	7.52
214-751-840.000	DUES & MEMBERSHIPS	200.00	165.00	0.00	35.00	82.50
214-751-860.000	CONFERENCE /TRANSPORTATION	1,000.00	857.03	275.55	142.97	85.70
214-751-920.002	UTILITIES - WAT / SEW	3,000.00	0.00	0.00	3,000.00	0.00
214-751-942.001	PORTA JOHN RENTALS	4,000.00	600.00	600.00	3,400.00	15.00
214-751-957.000	EDUCATION / TRAINING	200.00	60.00	0.00	140.00	30.00
214-751-970.000	CAPITAL OUTLAY EQUIP	8,053.63	0.00	0.00	8,053.63	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		208,800.00	58,624.48	24,811.57	150,175.52	28.08
Expenditures		208,800.00	58,624.48	24,811.57	150,175.52	28.08
Fund 214 - YOUTH SPORTS:						
TOTAL REVENUES		208,800.00	107,196.75	1,600.70	101,603.25	
TOTAL EXPENDITURES		208,800.00	58,624.48	24,811.57	150,175.52	
NET OF REVENUES & EXPENDITURES:		0.00	48,572.27	(23,210.87)	(48,572.27)	

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 04/30/2023

GL Number	Description	2023 Amended Budget	YTD Balance 04/30/2023	Activity For 04/30/2023	Available Balance 04/30/2023	% Bdgt Used
Fund: 216 FESTIVALS						
Account Category: Revenues						
Department: 751 RECREATION / PARKS DEPARTMENT						
216-751-650.003	PROGRAM FEES SPECIAL EVENTS	20,000.00	11,745.00	364.00	8,255.00	58.73
216-751-675.101	FUNDRAISING - SPECIAL EVENTS	1,000.00	50.00	50.00	950.00	5.00
216-751-678.039	PROGRAM FEES - MELON FESTIVAL	15,000.00	0.00	0.00	15,000.00	0.00
216-751-678.040	SPONSORSHIP FEES MELON FESTIVAL	32,000.00	115.00	115.00	31,885.00	0.36
216-751-678.041	STREET VENDOR FEES MELON	15,000.00	3,750.00	2,500.00	11,250.00	25.00
216-751-678.042	FESTIVAL TENT MELON FEST	18,000.00	0.00	0.00	18,000.00	0.00
216-751-678.047	SPONSORSHIP FEES MELON RUN	10,000.00	0.00	0.00	10,000.00	0.00
216-751-678.048	PROGRAM FEES MELON RUN	17,500.00	2,347.00	305.00	15,153.00	13.41
216-751-678.049	FOOD VENDOR FEES MELON	10,000.00	2,700.00	1,025.00	7,300.00	27.00
216-751-678.050	SPONSORSHIP FEES LEGEND	12,000.00	0.00	0.00	12,000.00	0.00
216-751-678.054	PROGRAM FEES - LEGENDS	2,500.00	0.00	0.00	2,500.00	0.00
216-751-678.057	SPONSORSHIP FEES HORSEMAN RUN	4,000.00	0.00	0.00	4,000.00	0.00
216-751-678.058	PROGRAM FEES HORSEMAN RUN	14,000.00	0.00	0.00	14,000.00	0.00
216-751-678.070	SPONSORSHIP FEES - SPECIAL EVENTS	10,000.00	500.00	500.00	9,500.00	5.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		181,000.00	21,207.00	4,859.00	159,793.00	11.72
Revenues		181,000.00	21,207.00	4,859.00	159,793.00	11.72
Account Category: Expenditures						
Department: 751 RECREATION / PARKS DEPARTMENT						
216-751-702.001	SAL & WAGES FESTIVAL DIRECTOR	41,600.00	14,416.00	3,296.00	27,184.00	34.65
216-751-702.004	SAL & WAGES OPERATIONS MANAGER	7,453.92	0.00	0.00	7,453.92	0.00
216-751-702.103	SALARY & WAGES STAFF	17,400.00	2,483.62	114.00	14,916.38	14.27
216-751-713.000	EMPLOYER SHARE FICA	5,083.72	1,102.88	252.16	3,980.84	21.69
216-751-714.000	EMPLOYEE MEDICAL INSURANCE	1,000.00	250.00	0.00	750.00	25.00
216-751-714.004	ICMA RETIREMENT	4,160.00	135.20	0.00	4,024.80	3.25
216-751-727.000	OFFICE SUPPLIES	115.00	39.00	0.00	76.00	33.91
216-751-730.000	POSTAGE	100.00	0.00	0.00	100.00	0.00
216-751-740.000	OPERATING SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
216-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	19,500.00	8,131.17	518.02	11,368.83	41.70
216-751-740.102	OPER SUPP MELON FESTIVAL	47,800.00	6,255.52	1,100.00	41,544.48	13.09
216-751-740.106	OPER SUPP MELON RUN	5,800.00	0.00	0.00	5,800.00	0.00
216-751-740.201	OPER SUPP LEGEND OF SLEEPY HOWELL	10,000.00	0.00	0.00	10,000.00	0.00
216-751-740.203	OPER SUPPLIES HEADLESS HORSEMAN RU	3,500.00	0.00	0.00	3,500.00	0.00
216-751-840.000	DUES & MEMBERSHIPS	200.00	165.00	0.00	35.00	82.50
216-751-860.000	CONFERENCE /TRANSPORTATION	1,000.00	860.02	275.54	139.98	86.00
216-751-900.000	PRINTING & PUBLISHING	3,500.00	0.00	(200.00)	3,500.00	0.00
216-751-942.001	PORTA JOHN RENTALS	6,000.00	0.00	0.00	6,000.00	0.00
216-751-956.000	MISCELLANEOUS	0.00	18.50	18.50	(18.50)	100.00
216-751-957.000	EDUCATION / TRAINING	100.00	0.00	0.00	100.00	0.00
216-751-970.000	CAPITAL OUTLAY EQUIP	3,987.36	0.00	0.00	3,987.36	0.00
216-751-980.004	EQUIP / COMPUTER HARDWARE	1,700.00	1,334.92	1,334.92	365.08	78.52
Total Dept 751 - RECREATION / PARKS DEPARTMENT		181,000.00	35,191.83	6,709.14	145,808.17	19.44
Expenditures		181,000.00	35,191.83	6,709.14	145,808.17	19.44
Fund 216 - FESTIVALS:						
TOTAL REVENUES		181,000.00	21,207.00	4,859.00	159,793.00	
TOTAL EXPENDITURES		181,000.00	35,191.83	6,709.14	145,808.17	

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 04/30/2023

GL Number	Description	2023 Amended Budget	YTD Balance 04/30/2023	Activity For 04/30/2023	Available Balance 04/30/2023	% Bdgt Used
Fund: 216 FESTIVALS						
NET OF REVENUES & EXPENDITURES:		0.00	(13,984.83)	(1,850.14)	13,984.83	

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 04/30/2023

GL Number	Description	2023 Amended Budget	YTD Balance 04/30/2023	Activity For 04/30/2023	Available Balance 04/30/2023	% Bdgt Used
Fund: 217 PRESCHOOL						
Account Category: Revenues						
Department: 751 RECREATION / PARKS DEPARTMENT						
217-751-651.003	PRESCHOOL CAMP TUITION	4,160.00	2,718.00	2,718.00	1,442.00	65.34
217-751-651.007	PRESCHOOL TUITION	58,560.00	28,765.00	2,440.00	29,795.00	49.12
217-751-675.015	PRESCHOOL FUNDRAISING	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		63,720.00	31,483.00	5,158.00	32,237.00	49.41
Revenues		63,720.00	31,483.00	5,158.00	32,237.00	49.41
Account Category: Expenditures						
Department: 751 RECREATION / PARKS DEPARTMENT						
217-751-702.023	SAL & WAGES PRESCHOOL	54,840.00	15,315.05	2,923.80	39,524.95	27.93
217-751-713.000	EMPLOYER SHARE FICA	4,195.26	1,232.75	280.40	2,962.51	29.38
217-751-714.000	EMPLOYEE MEDICAL INSURANCE	1,000.00	250.00	0.00	750.00	25.00
217-751-740.028	OPER SUPP/PRESCHOOL	1,500.00	39.00	0.00	1,461.00	2.60
217-751-801.017	BACKGROUND CHECKS	37.00	0.00	0.00	37.00	0.00
217-751-840.000	DUES & MEMBERSHIPS	75.00	0.00	0.00	75.00	0.00
217-751-860.000	CONFERENCE /TRANSPORTATION	400.00	0.00	0.00	400.00	0.00
217-751-957.000	EDUCATION / TRAINING	150.00	20.00	0.00	130.00	13.33
217-751-970.000	CAPITAL OUTLAY EQUIP	1,274.40	0.00	0.00	1,274.40	0.00
217-751-980.015	PRESCHOOL EQUIPMENT	248.34	0.00	0.00	248.34	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		63,720.00	16,856.80	3,204.20	46,863.20	26.45
Expenditures		63,720.00	16,856.80	3,204.20	46,863.20	26.45
Fund 217 - PRESCHOOL:						
TOTAL REVENUES		63,720.00	31,483.00	5,158.00	32,237.00	
TOTAL EXPENDITURES		63,720.00	16,856.80	3,204.20	46,863.20	
NET OF REVENUES & EXPENDITURES:		0.00	14,626.20	1,953.80	(14,626.20)	

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 04/30/2023

GL Number	Description	2023 Amended Budget	YTD Balance 04/30/2023	Activity For 04/30/2023	Available Balance 04/30/2023	% Bdgt Used
Fund: 218 SENIOR CENTER						
Account Category: Revenues						
Department: 751 RECREATION / PARKS DEPARTMENT						
218-751-650.030	PROGRAM FEES - ENRICHMENT	8,000.00	3,654.00	413.00	4,346.00	45.68
218-751-650.098	PROGRAM FEES - FITNESS	45,000.00	23,670.71	6,056.24	21,329.29	52.60
218-751-650.107	TRAVEL	15,000.00	6,367.50	0.00	8,632.50	42.45
218-751-675.009	DONATIONS / PKS & RECS SENIORS	600.00	500.00	0.00	100.00	83.33
218-751-675.013	UNITED WAY SENIORS	5,000.00	1,250.00	0.00	3,750.00	25.00
218-751-675.100	FUNDRAISING ENRICHMENT	500.00	212.00	212.00	288.00	42.40
218-751-678.012	MEMBERSHIP FEES	35,000.00	11,538.80	1,968.00	23,461.20	32.97
218-751-678.030	SPONSORSHIP FEES - ENRICHMENT	1,000.00	800.00	250.00	200.00	80.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		110,100.00	47,993.01	8,899.24	62,106.99	43.59
Revenues		110,100.00	47,993.01	8,899.24	62,106.99	43.59
Account Category: Expenditures						
Department: 751 RECREATION / PARKS DEPARTMENT						
218-751-702.024	SAL & WAGES -MARKETING	5,056.80	1,264.20	0.00	3,792.60	25.00
218-751-702.027	SAL & WAGES SENIORS	41,600.00	14,240.00	3,200.00	27,360.00	34.23
218-751-713.000	EMPLOYER SHARE FICA	3,569.25	1,089.36	244.80	2,479.89	30.52
218-751-714.000	EMPLOYEE MEDICAL INSURANCE	1,000.00	250.00	0.00	750.00	25.00
218-751-714.004	ICMA RETIREMENT	4,160.00	52.00	0.00	4,108.00	1.25
218-751-727.000	OFFICE SUPPLIES	100.00	39.00	0.00	61.00	39.00
218-751-730.000	POSTAGE	900.00	76.20	0.00	823.80	8.47
218-751-740.032	OPER SUPP/SENIORS	4,500.00	1,409.01	1,338.75	3,090.99	31.31
218-751-740.061	OPER SUPP/FITNESS	10,000.00	420.33	380.35	9,579.67	4.20
218-751-740.070	OPER SUPP/ TRAVEL	15,000.00	849.88	0.00	14,150.12	5.67
218-751-804.008	CONTRACT SERV - INSTRUCTORS	20,000.00	6,302.00	1,862.00	13,698.00	31.51
218-751-840.000	DUES & MEMBERSHIPS	300.00	165.00	0.00	135.00	55.00
218-751-860.000	CONFERENCE /TRANSPORTATION	1,000.00	857.03	275.55	142.97	85.70
218-751-957.000	EDUCATION / TRAINING	500.00	0.00	0.00	500.00	0.00
218-751-970.000	CAPITAL OUTLAY EQUIP	2,413.95	0.00	0.00	2,413.95	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		110,100.00	27,014.01	7,301.45	83,085.99	24.54
Expenditures		110,100.00	27,014.01	7,301.45	83,085.99	24.54
Fund 218 - SENIOR CENTER:						
TOTAL REVENUES		110,100.00	47,993.01	8,899.24	62,106.99	
TOTAL EXPENDITURES		110,100.00	27,014.01	7,301.45	83,085.99	
NET OF REVENUES & EXPENDITURES:		0.00	20,979.00	1,597.79	(20,979.00)	

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 04/30/2023

GL Number	Description	2023 Amended Budget	YTD Balance 04/30/2023	Activity For 04/30/2023	Available Balance 04/30/2023	% Bdgt Used
Fund: 219 SUMMER DAY CAMP						
Account Category: Revenues						
Department: 751 RECREATION / PARKS DEPARTMENT						
219-751-651.003	SUMMER CAMP	70,000.00	26,129.00	3,079.00	43,871.00	37.33
219-751-651.025	SPECIALTY CAMPS	6,500.00	3,325.00	0.00	3,175.00	51.15
219-751-678.030	SPONSORSHIP FEES - ENRICHMENT	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		81,500.00	29,454.00	3,079.00	52,046.00	36.14
Revenues		81,500.00	29,454.00	3,079.00	52,046.00	36.14
Account Category: Expenditures						
Department: 751 RECREATION / PARKS DEPARTMENT						
219-751-702.025	SAL & WAGES SUMMER CAMP MANAGER	4,800.00	479.82	248.82	4,320.18	10.00
219-751-702.036	SAL & WAGE SUMMER CAMP SUPERVISOR	8,820.00	1,210.56	723.06	7,609.44	13.73
219-751-702.037	SAL & WAGES SUMMER CAMP COUNSELOR	44,000.00	1,039.85	741.60	42,960.15	2.36
219-751-713.000	EMPLOYER SHARE FICA	4,407.93	0.00	0.00	4,407.93	0.00
219-751-740.003	OPER SUPPLIES/T-SHIRTS	1,500.00	0.00	0.00	1,500.00	0.00
219-751-740.029	OPER SUPPLIES/SPECIALTY CAMPS	500.00	0.00	0.00	500.00	0.00
219-751-740.033	OPER SUPP/SUMMER CAMP	5,000.00	95.49	23.97	4,904.51	1.91
219-751-740.041	OPERATING SUPPLIES SNACKS	500.00	156.89	133.85	343.11	31.38
219-751-740.042	FIELD TRIPS	10,000.00	0.00	0.00	10,000.00	0.00
219-751-801.017	BACKGROUND CHECKS	180.00	55.50	55.50	124.50	30.83
219-751-860.000	CONFERENCE /TRANSPORTATION	150.00	0.00	0.00	150.00	0.00
219-751-900.000	MARKETING PRINTING & PUBLISHING	500.00	250.00	0.00	250.00	50.00
219-751-957.000	EDUCATION / TRAINING	142.07	0.00	0.00	142.07	0.00
219-751-970.000	CAPITAL OUTLAY EQUIP	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		81,500.00	3,288.11	1,926.80	78,211.89	4.03
Expenditures		81,500.00	3,288.11	1,926.80	78,211.89	4.03
Fund 219 - SUMMER DAY CAMP:						
TOTAL REVENUES		81,500.00	29,454.00	3,079.00	52,046.00	
TOTAL EXPENDITURES		81,500.00	3,288.11	1,926.80	78,211.89	
NET OF REVENUES & EXPENDITURES:		0.00	26,165.89	1,152.20	(26,165.89)	

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 04/30/2023

GL Number	Description	2023 Amended Budget	YTD Balance 04/30/2023	Activity For 04/30/2023	Available Balance 04/30/2023	% Bdgt Used
Fund: 221 TEEN CENTER						
Account Category: Revenues						
Department: 751 RECREATION / PARKS DEPARTMENT						
221-751-649.000	CONCESSION SALES TEEN	6,000.00	2,735.90	596.05	3,264.10	45.60
221-751-650.005	PROGRAM FEES TEENS	22,000.00	3,930.00	590.00	18,070.00	17.86
221-751-650.060	PROGRAM FEES - YOUTH	5,500.00	610.00	110.00	4,890.00	11.09
221-751-675.010	DONATIONS - TEEN	1,000.00	100.00	100.00	900.00	10.00
221-751-675.012	UNITED WAY - TEENS	20,000.00	5,000.00	0.00	15,000.00	25.00
221-751-675.110	FUNDRAISING	18,000.00	725.00	0.00	17,275.00	4.03
221-751-678.010	SPONSORSHIPS	12,000.00	1,000.00	500.00	11,000.00	8.33
221-751-679.100	GRANTS > \$1000	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		94,500.00	14,100.90	1,896.05	80,399.10	14.92
Revenues		94,500.00	14,100.90	1,896.05	80,399.10	14.92
Account Category: Expenditures						
Department: 751 RECREATION / PARKS DEPARTMENT						
221-751-702.026	SAL & WAGES TEEN MANAGERS	36,648.00	15,564.35	3,387.35	21,083.65	42.47
221-751-702.035	SAL & WAGES TEEN COORDINATOR	6,000.00	2,871.25	0.00	3,128.75	47.85
221-751-702.041	SAL & WAGES - TEEN SUPERVISOR	23,940.00	9,125.81	1,928.16	14,814.19	38.12
221-751-713.000	EMPLOYER SHARE FICA	5,093.98	2,213.70	476.28	2,880.28	43.46
221-751-714.000	EMPLOYEE MEDICAL INSURANCE	5,500.00	2,627.78	540.10	2,872.22	47.78
221-751-714.004	ICMA RETIREMENT	4,544.80	84.24	0.00	4,460.56	1.85
221-751-727.000	OFFICE SUPPLIES	300.00	39.00	0.00	261.00	13.00
221-751-740.015	OPER SUPP/CONCESSIONS	3,006.22	1,974.61	606.69	1,031.61	65.68
221-751-740.036	OPER SUPPLIES - TEENS	3,000.00	2,602.44	1,022.94	397.56	86.75
221-751-740.044	OPER SUPPLIES/YOUTH	2,500.00	0.00	0.00	2,500.00	0.00
221-751-840.000	DUES & MEMBERSHIPS	330.00	330.00	0.00	0.00	100.00
221-751-860.000	CONFERENCE /TRANSPORTATION	600.00	639.33	54.67	(39.33)	106.56
221-751-900.000	PRINTING & PUBLISHING	500.00	275.00	0.00	225.00	55.00
221-751-957.000	EDUCATION / TRAINING	375.00	375.00	0.00	0.00	100.00
221-751-970.000	CAPITAL OUTLAY EQUIP	2,162.00	0.00	0.00	2,162.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		94,500.00	38,722.51	8,016.19	55,777.49	40.98
Expenditures		94,500.00	38,722.51	8,016.19	55,777.49	40.98
Fund 221 - TEEN CENTER:						
TOTAL REVENUES		94,500.00	14,100.90	1,896.05	80,399.10	
TOTAL EXPENDITURES		94,500.00	38,722.51	8,016.19	55,777.49	
NET OF REVENUES & EXPENDITURES:		0.00	(24,621.61)	(6,120.14)	24,621.61	

REVENUE AND EXPENDITURE REPORT FOR HOWELL AREA PARKS AND RECREATION

Balance As of 04/30/2023

GL Number	Description	2023 Amended Budget	YTD Balance 04/30/2023	Activity For 04/30/2023	Available Balance 04/30/2023	% Bdgt Used
Fund: 223 DOG PARK						
Account Category: Revenues						
Department: 751 RECREATION / PARKS DEPARTMENT						
223-751-675.074	DOG PARK SALES - FOBS	10,550.00	3,625.00	1,485.00	6,925.00	34.36
223-751-678.010	SPONSORSHIP FEES	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		11,550.00	3,625.00	1,485.00	7,925.00	31.39
Revenues		11,550.00	3,625.00	1,485.00	7,925.00	31.39
Account Category: Expenditures						
Department: 751 RECREATION / PARKS DEPARTMENT						
223-751-740.000	OPERATING SUPPLIES	2,200.00	1,369.60	110.00	830.40	62.25
223-751-801.018	MANAGEMENT SERVICES	5,000.00	1,250.00	0.00	3,750.00	25.00
223-751-900.000	PRINTING & PUBLISHING	150.00	135.05	0.00	14.95	90.03
223-751-910.000	INSURANCE	500.00	0.00	0.00	500.00	0.00
223-751-930.000	REPAIR & MAINTENANCE	650.00	0.00	0.00	650.00	0.00
223-751-967.072	DOG PARK GROUNDS MAINTENANCE	2,800.00	99.00	99.00	2,701.00	3.54
223-751-970.000	CAPITAL OUTLAY EQUIP	250.00	0.00	0.00	250.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		11,550.00	2,853.65	209.00	8,696.35	24.71
Expenditures		11,550.00	2,853.65	209.00	8,696.35	24.71
Fund 223 - DOG PARK:						
TOTAL REVENUES		11,550.00	3,625.00	1,485.00	7,925.00	
TOTAL EXPENDITURES		11,550.00	2,853.65	209.00	8,696.35	
NET OF REVENUES & EXPENDITURES:		0.00	771.35	1,276.00	(771.35)	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		1,572,820.00	685,424.05	192,874.58	887,395.95	
TOTAL EXPENDITURES - ALL FUNDS		1,572,820.00	514,486.04	124,087.05	1,058,333.96	
NET OF REVENUES & EXPENDITURES:		0.00	170,938.01	68,787.53	(170,938.01)	



Caledonia

Caledonia

Inverness

City Park

Thompson Lake

Burns St.

Riddle

Boston

Thompson

WATER

Madison

2 MILE

Summit

Lakeview Cemetery

WATER

Monroe

1 MILE

Lake

Boat Launch

Thompson Lake

Michigan Ave.

START/FINISH

State St

Court

Barnard

Page Field

CHECK IN

3 MILE

Roosevelt

www.howellrecreation.org

Clinton St.

Hesse

Almon

Elm

Park St.





Caledonia

Caledonia

Inverness

City Park

Thompson Lake

Burns St.

HOWELL MELON RUN

Riddle

Boston

Thompson

2 MILE

Lakeview Cemetery

Madison

WATER

WATER

Sum-

1 MILE

Monroe

Lake

Boat Launch

Thompson Lake

Michigan Ave.

State St.

Court

Barnard

Page Field

START/FINISH

3 MILE

CHECK IN

www.howellrecreation.org

Clinton St.

Hesse

Almon

Elm

Park St.






N. Center St.

 Barricades

 Kids Melon Patch

 Highlander Tent

 Electrical

 Porta Johns



Exit Only

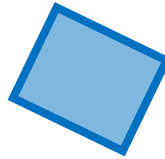
Cornhole Area

Enter/Exit



Electrical
Throughout on
the sides

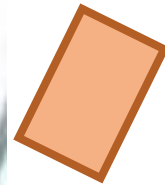
S. Walnut



Bentley Lake Farms



Barricades




This area will be used for staff parking and event staging


On Sunday this road may be used for a Tractor Show.


Food Court N. Walnut


 Barricades

 Electrical

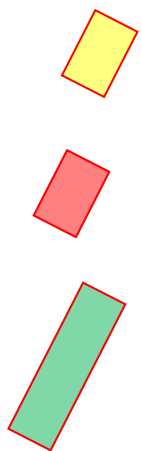
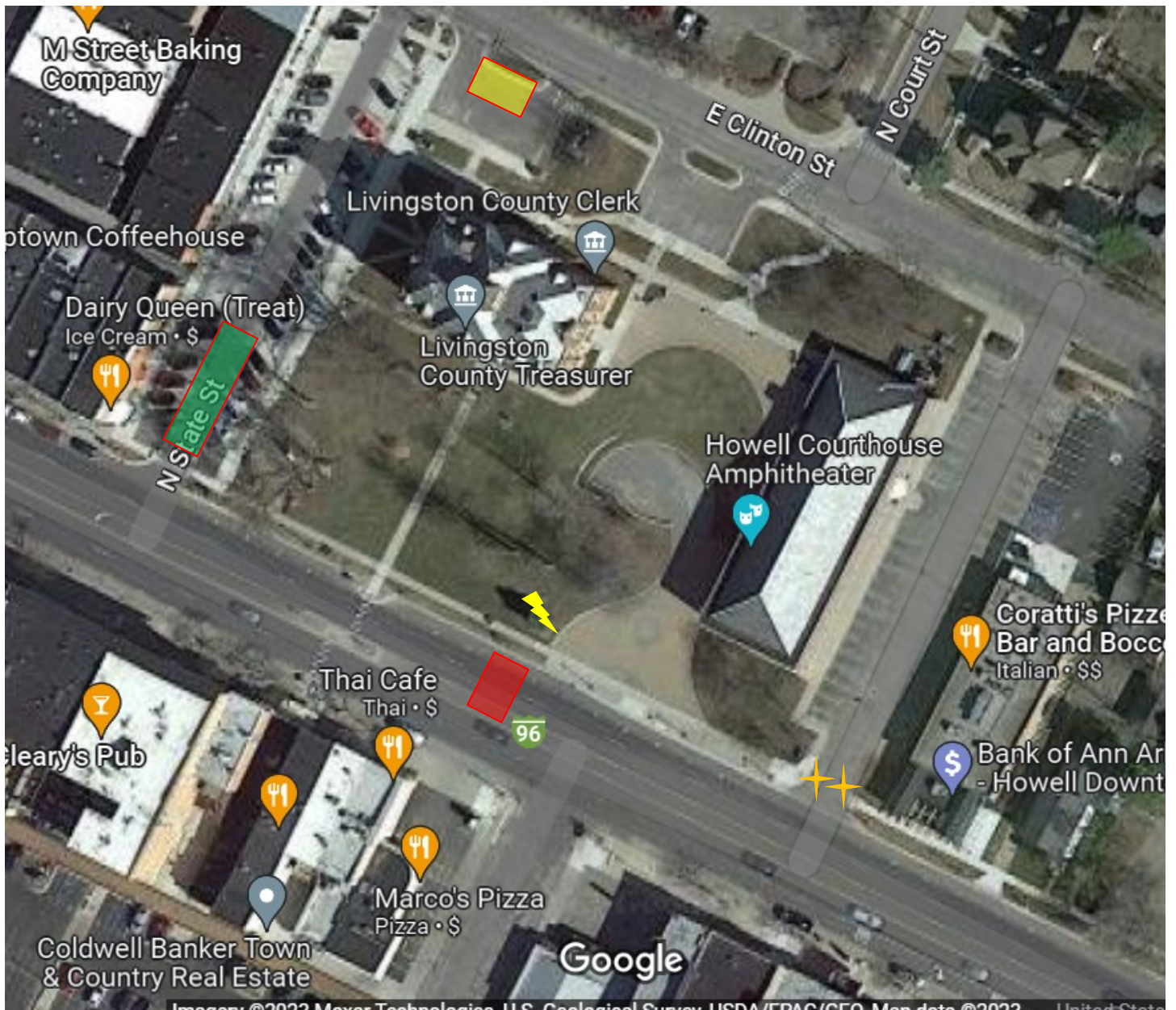
 Water Hook
Up and line

 No Food vendors for cross walk

 Food Court
Tables & Chairs
Will extend into grand river for additional seating

 Porta Johns







Special License Application

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 1 - Applicant Organization Information

Form with fields for: Applicant organization name: Howell Area Parks and Recreation; Applicant address: 1661 N. State St; City: Howell; Zip Code: 48843; Contact name: Tim Church; Phone: 517-546-0693; Email: tchurch@howellrecreation.org; Alternate contact name: Jordan Jones; Phone: 517-579-2867; Email: jjones@howellrecreation.org; and three questions regarding previous licenses, establishment date, and municipality status.

Leave Blank - MLCC Use Only

Part 2 - Event Information - For requests at more than one location, submit separate forms for each location.

Form with fields for: Address of event location: 100 Block of State St; City, township, or village where event will be held: Howell; County: Livingston; and six numbered questions regarding application submission, permission, local law enforcement approval, event location details, and security measures.

7. Is the event location situated in or on state owned land, such as a state park or National Guard armory? Yes No
If Yes, attach a copy of your documentary proof of approval to use the state owned land.

8. Is there an existing liquor licensee issued at the event location, such as a Class C or Club license? Yes No
If Yes, the existing licensee must request to place its license in escrow during the event(s). (See Part 7 on Page 5)

9. Will the event(s) involve an auction of donated wine? Yes No
If Yes, please check "Wine Auction" for the applicable event date(s) on pages 2-3. Only donated wine may be auctioned under a Special License; beer and spirits cannot be auctioned. If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.

10. Have you applied for or been issued a Temporary Marihuana Event License from the Marijuana Regulatory Agency (MRA) for the event(s)? Yes No

11. Is the event location in a Social District? Yes No
If Yes, you must obtain written confirmation from the local governmental unit that the Social District Permit holders will not sell or serve alcohol for consumption in the Social District during the time period of the event(s) pursuant to [MCL 436.1551\(3\)](#). Submit the written confirmation with this application.

12. The applicant organization may request up to twelve (12) Special Licenses total (one Special License per day) in a calendar year. Please complete the information below **for each individual date** for which you are requesting a Special License at this location. **If you are requesting Special Licenses for consecutive days, completely fill out a separate box for each date. If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

1	Aug 17, 2023	Describe event being held: Community Festival to celebrate the local Howell Melon. Wine from the local winery and a local brewery will be served in the tent.
	Date	
	5pm 10pm	
Start Time	End Time	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
		Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

2	Aug 18, 2023	Describe event being held: Community Festival to celebrate the local Howell Melon. Wine from the local winery and a local brewery will be served in the tent.
	Date	
	5pm 10pm	
Start Time	End Time	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
		Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

3	Aug 19, 2023	Describe event being held: Community Festival to celebrate the local Howell Melon. Wine from the local winery and a local brewery will be served in the tent. Along with mimosas on Sunday.
	Date	
	10am 11pm	
Start Time	End Time	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
		Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

4	Aug 20, 2023	Describe event being held: Community Festival to celebrate the local Howell Melon. Wine from the local winery and a local brewery will be served in the tent.
	Date	
	10am 12pm	
Start Time	End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input checked="" type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
		Is this date a Sunday? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input checked="" type="radio"/> Yes <input type="radio"/> No

5		Describe event being held:
	Date	
	Start Time End Time	
		Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
		Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

6		Describe event being held:
	Date	
	Start Time End Time	
		Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
		Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

12. Special license date information Continued from Page 2.

7	Date		Describe event being held:			
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

8	Date		Describe event being held:			
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

9	Date		Describe event being held:			
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

10	Date		Describe event being held:			
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

11	Date		Describe event being held:			
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

12	Date		Describe event being held:			
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service	<input type="checkbox"/> Beer, Wine, & Spirit Service	<input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No		If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 3 - Special License Fees - Complete the Special License fee calculation on Page 4

For Organizations established less than one year or are municipalities - a \$50.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$7.50 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

For Organizations established one year or more - a \$25.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$3.75 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

The fees must be paid by check, bank or postal money order, or by credit card, using the attached Credit Card Authorization Form (LCC-300). Checks and money orders should be made payable to **State of Michigan**.

Part 3 Continued - Special License Fees Calculation

Special License Base Fee: <i>(per Special License requested)</i>	\$25.00
x Number of Special Licenses:	4
= Special License Fees: <i>MLCC Fee Code: 4008</i>	\$100.00
+ Sunday Sales Permit (P.M.) Fees: <i>MLCC Fee Code: 4032</i>	\$3.75
+ Sunday Sales Permit (A.M.) Fee: <i>MLCC Fee Code: 4033</i>	\$160.00
= TOTAL FEES DUE:	\$263.75

If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.

Make checks payable to:
State of Michigan

Leave Blank - MLCC Use Only

Part 4 - Signatures of Applicant Organization's Officers, Witnesses, and Notary

Pursuant to administrative rule R 436.575, the president and secretary of the organization making application shall sign the application and the signatures shall be notarized. Political candidates only need to sign the president section and have it notarized.

By signing below the applicant organization's officers attest that:

We certify that all profits from the sale of beer, wine and/or spirits or from a wine auction will go to the applicant organization and not to any individual. We further certify that any license issued by the Michigan Liquor Control Commission is a contract subject to suspension or revocation by the Commission, that there shall be no liability on the part of the State of Michigan, the Commission, or any of its officers or employees by reason of such suspension or revocation, and that the granting of the license does not create a vested right.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

We certify that the information contained in this form is true and accurate to the best of our knowledge and belief. We agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. We also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Print Name and <u>Phone Number</u> of President	Signature of President	Date
Print Name of Notary	Signature of Notary	Date
Notary Public, State of Michigan, County of <input style="width: 50px;" type="text"/>	Acting in the County of <input style="width: 50px;" type="text"/>	
My commission expires		

Print Name and <u>Phone Number</u> of Secretary	Signature of Secretary	Date
Print Name of Notary	Signature of Notary	Date
Notary Public, State of Michigan, County of <input style="width: 50px;" type="text"/>	Acting in the County of <input style="width: 50px;" type="text"/>	
My commission expires		

Part 5 - Local Law Enforcement Approval*

The local law enforcement agency with primary jurisdiction over the event location must complete this section.

Name of law enforcement agency:	
Name & title of reviewing officer:	
Phone number of officer:	Email of officer:
If event will be held on a Sunday, is the sale of alcohol from 7:00am to 12:00 Noon on Sunday allowed in this local governmental unit? <input type="radio"/> Yes <input type="radio"/> No	
If the event will be held on a Sunday, is the sale of alcohol after 12:00 Noon on Sunday allowed in this local governmental unit? <input type="radio"/> Yes <input type="radio"/> No	
I certify that I have reviewed the application of the applicant organization for a Special License and approve the issuance of a Special License by the Michigan Liquor Control Commission at the proposed event location.	
_____ Signature of Reviewing Officer	_____ Date

Part 6 - Church/School Consent (If Applicable)*

If the event location is located within 500 feet of a church or school, the applicant organization must obtain the consent of the church or school. A church or school within 500 feet of the event location may object based on such the sale of alcohol at the location adversely affecting the church or school's operations. If a proper objection is filed, the Commission shall hold a hearing to determine whether the granting of the application will adversely affect the operation of the church or school.

Name of church or school:	
Address of church or school:	
City:	Zip Code:
Phone number:	Email:
Name of clergy member or superintendent:	
I, the authorized representative of the above named church or school, state that the church or school has no objection to the issuance of a Special License to the applicant organization at its proposed event location.	
_____ Signature of Clergy Member or Superintendent	_____ Date

****Please note: the Commission has the sole and only right to approve or deny this request for a Special License.***

Part 7 - Existing On-Premises Licensee Escrow Request (If Applicable)

If the event location is currently licensed with an on-premises license, the licensee must request that its license be placed into escrow for the date(s) and time(s) of the Special Licenses issued for use at the event location requested on this application. If the existing license would prefer to temporarily drop space from its licensed premises, it must submit a letter to the Commission requesting to drop space temporarily from its licensed premises during the event date(s) and time(s), accompanied by a diagram showing the area where the license will temporarily drop space from its licensed premises to accommodate the applicant organization.

Name of licensee:	Business ID Number:
Type of license held at this location (e.g. Class C, Club, Tavern, etc.):	
Phone number:	Email:
Name of authorized signer for licensee:	
I, the authorized signer, for the above named on-premises licensee, request that the licensee's licenses at this location be placed into escrow during the date(s) and time(s) specified for the Special Licenses issued for use at this location.	
_____ Signature of Authorized Signer for Licensee	_____ Date



Michigan Department of Licensing and Regulatory Affairs
 Liquor Control Commission (MLCC)
 Constitution Hall - 525 W. Allegan, Lansing, MI 48933
 Mailing Address: P.O. Box 30005, Lansing, MI 48909
 Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
 Request ID: _____
 (For MLCC Use Only)

Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License

(Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a Regular Special meeting of the Membership Board of Directors

called to order by _____ on _____ at _____
 (Date) (Time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from _____
 (Name of Organization)

for a Special License to serve alcohol on _____
 (Event Date or Dates)

to be located at _____
 (Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be _____ for issuance.
 (Recommended or Not Recommended)

Approval Vote Tally

Yeas: _____

Nays: _____

Absent: _____

Certification by Authorized Officer of Organization:

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

Membership Board of Directors at a Regular Special meeting held on _____
 (Date)

 Print Name & Title of Authorized Officer Signature of Authorized Officer Date



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC Use Only)

Wine Auction Special License Wine Donation Record

List the name and address of each person that has donated wine to the applicant organization for the wine auction and list the brand(s) and quantity donated. The applicant organization shall not accept donations of wine from a business licensed by the Michigan Liquor Control Commission. An authorized officer of the applicant organization must sign this donation record form.

Applicant organization:			Wine auction date:
Donor Name	Donor Address	Wine Brand(s) Donated	Quantity Donated

Signature of Authorized Officer

I hereby certify that all persons listed above have donated wine to the applicant organization listed above for this wine auction, to be conducted pursuant to the Michigan Liquor Control Code, MCL 436.1527. The persons listed above have donated wine to the applicant organization as individuals and not for or on behalf of any retail or nonretail business licensed by the Michigan Liquor Control Commission.

Print Name of Authorized Officer

Signature of Authorized Officer

Date



Michigan Department of Licensing and Regulatory Affairs
Finance and Administrative Services
Revenue Services

LARA Revenue Services is not a part of the Michigan Liquor Control Commission (see note below).

Credit Card Authorization Form

** FAX COMPLETED FORM TO SECURE FAX LINE: 517-284-8557 **

** DO NOT EMAIL OR MAIL THIS FORM **

Requests with credit card payments that are not faxed to the above secure fax line will be destroyed along with the credit card authorization in order to ensure the security of applicants' personal credit card numbers.

IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED

Name on Card: _____

Payment Amount: _____

Billing Address: _____

Card Number: _____

City: _____ State: _____ Zip Code: _____

Check One:

Phone: _____

MasterCard

Visa

Discover

Email: _____

Security Code/CVV Code: _____

Applicant/Licensee Name: _____ Request or Business ID #: _____

Expiration Date: _____

Payment is for: _____

Signature _____

IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED.

Credit Card Payment Itemization:

Table with 3 columns: Fee Type, Fee Amount, MLCC Fee Code. Includes items like Inspection Fee(s), Special License Fee(s), Temporary Authorization Fee, License Renewal Fee(s), Manufacturer License(s), Wholesaler License(s), New Retailer License(s), Transfer Retailer License(s), Conditional License, New Add Bar, Transfer Add Bar, Sunday Sales Permit (AM/PM), and Catering Permit.

LARA Revenue Services is not a part of the Michigan Liquor Control Commission (MLCC). Receipt of payment and application forms by LARA Revenue Services does not constitute receipt of an application by the MLCC. Applications submitted through LARA Revenue Services may take up to two (2) additional business days to be received by the MLCC after receipt by LARA Revenue Services.

For requests that require a timely receipt of an application by the MLCC to be processed, such as Special Licenses and temporary requests, please ensure that your application will be received in adequate time to be processed by the MLCC after the payment is received and processed by LARA Revenue Services.



Cornhole Area










Exit Only

Enter/Exit



Electrical
Throughout on
the sides

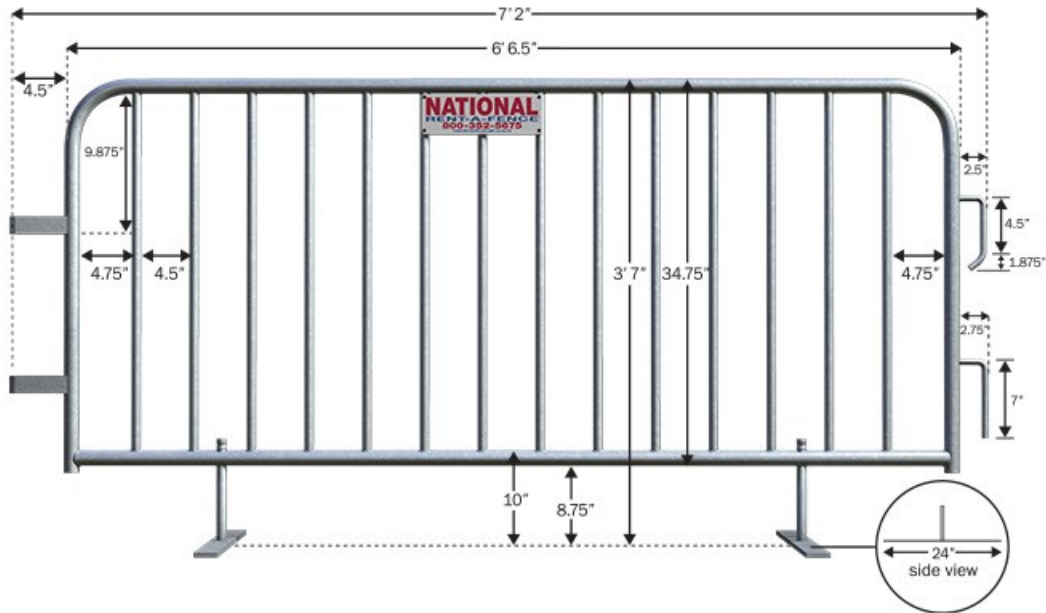
Key

	Barricaded Area 260' x 40'		Entertainment Area
	Tent 120' x 30'		Entrance/Exit
	Food Vendor		
	ID Check/Drink Ticket Sales		
	Beer and Wine Service Areas		
	Port-Johns and Hand Washing Station		
	Tables and Chairs		

(leave 10ft of clearance on sidewalk, fencing will go to side of bathrooms so they are included in area)

Barricades

Width: 78.5" X Height: 43"





Howell Area Parks & Recreation Authority

**Financial Policies &
Procedures Handbook**

Adopted by the Board of Trustees, May 13, 2008

Amended June 18, 2013

Amended May 17, 2016

Amended August 15, 2017

Reviewed May 23, 2023

POLICY STATEMENT

Howell Area Parks & Recreation Authority is committed to responsible financial management. The entire organization including the board of trustees and staff will work together to make certain that all financial matters of the organization are addressed with care, integrity, and in the best interest of Howell Area Parks & Recreation Authority.

The policy and procedural guidelines contained in this handbook are designed to:

1. Protect the assets of Howell Area Parks & Recreation Authority
2. Ensure the maintenance of accurate records of Howell Area Parks & Recreation Authority's financial activities;
3. Provide a framework of operating standards and behavioral expectations; and,
4. Ensure compliance with federal, state, and local legal and reporting requirements.

The Executive Director of Howell Area Parks & Recreation Authority has the responsibility for administering these policies and ensuring compliance with procedures that have been approved by the Board of Trustees. Exceptions to written policies may only be made with the prior approval of the Board of Trustees. Changes or amendments to these policies may be approved by the Board of Trustees at any time. A complete review of the policies shall be conducted every two years.

Every Board and Staff member with financial related responsibility is expected to be familiar with and operate within the parameters of these policies and guidelines. Current job descriptions will be maintained for all employees, indicating financial duties and responsibilities.

LINE OF AUTHORITY

Board of Trustees

have the authority to execute any policies it deems to be in the best interest of the organization within the parameters of the organization's articles of incorporation, bylaws, or federal, state, and local law.

Executive Director

has whatever authority as may be designated by the Board of Trustees -- usually has the authority to make spending decisions within the parameters of the approved budget; employ and terminate personnel; determine salary levels; create and amend operating procedures and controls; make decisions regarding the duties and accountabilities of personnel and the delegation of decision-making authority; enter into contractual agreements within board designated parameters; monthly reports to the Board of Trustees and the ability to delegate financial operations to additional staff.

Program Recreation Managers

have whatever authority as may be designated by the Executive Director -- usually has the authority to make spending decisions within the parameters of the approved department or program budget subject to the approval of the Executive Director

Financial Contractor

~~Has whatever authority as may be designated by the Executive Director and outlined in these financial policies.~~

Business Manager

Has whatever authority as may be designated by the Executive Director and outlined in these financial policies.

FINANCIAL CONTROLS AND OPERATING PROCEDURES

ACCOUNTING METHOD

It is the policy of Howell Area Parks & Recreation Authority to utilize the modified accrual basis of accounting that recognizes at year end, revenues when they have been earned and expenses when they have been incurred. The use of modified accrual basis accounting allows Howell Area Parks & Recreation Authority to record and recognize prepaid expenses and prepaid or deferred income. In addition, revenue relating to the current year but not collected until the next year is reflected on the statement of financial position as accounts receivable, and on the statement of activities as revenue. Expenses relating to the current year but not paid until the next year are reflected on the statement of financial position as accounts payable and on the statement of activities as expense.

ANNUAL BUDGET and MONITORING

- Howell Area Parks & Recreation Authority's program managers shall annually submit their program budgets to the Executive Director.
- The Executive Director shall annually develop operating and capital budgets for the next fiscal year **with the input of all Recreation Managers**.
- These budgets shall be submitted at the October board meeting to the Board of Trustees for adoption prior to the start of the fiscal year. Once the board approves the budget, it must then be submitted to the participating municipalities for approval.
- The Executive Director is responsible for monitoring and maintaining the integrity of the budget.
- Budgets are reviewed ~~mid-year (July)~~ **at fiscal quarters** and are adjusted as necessary to reflect changing conditions.

AUDIT

- An examination of the Authority's financial statements shall be conducted in accordance with "generally accepted auditing standards" annually by an independent CPA qualified to express an opinion of the fairness of presentation of the organization's financial statements. The findings of this examination and any accompanying recommendations shall be presented to the Board of Trustees. The final audit will be made available to the general public ~~and on Howell Area Parks & Recreation Authority's website.~~
- The Board of Trustees may request quotations from qualified CPA firms to perform the organization's annual audit. Formal Board approval will be required prior to engagement of services. In addition to an annual audit, the auditing CPA will be responsible for the preparation of the IRS Forms.
- The Board of Trustees may order a mid-year audit of the organization's finances when deemed necessary and/or whenever there is a change in personnel who have fiscal responsibilities.

BANK RECONCILIATIONS

- The Business Manager shall maintain and verify all bank transactions, keeping a listing of all checks disbursed and all receipts deposited on a daily basis.
- On a monthly basis, the ~~financial contractor~~ **Business Manager** will reconcile the bank statements, and notify the Executive Director of any discrepancies. The Executive Director will resolve all discrepancies with the assistance of the Business Manager, and the bank, if necessary.
- The ~~financial contractor~~ **Business Manager** will produce a list of all outstanding checks after 90 days. On all checks outstanding over 90 days, the Business Manager will take appropriate steps to remedy.

BILLINGS AND RECEIVABLES

- All rates for membership, services and program fees are established by the Executive Director. ~~Any program fees that deviate from the tiered fee system must be approved by the Board of Trustees prior to them being published.~~
- All billings for membership, services or goods are approved in advance by authorized personnel.
- The Business Manager prepares all billings and invoices on a timely basis. ~~Prior to emailing the billing/invoices, the Business Manager makes two copies of the billing/invoice. One copy is submitted to the finance contractor, and the other copy is placed in the open invoice file/receivables records.~~ One copy is placed in the Accounts Receivable folder and an electronic copy is submitted to the vendor.
- The Business Manager prepares a status report on all outstanding receivables, on a monthly basis, and submits the report to the Executive Director.
- The Business Manager initiates collection procedures on all invoices older than 45 days.

BORROWING

From time to time it may be necessary for Howell Area Parks & Recreation Authority to borrow funds from outside sources to fund operations and expansion. This may be necessary because of the seasonality of income from fees, donations, and sales, and due to major expansions or revisions of Howell Area Parks & Recreation Authority programs. Borrowing funds shall be done within the following guidelines:

- Borrowing shall be within approved limits as set by the Board of Trustees.
- The best available interest rates, in terms of borrowing shall be sought.
- The majority of borrowing will be done at short-term conditions due to the seasonal nature of income. Long-term borrowing will be done only if rates are favorable and are beneficial to Howell Area Parks & Recreation Authority over the short-term rates.
- Copies of Board approved investment related resolutions, applications, and specimen signatures of authorized individuals will be filed with each financial institution where Howell Area Parks & Recreation Authority maintains an account.

CAPITAL EXPENDITURES

- Equipment and Furniture shall be defined as a capital expense with a unit cost of \$1000 or more and a useful life of more than one year. Equipment costing more than \$1000 will be capitalized. Equipment costing less than \$1000 will be expensed.
- The Business Manager will maintain an inventory log, which shall provide a description of the item, date of purchase or acquisition, disposal dates and place, price or fair value of the item and its location. A copy of the purchase invoice should also be available and attached to the inventory log.
- A depreciation schedule shall be prepared by the financial contractor annually for the audited financial statement.
- Whenever possible, the purchase of capital assets shall be funded through the use of accumulated cash. If sufficient cash is not available, the purchase can be financed, as approved by the Board of Trustees.

CASH DISBURSEMENTS

- The Executive Director has (a) expenditure approval up to the parameters set by the annual operating budget as approved by the Board, and (b) single signature authority up to and including \$5,000 with the exception of the Executive Director's personal expense reimbursement items which must be approved by a Board member. The deliberate splitting of vouchers or invoices which have the sole purpose or effect of meeting the parameters of this authority is expressly prohibited.

- Expenditure requests will be initiated in writing and approved within specified authority by the Executive Director.
- Monthly expenditure reimbursement requests for Howell Area Parks & Recreation Authority employees will be initiated in writing and approved within specified authority by the Executive Director.
- The Executive Director approves check requests after comparing to supporting documentation. The Business Manager prints the pre-numbered checks only with approved requests. The unsigned check, support and request are presented to authorized check signers for their signatures.
- All disbursements, except petty cash, are made by check and are accompanied by substantiating documentation.
- All checks are pre-numbered, used in sequence and accounted for monthly.
- The checks print in three (3) parts:
 - * The original and one voucher are sent out to payee.
 - * The bottom voucher copy is attached to supporting documentation and filed numerically at the office of the Howell Area Parks & Recreation Authority. A copy of the supporting documentation will be made by the Business Manager and filed by vendor at their office.
- All voided checks must be defaced, marked "VOID" in large black lettering, and retained in numerical order with other non-voided checks.
- No checks may be written to "cash" or "bearer".
- Blank checks must be stored in a locked drawer, safe or cabinet.
- The Business Manager is responsible for invoices being marked "PAID" once they have been.
- An "imprest" petty cash account is used. The amount of the petty cash account is \$200.
- Vouchers are required for all petty cash disbursements. The petty cash fund is reconciled (beginning amount less voucher amounts) before the fund is replenished. Checks are written to reimburse the petty cash account only after an approved check request has been presented.
- Blank checks may never be signed in advance.

CASH DISBURSEMENT PROCESS

- All invoices received are stamped with the date received by the Business Manager, and are directed to the Program Managers for coding and then returned to the Business Manager within 1 week of receipt.
- The Business Manager then directs all date and coded invoices to the Executive Director for approval. Once approval is given by signature they are returned to the Business Manager, who in turn files them on a daily basis.
- On a weekly basis, the Business Manager or the designated employee prepares all checks based on the invoices received for the approved expenditures, using pre-numbered checks in sequential order.
- The prepared checks, with support documentation (approved invoices, check requests), are forwarded to the Executive Director. The Executive Director reviews all checks and supporting documentation prior to signing checks. Any check for amounts over \$5,000 need a second signature. The Business Manager will be responsible for obtaining the second signature from an authorized signer.
- After the checks are signed, the Business Manager or the designated employee attaches the check voucher portion to the support documentation, and then mails all signed checks to the appropriate vendor.
- The Business Manager will file a copy of the check voucher with supporting documentation attached, by vendor in numerical order by month.

- The financial contractor **Business Manager** will prepare a monthly cash disbursement journal within 10 days after the close of the month for verification by the Executive Director. This report will be forwarded with the monthly financial statements to the Board of Trustees.

CASH RECEIPTS

- All checks and cash receipts received through the mail and at Howell Area Parks & Recreation Authority events are restrictively endorsed immediately "For Deposit Only" and recorded **on a deposit ticket** in RecPro software and a daily cash distribution report is generated. Information recorded including: listing the date received, payor, payment method and check # if applicable, amount received and the account code. Verification of correct account number will be made by the Executive Director on a monthly basis. The cash drawer is reconciled daily and deposits made on a daily basis.
- Xerox copies of all checks are made; one for deposit file documentation and if necessary, one for source file documentation (i.e., loan files, grantor files, development, etc.)
- ~~All cash receipts are recorded on pre-numbered duplicate receipts by the Business Manager. Verification of receipt will be made by the Executive Director who will double check accuracy of Account number on pre-numbered receipts.~~
- All credit card receipts are recorded and processed immediately by the Business Manager through RecPro & Forte **registration software**. The Business Manager will verify that credit cards have been processed and compare daily totals with the bank deposits on a monthly basis.
- The Business Manager will be responsible for recording all cash/check/credit card deposits (amount, date received, account number, Name, etc.) and preparing the deposit tickets. The cash distribution report is brought to the Executive Director on a daily basis who can log onto **RecPro software registration software** and compare the report/deposit slips to the **RecPro software registration software** detail. **Forte Global Payment System** is an independent third party that processes the credit card receipts for the Parks and Recreation program. The monthly activity is then posted to the General Ledger via Journal entry.
- **The Business Manager or the designated employee will be responsible for making daily deposits at financial institutions. If the cash total is over \$2500.00, the deposits must be taken immediately to the financial institution.**
- All receipts will be deposited intact including concession sales. No disbursements will be made from cash or check receipts prior to deposit.
- Copies of all receipts and deposit tickets are given to the Executive Director for verification and returned to the Business Manager who in turn makes the appropriate entries in approved accounting software.
- A copy of the deposit slip from the Bank is compared and attached to the corresponding receipt copies and cash listing.
- The financial contractor **Business Manager** will prepare a monthly cash receipts journal within 10 days after the close of the month for verification by the Executive Director. This report will be forwarded with the monthly financial statements to the Board of Trustees.

CHART OF ACCOUNTS

- The Executive Director will develop and maintain an accurate chart of accounts.
- The Chart of Accounts is used to code receipts and disbursements to the proper accounts.
- Non-standard journal entries will be discussed with financial contractor to ensure proper accounting treatment.

CHECK SIGNING

- The following individuals are designated as check signers: Executive Director, Chairman of the Board, and Treasurer of the Board. The Executive Director will be the primary check signer.

- Copies of Board resolutions and specimen signatures of authorized individuals will be filed with each financial institution where Howell Area Parks & Recreation Authority maintains an account.
- Checks over \$5,000 will require two authorized signatures and approval of the Board of Trustees. **Formal written sealed bids are required for purchases over \$10,000. (how many bids?)**

COMPUTER CONTROLS

- The ~~financial contractor~~ and Business Manager are responsible for inputting the financial data into a computer system for generating financial reports. Only the ~~financial contractor~~, Business Manager and the Executive Director will have access to the password required to log onto the system.
- Detailed printouts of cash receipts and cash disbursements are to be obtained on a monthly basis. The Executive Director is responsible for comparing the detailed printouts to source documents for accuracy.
- On a monthly basis, the ~~financial contractor~~ **Business Manager** will provide a trial balance to the Executive Director. A trial balance on the general ledger totals should be obtained and compared to detailed reports for accuracy of balances.

CONTRACTORS and CONSULTANTS

- Consideration will be made of internal capabilities to accomplish services before contracting for them.
- Written contracts that clearly define the scope of work, deliverables, and terms and conditions will be maintained for all contracts and consultant services.
- The qualifications of contractors and consultants and reasonableness of fees will be considered in the hiring process.
- **The Board of Trustees must approve, audit and monitor other significant contracts. (What is definition of significant?)**
- Contracts over \$600 will receive an IRS 1099 ~~MISC~~ **NEC** form by January 31st of each year, prepared by the ~~finance contractor~~. **Business Manager**.
- Three bids will be required for contractual services over \$10,000.

CREDIT CARD PURCHASES

- It is recognized by the Board of Trustees that the use of credit cards is, at times, the most efficient and effective method for organizational approved expenditures.
- Howell Area Parks & Recreation Authority Executive Director and his/her designees are authorized to use a company credit card for association business only. Company credit cards will have a maximum allowable limit of \$10,000. (Per credit card policy, limit set by Board to meet the needs of the Authority)
- The Howell Area Parks & Recreation Authority will have the following open charge and/or credit cards at their disposal:
 - a. ~~VG's~~
 - b. Home Depot
 - c. Lowe's
 - d. Staples
 - e. Walmart **(Capital One)**
 - f. Grundy's Ace Hardware
 - g. Gordon's Food Service
 - h. ~~Tractor Supply~~
 - i. ~~Director:~~ VISA **Designated Credit Card**
 - j. Amazon

- All staff members are required to provide proper documentation for use of the credit card. Staff should obtain TAX-Exempt status prior to purchase whenever possible or if not, receive a refund of taxes immediately upon discovery of taxes. Documentation will include charge and sales receipts for each transaction and should include who was present and the business purpose and account code. All documentation for transactions shall be presented to the Program Manager for approval and will be reconciled with the statement from the credit card provider. All receipts must be coded and submitted within 1 week of purchase or refund. ~~The Board of Trustees will review the Executive Director's credit card expenses quarterly.~~
- The Executive Director will be responsible for credit card issuance. The Business Manager is responsible for accounting, monitoring, retrieval and for generally over-seeing compliance with the credit card policy.
- Any credit card issued under this policy may only be used for the purchase of goods or services as it relates to the official business of the Howell Area Parks & Recreation Authority.
- All guidelines and statements made in the Credit Card Policy must be adhered to and fall within this Financial Policy as well

DEFERRED INCOME AND EXPENSES (PREPAID)

The Howell Area Parks & Recreation Authority recognizes deferred income and expenses to keep its accounting accurate for each fiscal year.

ELECTRONIC TRANSACTIONS

As allowed by the State of Michigan approved Act No. 738 of the Public Acts of 2002 authorizing the use of electronic transactions by designated officers of the local government, the Howell Area Parks & Recreation Authority will be allowed to use electronic transactions to conduct business

- The Executive Director shall be responsible for the establishment of ACH agreements. The Executive Director shall notify the person responsible for approval and payment of those accounts to be paid by ACH or electronic transfers.
- Upon receipt of an invoice for payment for accounts paid by ACH, the person responsible for approval and payments shall approve payment and notify the Executive Director of the date of debit to the Authority's accounts. Accounts payable by this method may include utility and recurring lease payments. All other invoices approved by the person responsible for approval and payment and payable by ACH may be paid in that matter if deemed in the best interest of the Authority to avoid a late fee.
- For payment of State and Federal payroll taxes, the Executive Director shall initiate payment to the proper authority upon receipt of the information from the payroll processing firm.
- For deposits from state, county and/or federal authorities, and from third-party payment processors, e.g. banks/vendors, the Executive Director shall obtain the amount of the deposit and send the appropriate information to the person responsible for accounting records.
- All invoices shall be held by the person charged with keeping records along with copies of payment documents.

FINANCIAL INSTITUTIONS

- Copies of Board approved investment related resolutions, applications, and specimen signatures of authorized individuals will be filed with each financial institution where Howell Area Parks & Recreation Authority maintains an account.

FINANCIAL REPORTING & STATEMENTS - MONTHLY

It is the policy of Howell Area Parks & Recreation Authority to prepare monthly financial statements that will include the Revenue & Expense Report and the Balance Sheet Report. Financial reports shall be presented to the Board of Trustees at each of its meetings so that the approved operating budget can be used to monitor the financial affairs of the organization.

- The monthly financial statements are prepared by the ~~financial contractor~~ **Business Manager**.
- Monthly Financial Reports are provided to the Board of Trustees within 30 days of the close of the period.
- A monthly check register and deposit register will be provided to the Board of Trustees at each Board meeting.

FISCAL YEAR

The Fiscal Year for the organization shall be January 1 through December 31.

GRANTS AND CONTRACTS

- The Executive Director will carefully review each grant award and contract to ensure compliance with all financial and programmatic provisions. The Executive Director will maintain originals of all grants and contracts in a file.
- The Executive Director will prepare and maintain on a current basis a Grant/Contract Summary form for each grant or contract awarded to Howell Area Parks & Recreation Authority. This form shall include the name, address, contact person, phone number, and e-mail address for the funding organization; the time period applicable to expenditures; all significant covenants (such as bonding or liability insurance requirements) and restrictions on expenditures; all required financial and program report and due dates; and the chart of accounts line item for the revenue deposited.
- The Executive Director will ensure that financial reports to funding sources are prepared as required.
- The Executive Director will review and approve all reports and applications to funding sources.
- It will be the responsibility of the Executive Director to ensure that all financial reports are submitted on a timely basis.

INSURANCE

- Reasonable, adequate coverage will be maintained to safeguard the assets of the corporation. Such coverage will include property and liability, workers compensation, employee dishonesty and other insurance as deemed necessary.
- The Executive Director will carefully review all policies before renewal.
- The Executive Director will maintain insurance policies in files.
- The Business Manager will prepare and maintain an insurance register and copies of declaration pages for auditing purposes.

INVESTMENT POLICY

Funds of the Howell Area Parks & Recreation Authority will be invested in accordance with Michigan Public Act 20 of the Public Acts of 1943, as amended, and in accordance with the following investment objectives in order of priority a) the safety of principal, b) diversification, c) liquidity, and d) a competitive rate of return.

Howell Area Parks & Recreation Authority's Board of Trustees shall have primary responsibility for the administration of the investment policy and for establishing any specific guidelines as to the mix and quality of the investment account(s).

The objective of the Howell Area Parks & Recreation Authority investment program is to obtain the maximum return on funds while insuring adequate protection of invested assets. Investments should not be designed for speculation. It must be recognized, however, that all investments carry with them some degree of risk, not only as to the safety of the principal itself, but also with adequate return on invested assets. Investments must be made to ensure a sufficient liquidity to meet operating and contingency expenses working towards a six-month cash operating reserve.

Types of Investments and Approval Necessary

- Accounts such as interest bearing checking accounts, money market accounts, certificates of deposit, stocks, bonds, and other government securities are to be the primary investments. Investing in any other type of investment vehicle requires approval from the Board of Trustees.
- Investments should be limited in term. Any investment with a term longer than three years must be approved by the Board of Trustees.
- Investment in individual equity securities or mutual funds may be made only with the approval by the Board of Trustees
- Investments in commodities and futures are not permitted.
- Investment activity will be reviewed by the Board of Trustees a minimum of four times a year.
- A current list of financial institutions approved as depositories for investment will be kept on file and updated regularly by the Executive Director. This list includes commercial banks, savings and loans, and brokerage houses insured by the Securities Protection Investment Corporations.
- Maximum interest rates shall be sought whenever possible with the maturity of the investments governed by expected cash needs.
- Howell Area Parks & Recreation Authority will only exceed the investment of \$500,000 in stocks and other securities and \$100,000 in cash insured by SPIC if the Board of Trustees approves.
- The Executive Director shall be permitted to invest short-term cash surpluses in certificates of deposits and money market accounts for a period of up to three years without prior Board approval. Any investments shall be reported to the Board of Trustees at the next meeting.
- All securities are to be written in the name of Howell Area Parks & Recreation Authority.
- The Executive Director shall report on the status of all investments at meetings of the Board of Trustees.

LEASES – OFFICE AND EQUIPMENT

- The Executive Director shall review leases prior to submission to the Board of Trustees for approval.
- All leases, clearly delineating terms and conditions will be approved by the Board of Trustees and signed by the Executive Director.
- The Executive Director shall keep a copy of each lease on file.
- The financial contractor will be notified of each lease and lease specifications and will make proper general journal entries for same.

MAIL

All mail is distributed to individual staff members by a designated employee.

PAYROLL, TIME KEEPING, and PERSONNEL RECORDS

- All personnel salaries/wage rates are authorized by the Executive Director. All changes in employment are likewise authorized by the Executive Director.
- The Executive Director and Business Manager maintain all personnel records. Personnel files are to be maintained at organizations' primary location for all employees for a minimum of seven years after the employee has been terminated and permanently if the employee participates in a retirement plan. Personnel files will include signed letter of agreement, approval of changes in compensation and benefits, an I-9 immigration form, withholding forms for taxes, deferred compensation, new employee form, resume/vitae, employee performance reviews, correspondence as well as beginning date of employment and termination date.
- Changes in payroll data (i.e., pay changes) are approved by the Executive Director before files are updated.
- An outside payroll processing firm will be used to process the payroll every other week. The Executive Director or Business Manager notifies the payroll service of any changes to the payroll master file. The Executive Director or Business Manager communicates with the payroll service to authorize paycheck preparation and reviews the payroll register for proper processing of amounts.
- The payroll services will prepare payroll checks for salaried and hourly employees, quarterly reports of payroll, FICA and Medicaid liabilities and withholding, and year end W-2 and W-3 reports of annual salaries. The Executive Director or Business Manager distributes the W-2's to employees. In addition, the payroll service deposits the taxes with the appropriate government agencies.
- All employees are required to complete a daily electronic time report which is used to measure time on the job and for salaried employees: vacation, sick leave and holiday usage. The Executive Director electronically monitors the usage of vacation and sick time, and maintains the attendance records. Every two weeks, each supervisor reviews and approves all electronic time and attendance records for their employees. The approved electronic time records are reviewed by the Executive Director on a bi-weekly basis.
- Salaried and permanent part time staff must submit ~~vacation~~ PTO requests for time off at least 10 days in advance per PTO policy found in the HAPRA Handbook so that replacement workers can be found in a timely manner.

PETTY CASH FUND

- The Petty Cash Fund is maintained on an imprest basis.
- The Business Manager will act as the custodian of the petty cash fund.
- Petty cash disbursements are limited to \$50 in amount.
- Any advances to employees from the petty cash fund must be authorized by the Executive Director.
- Any employee receiving petty cash must sign a petty cash voucher. The petty cash voucher must list the amount received, the purpose for which the cash is needed, and the date of the purchase. In addition, receipts for goods/services purchased **as well as any change must be returned to the custodian**. The sales receipt will take the place of the voucher.
- The Business Manager must submit a check request for reimbursement of the petty cash fund to the Executive Director. All petty cash receipts used must be attached to the check request as supporting documentation.
- All checks for reimbursement of the petty cash fund must be made payable to ~~the custodian of the~~ **HAPRA PETTY CASH from the** petty cash fund.
- Periodically, the Executive Director will make surprise counts of the petty cash funds.
- The petty cash fund will be kept in a fire-resistant safe, located in the main office.

PURCHASING

- Petty Cash Purchases: Howell Area Parks & Recreation Authority shall maintain a petty cash fund account in the amount of \$200 that can be utilized for purchases under \$50. The Business Manager shall have control over petty cash purchases.
- Purchases up to \$1000: All staff may purchase up to \$1000 for supplies and budgeted services with prior authorization from the Executive Director. Formal **bids/quotes** are not required but can be requested by the Executive Director to ensure the best possible price for these purchases, but every effort will be made to secure the best possible price.
- Purchases up to \$5000: For purchases between \$1000 and \$5000, approval is required from the Executive Director for budgeted services or supplies. Staff will be responsible to ensure that all conditions and specifications of a contract, bid, or order have been satisfactorily fulfilled and will be responsible for timely follow-up of these purchases.
- Purchases over \$5000 but less than \$10,000: Purchases over \$5000 will be required to have two signatures. **Any unbudgeted purchases over \$5000 will be brought to Board of Trustees for approval.**
- Purchases over \$10,000 will be required to undergo a competitive bid process of at least 3 bids unless prior approval by the Executive Director has been obtained in writing. Purchases over \$10,000 will not be fragmented or reduced to components of less than \$10,000 to avoid the bid process. All bid requests will contain clear specifications and will not contain features which unduly restrict competition. Staff will be responsible to ensure that all conditions and specifications of a contract, bid, or order have been satisfactorily fulfilled and will be responsible for timely follow-up of these purchases.

RECORD RETENTION SCHEDULE

ACCOUNTING AND FISCAL		CORPORATE	
Accounts Payable Records	5	Annual Reports	P
Accounts Receivables Records	5	Bonds	P
Audit Reports	P	Budgets	3
Audit Reports (Internal)	3	Contracts (After Expiration)	7
Bank Statements & Reconciliations	3	Copyrights	P
Canceled Checks	7	Correspondence (General)	3
Check Registers	P	Correspondence (Legal)	P
Deposit Slip Duplicates	2	Insurance Policies (After Expiration)	5
Expense Analysis & Distribution Schedules	7	Inventories	7
Financial Statements	P	Leases (After Expiration)	6
Fixed Assets Records	P	Legal Briefs	P
General Ledgers	P	Licenses	P
Invoices	7	Merger Acquisition Records	P
Journals/Cash Books	7	Minutes	P
Payroll Records	5	Office Equipment Records	6
		Patents	P
		Profit & Loss Statements	P
PERSONNEL		Property Records	P
		Trademark Records	P
Contracts (After Termination)	5		
Earnings Records	6		
Employee Personnel Files	3	TAXATION	
Employment Applications	5		
Insurance Records	P	Annuity or Deferred Payment Plan	P
Retirement & Pension Plans	P	Depreciation Schedules	P
Time Cards	2	Employee Withholding Statements	7
Training Manuals	P	Tax Bills & Statements	P
Travel Records	1	Tax Returns & Work Papers	P

(Numerals indicate number of years records should be stored, P = Permanently)

SAFEGUARDING ASSETS

- The Executive Director shall have primary responsibility for ensuring that proper Financial Management procedures are maintained and that the policies of the Board are carried out.
- The Board of Trustees shall provide fiscal oversight in the safeguarding of the assets of the organization and shall have primary responsibilities for ensuring that all internal and external financial reports fairly present its financial condition.
- A proper filing system will be maintained for all financial records.
- Actual income and expenditures will be compared to the budget on a monthly basis.
- All excess cash will be kept in an interest bearing account.

- Bank statements are promptly reconciled on a monthly basis by the ~~financial contractor~~ **Business Manager**.
- Documents on all securities and fixed assets will be kept in a locked ~~fire-proof safe~~ **cabinet**. Inventory records will contain description, serial numbers, date of purchase or receipt, valuation, and date of valuation.
- Appropriate insurance for all assets will be maintained.
- **Employee dishonesty insurance coverage shall be maintained. (checking on this with Cobb – Hall)**

SEPARATION OF DUTIES

Financial duties and responsibilities must be separated so that no one employee has sole control over cash receipts, disbursements, payroll, reconciliation of bank accounts, etc.

- The check signer(s) must not be the person who writes checks or who does the bookkeeping.
- Bank statements are reconciled by someone other than the check signer ~~or writer~~.
- Deposit documentation and reconciliations are prepared by a person other than the one recording the receipts.
- **There will always be a two-step verification process in place if ever the separation of duties listed above can not be followed due to staffing issues.**

SOFTWARE

- The Howell Area Parks & Recreation Authority uses ~~RecPro~~ **a designated registration software** to process all registrations and program fees. ~~Forte~~ **Global Payment Systems** is an independent third party vendor that processes credit card receipts and is used as the primary database for the organization.
- ~~The financial contractor~~ **All designated employees and contracted auditor** will use an approved software program for accounting purposes (currently BS&A).

TRAVEL

- Reimbursement for travel will be based upon current Travel Policies as approved by the Howell Area Parks & Recreation Authority Board of Trustees based on the IRS policy. Allowable reimbursement includes lodging, transportation, parking, and meals.
- Each employee will complete an expense reimbursement form on a monthly basis.
- Mileage to and from residence to the work location will not be paid by Howell Area Parks & Recreation Authority.



Howell Area Parks & Recreation Authority

Travel Policies

Adopted by the Board of Trustees, September 16, 2008

Amended April 1, 2010

Amended August 15, 2017

Review May 23, 2023

PRIVATE VEHICLE USAGE

When travel is necessary for organizational business, the Howell Area Parks & Recreation Authority gives you permission to drive and be reimbursed for your mileage (at the then established IRS rates) in your own private vehicle. It is important from a budgeting perspective to make sure that all travel to stores, meetings, etc. are absolutely necessary and departments should try to coordinate purchasing trips so that we can contain travel costs. Since most of our work takes place within the Authority boundaries, staff members will be reimbursed from a starting and ending location at the Bennett Recreation Center or Oceola Community Center, Youth Services Center or the Howell Area Aquatic/Fitness Center. **At no time will the Howell Area Parks & Recreation Authority reimburse mileage from home to work or to meetings or activities at other venues on normal work days.** The Executive Director reserves the right to deny travel expenses for work that does not directly impact the organization without prior approval.

EXEMPTION FOR FULL-TIME SALARIED EXEMPT STAFF

Travel to activities in the Howell area scheduled on weekends (Saturday and Sundays) will be reimbursed from the home location to final destination or work location if employee has already traveled and put in five full working days during the week prior to the scheduled activity and with prior approval from the Executive Director.

TO RECEIVE REIMBURSEMENT FOR MILEAGE

All staff members must submit a mileage reimbursement form at least quarterly monthly to receive travel reimbursement. No travel reimbursements will be accepted or approved after 15th of the current month has passed. It is the employee's responsibility to make sure that a reimbursement form has been submitted for payment.

FOR TRAVEL OUTSIDE THE AREA FOR CONFERENCES/WORKSHOPS

At all times, employees will research the lowest cost of travel and comply with the findings. They will also be expected to carpool whenever possible so that costs for multiple staff to attend conferences can be controlled. Travel to conferences and workshops (if using private vehicle and asking for mileage reimbursement) outside of the Howell area will be reimbursed from the home or work location nearest the final destination.

REIMBURSEMENT RATES

The Howell Area Parks & Recreation Authority has adopted the State of Michigan not to exceed per diem rates for food and beverage as outlined each year by the Office of Management & Budget, Vehicle and Travel Services. Original, itemized copies of the receipt must be attached with the reimbursement request.

Food and Beverage (for any stay that exceeds 24 hours)

NOTE: At no time will the Howell Area Parks & Recreation Authority reimburse expenses for alcoholic beverages

Airfare, Trainfare, Busfare, Cabfare: Reimbursed Actual Costs

Car Rental and Gasoline Purchase: Reimbursed Actual Costs (if lower than mileage reimbursement)

Parking: Reimbursed Actual Costs

Gratuity: Reimbursed Actual Costs not to exceed \$10 per trip

Hotel Accommodations: Actual Costs at Conference Location (no more than \$150/night)

Mileage based on current IRS standards: Private vehicle use reimbursed at the then established IRS rate per mile

Out of State Travel: All out-of-state travel must be authorized by the Executive Director.

TRAVEL ADVANCES

The Howell Area Parks & Recreation Authority will allow travel advances up to \$50/day for food and beverage, parking, cab fare, gratuity and other related and qualifying costs. Advances must be submitted to the Executive Director at least 3 weeks in advance of travel otherwise qualifying expenses must be submitted after the travel has been completed for reimbursement. The employee must substantiate all expenses or the difference will be deducted from their payroll. Hotel accommodations, car rental and any airfare, train fare or bus fare should be reserved with the Parks & Recreation credit card in advance of the meeting. All travel advances with corresponding detailed receipts and record of spending must be turned in no later than 2 weeks after the last day of travel.



Howell Area Parks & Recreation Authority

**Background Screening Policies & Procedures
Handbook**

Adopted by the Board of Trustees, January 8, 2008
Amended September 8, 2009
Amended August 15, 2017
Review May 23, 2023

POLICY STATEMENT

This policy and the criteria used for exclusion will be used not only for volunteers but will also be used when hiring employees and instructors.

The Screening Process

Since park and recreation departments and user groups utilizing public spaces are responsible for maintaining safe environments within their programs, they must be aware of the potential risks and safeguards to protect participants and the community in which a program operates. Volunteers should be considered with the same scrutiny as paid staff and be recruited, screened, trained, supervised, and evaluated with the same rigor.

Therefore, volunteers that work with the Howell Area Parks & Recreation Authority with our sports leagues, within our preschool, and with our teen and senior populations be screened as though they were applying for a paid position. The time, energy, and financial investment of prevention strategies such as conducting a proper background screening, represents a fraction of the impact incidents such as sex abuse, violence, neglect, or other crimes and abuses can have on your participants, organization, and community.

Recommended Guidelines

It is the policy of the Howell Area Parks & Recreation Authority that the following volunteer management guidelines be implemented for credentialing volunteers through comprehensive background screening and photographic identification.

The recommended guideline for comprehensive background screening or background check is defined to include:

- **Social Security Verification** – Verify the name of every volunteer against the Social Security Number provided. This helps to eliminate the possibility of false names and/or information.
- **Address Trace** – Verify the current address and identify any previous address of every volunteer. This information is utilized to determine the jurisdiction in which the background screening is conducted.
- **State or County Criminal Record Check** – A Statewide or Countywide (depending on the jurisdiction) criminal record check is performed to capture all misdemeanor and felony convictions in that jurisdiction. The search should be conducted in the jurisdiction with the longest and most current residency.

- **National Criminal History Data Base search** – There is no one national record check whether through the government or private sector that identifies every crime ever committed. However, there are now criminal history data bases available that contain millions of criminal records and cover the much of the United States. These data bases can be accessed and used to supplement the local criminal history search. Will not be used as a stand-alone source for background screening.
- **Sex Offender Registry** - Search of the appropriate state sex offender registries based on the address history. This is an important supplement to criminal history searches but will not be used as a stand-alone source for background screening.
- **Timely results** – A background screening process will be timely, and results should be returned within 10 business days on average to allow for proper planning and assignment of volunteers.

The background check process will be conducted by a 3rd party screening company. Individuals will submit their background request electronically through a link provided by Howell Area Parks and Recreation Authority.

Clarification of Recommended Guidelines

About Social Security Verification

Social Security verifications are a critical first step in the process as it helps to ensure that the name and other personal data given by the applicant is accurate. The verification will generally reveal the state and year the SSN was issued, names, addresses and sometimes the date of birth that is associated with this Social Security number.

Although it is possible to run background checks without the SSN, this will reduce the effectiveness and limit the number of personal identifiers that can be found in public records. To report someone's criminal history the reporting agency must have at least 2 matching identifiers.

Non US Citizens – In handling background checks on individuals without Social Security numbers, it is suggested that in place of the SSN the volunteer applicant state "No SSN". Each local organization should take appropriate measures to ensure that the name, date of birth and addresses are all valid for individuals without Social Security numbers.

About Address History

This is part of the screening process that will help to confirm the current address and any previous addresses of the applicant. The main purpose in collecting address information is to determine where the local search will be performed.

Local Search

Depending upon the state, data sources can either be a statewide repository or a county courthouse system search. Some states have state repositories that include criminal histories from the counties or other jurisdictions in the state. If these repositories are available, reliable and timely the state check should be used in the local search. When a state repository is not available or not reliable then the county courthouse should be used for the local search. The goal of a local search is to uncover all misdemeanor and felony arrests and/or convictions on the applicant.

Who will be Screened?

The Howell Area Parks & Recreation Authority will do a background screening on all volunteers who will have contact or access to all vulnerable individuals (youth, elderly, disabled individuals, etc.) in our programs. These individuals will be assessed as to their regular contact with these populations and those with extended contact will be screened.

How often will volunteers be screened?

Each volunteer will be screened biennially (every 2 years) or sooner if deemed necessary.

Confidentiality

To protect the privacy of the volunteer, the Howell Area Parks & Recreation Authority has defined a confidentiality policy that is included within the Personnel Policies and a copy of such be given to each prospective volunteer. The policy includes a statement of respect for the privacy of the volunteer and establishes that information received during a volunteer's screening process will not be disclosed outside of the organization and will be shared within the organization only on a "need to know" basis. ~~This includes keeping the consent/release form which includes personal data on the volunteer in secure locations and only in the hands of authorized personnel. (remove due to electronic entry)~~ The policy which is to be made known to all prospective volunteers, also acknowledges that the Howell Area Parks & Recreation Authority might, in special circumstances, have a duty to disclose to third parties, including government agencies, certain types of information when the law requires.

The Howell Area Parks & Recreation Authority will ensure that the applicants screened and results are recorded along with the date. By tracking this information, we will be

able to insure 100% compliance to screening and have a formal record that can be used to defend against any potential litigation in the future.

Flow of paperwork and responsibilities of the Parks & Recreation Authority

Below is a typical workflow when collecting information from volunteers:

- Distribute the consent/release forms [link](#) to volunteers.
- ~~Collect all completed (legible) consent/release forms by pre-determined dates~~ Verify all volunteers have submitted their forms by pre-determined dates
- ~~Send forms or data to Background Screening Company (remove)~~
- Receive the screening results from the Background Screening Company
- Make appropriate notifications on any volunteer who is disqualified.
- ~~Provide the disqualified volunteer applicant with the following documents:~~
 1. ~~Fair Credit Reporting Act – Summary of Rights~~
 2. ~~Letter of disqualification~~
 3. ~~Copy of actual screening report (results)~~
- ~~Distribute volunteer credentials (ID) to all volunteers who are approved (remove)~~

Recommended Criteria for Exclusion

It is the policy of the Howell Area Parks & Recreation Authority that a person will be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following crimes:

Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This recommendation does not apply if criminal charges resulted in acquittal, or dismissal.

SEX OFFENSES

All Sex Offenses – Regardless of the amount of time since offense.

Examples include: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

FELONIES

All Felony Violence – Regardless of the amount of time since offense.

Examples include: murder, manslaughter, aggravated assault,

kidnapping, robbery, aggravated Burglary, etc.

All Felony offenses other than violence or sex within the past 10 years.

Examples include: drug offenses, child endangerment, (theft, embezzlement, fraud - if person is handling monies), etc.

MISDEMEANORS

All misdemeanor violence offenses within the past 7 years

Examples include: simple assault, battery, domestic violence, hit & run, etc.

All misdemeanor drug & alcohol offenses within the past 5 years or multiple offenses in the past 10 years.

Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.

Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.

Example include: contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.

PENDING CASES

It is the policy of the Howell Area Parks & Recreation Authority that anyone who has been charged for any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer until the official adjudication of the case.

The Background Screening Process is an ongoing process and should be subject to review and changes at any time. These guidelines are based upon industry practices in private, public, and non-profit areas.

~~Recommended Guidelines for Volunteer Photo Identification (remove)~~

~~A photo identification system provides assurance that a volunteer is qualified and authorized to provide public service. Volunteers are required to wear a photo identification badge at all times when working with the Howell Area Parks & Recreation Authority. This badge is an important public safety tool as:~~

- ~~• The ID provides special designation for authorized and qualified volunteers and should instill pride among volunteers to wear a photo ID badge.~~
- ~~• The ID is a key component of a comprehensive risk management practice that reflects a comprehensive public safety practice.~~
- ~~• The ID builds trust among the public that parks and recreation is committed to quality management practices.~~

- ~~The ID provides public information regarding the leadership role of parks and recreation to make communities safe.~~

~~The Howell Area Parks & Recreation Authority guidelines for photo identification includes:~~

- ~~1. All qualified volunteers are required to wear a photo identification badge.~~
- ~~2. Photo identification badges are to be displayed at all times when on official assignment and are not to be worn or used for any other purpose than an official assignment.~~
- ~~3. No pins, stickers, or markings are allowed to be displayed on the ID badge. The photo identification badge must be clearly visible to the public and should be worn between the shoulders and waist with the photo clearly visible.~~
- ~~4. If a photo identification badge is lost or stolen, it is the responsibility of the volunteer to notify a supervisor as soon as possible to obtain a replacement badge.~~
- ~~5. The photo identification badge will be issued to all volunteers after the completion of a comprehensive background check and will expire one year from that date of issuance.~~
- ~~6. The photo identification badge is the property of the issuing organization and the volunteer must be rescinded upon service completion or termination.~~
- ~~7. It is the duty of every qualified volunteer to report any volunteer failing to properly display their credential to their supervisor.~~
- ~~8. Volunteers must not lend their photo identification badge to anyone for any purpose.~~
- ~~9. Volunteers shall not have more than one Identification Badge in his or her possession at any one time.~~



Howell Area Parks & Recreation Authority

**Scholarship & Reduced Fee
Policies & Procedures
Handbook**

Adopted by the Board of Trustees, May, 2009

Amended August 15, 2017

Review May 23, 2023

POLICY STATEMENT

The purpose of this policy is to provide guidelines for the scholarship program offered by the Howell Area Parks & Recreation Authority.

The Howell Area Parks & Recreation Authority scholarship program is designed to provide financial assistance to children who wish to experience and participate in our recreational activities and programs. While it is our intent to provide recreational activities to all residents, limitations of how much scholarship assistance families can utilize have been put into place. This ensures that each deserving child will be able to participate in at least one activity per year.

So that we can serve as many individuals as possible, each family is limited to a maximum scholarship of \$50 per child per year or \$150 per family per year. The Executive Director may approve funding for any special circumstances beyond approved guidelines.

Eligibility

To be considered for a scholarship,

- Need must be shown. Documentation of eligibility must be shown at the time of registration. Please bring or send in one of the following with your request:
 1. Enrollment in the Department of Human Services Food Stamp/Bridge Card Program (bring in eligibility letter with dates)
 2. Enrollment in reduced or free lunch program at the Howell Public Schools (bring in letter of eligibility with dates)
 3. Enrollment in the OLHSA Emergency Food Assistance Program (TEFAP) (bring in yellow enrollment card)
- Scholarships are only available to children age 18 and under.
- Recipient must reside in the City of Howell, Howell Township, Oceola Township, Marion Township or Genoa Township and provide proof of residency (driver's license, **State ID, Current property tax statement, or current lease**) ~~voter-registration, current utility bill with address, etc.~~

~~Scholarships will be awarded at the beginning of each program season, with deadlines of January 2, May 1, and September 1 and will be processed on a first come, first served basis until our scholarship dollars are depleted.~~

Funding

Funding for our scholarship will be provided by private donations specifically identified for scholarships. Each year, beginning on January 1st, there will be \$ 2,000 overall scholarship limit set within the organization and fundraising opportunities will be set up to match this amount. This is the maximum amount of scholarships that can be given out for the year. Once this maximum amount is reached, no other scholarships will be granted.

Funds will be sought for the scholarship program using the following methods:

- The Howell Area Parks & Recreation Authority will sponsor one annual fundraising event **or will seek a scholarship sponsor**. ~~t, either by offering an additional event that requires admission, or by offering the opportunity to contribute to the recreation scholarship fund at existing events.~~
- The Howell Area Parks & Recreation Authority will offer each person registering for a program an opportunity to earmark additional funds for the recreation scholarship fund at the time of registration.

Procedure

Applicant shall complete a Scholarship Request Application and submit it with all documentation and a registration form to the Howell Area Parks & Recreation Authority front office at least two weeks prior to class/activity **or the registration open date**.

The Executive Director shall approve or deny the application within 3 business days, designate the scholarship percentage to be awarded and retain the application on file for future registrations during the current fiscal year.

The Business Manager will contact the applicant and inform him/her of the scholarship decision.

Additional Considerations

~~Classes must meet minimum enrollment before scholarships can be accommodated.~~

Scholarships can only be used for registration fees for our sports leagues, enrichment classes and special events and cannot be used for supply fees, preschool tuition, **specialty camps**, trips, late fees, **memberships** or facility rentals.

Upon receipt of the applicant's payment (if any), scholarship participants must have regular attendance or risk the chance of losing the scholarship.

~~Assistance is only available for programs which cost in excess of \$25.~~

~~No additional discounts are available to scholarship recipients.~~

Questions

~~If you have any questions regarding the Howell Area Parks & Recreation Authority Scholarship Program, please feel free to contact the Executive Director at 517/546-0693 ext. 7702.~~



Howell Area Parks & Recreation Authority

**IDENTITY THEFT PREVENTION POLICIES & PROCEDURES
HANDBOOK**

Adopted by the Board of Trustees, November 11, 2008

Amended September 19, 2017

Reviewed May 23, 2023

POLICY STATEMENT

To establish an Identity Theft Prevention Program designed to detect, prevent and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the Program in compliance with the Federal Trade Commission's Red Flags Rule (Part 681 of Title 16 of the Code of Federal Regulations) implementing Sections 114 and 315 of the Fair and Accurate Credit Transactions Act (FACTA) of 2003.

Under the Red Flag Rule, every financial institution and creditor is required to establish an "Identity Theft Prevention Program" tailored to its size, complexity and the nature of its operation. Each program must contain reasonable policies and procedures to:

1. Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the Program;
2. Detect Red Flags that have been incorporated into the Program;
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft; and
4. Ensure the Program is updated periodically, to reflect changes in risks to customers or to the safety and soundness of the creditor from Identity Theft.

DEFINITIONS

Identifying information means any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including: name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, unique electronic identification number, computer's Internet Protocol address, or routing code.

Identify theft means fraud committed or attempted using the identifying information of another person without authority.

A covered account means:

1. An account that a financial institution or creditor offers or maintains, primarily for personal, family, or household purposes that involves or is designed to permit multiple payments or transactions. For purposes of the Authority's operations, covered accounts would include utility accounts and on-line payments made via credit cards and checking accounts.
2. Any other account that the financial institution or creditor offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the financial institution or creditor from identity theft, including financial, operational, compliance, reputation or litigation risks.

A red flag means a pattern, practice or specific activity that indicates the possible existence of identity theft.

POLICY

A. **IDENTIFICATION OF RED FLAGS.** The Authority identifies the following red flags, in each of the listed categories:

1. Suspicious Documents
 - Identification document or card that appears to be forged, altered or inauthentic;
 - Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document;
 - Other document with information that is not consistent with existing customer information (such as if a person's signature on a check appears forged); and
 - Application for service that appears to have been altered or forged.

2. Suspicious Personal Identifying Information
 - Identifying information presented that is inconsistent with other information the customer provides (example: inconsistent birth dates);
 - Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a credit report);
 - Identifying information presented that is the same as information shown on other applications that were found to be fraudulent;
 - Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address);
 - Social security number presented that is the same as one given by another customer;
 - An address or phone number presented that is the same as that of another person;
 - A person fails to provide complete personal identifying information on an application when reminded to do so (however, by law social security numbers must not be required); and
 - A person's identifying information is not consistent with the information that is on file for the customer.

3. Suspicious Account Activity or Unusual Use of Account
 - Change of address for an account followed by a request to change the account holder's name;
 - Payments stop on an otherwise consistently up-to-date account;
 - Account used in a way that is not consistent with prior use (example: very high activity);
 - Mail sent to the account holder is repeatedly returned as undeliverable;
 - Notice from customer that mail sent by the Authority is not being received;
 - Notice to the Authority that an account has unauthorized activity;
 - Breach in the Authority's computer system security; and
 - Unauthorized access to or use of customer account information.

4. Alerts from Others

- Notice to the Authority from a customer, identity theft victim, law enforcement or other person that it has opened or is maintaining a fraudulent account for a person engaged in Identity Theft.

B. DETECTING RED FLAGS.

1. **New Accounts.** In order to detect any of the Red Flags identified above associated with the opening of a new account, Authority personnel will take the following steps to obtain and verify the identity of the person opening the account:
 - Require certain identifying information such as name, date of birth, residential or business address, principal place of business for an entity, driver's license or other identification;
 - Verify the customer's identity (for instance, review a driver's license or other identification card);
 - Review documentation showing the existence of a business entity; and/or
 - Independently contact the customer.
2. **Existing Accounts.** In order to detect any of the Red Flags identified above for an existing account, Authority personnel will take the following steps to monitor transactions with an account:
 - Verify the identification of customers if they request information (in person, via telephone, via facsimile, via email);
 - Verify the validity of requests to change billing addresses; and
 - Verify changes in banking information given for billing and payment purposes.

C. PREVENTING AND MITIGATING IDENTITY THEFT.

In the event Authority personnel detect any identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

1. **Prevent and Mitigate**
 - Continue to monitor an account for evidence of Identity Theft;
 - Contact the customer;
 - Change any passwords or other security devices that permit access to accounts;
 - Not open a new account;
 - Close an existing account;
 - Reopen an account with a new number;
 - Notify the Director for determination of the appropriate step(s) to take;
 - Notify law enforcement; and/or
 - Determine that no response is warranted under the particular circumstances.

2. **Protect customer identifying information:** In order to further prevent the likelihood of identity theft occurring with respect to Authority accounts, the Authority will take the following steps with respect to its internal operating procedures to protect customer identifying information:

- Ensure that its website is secure or provide clear notice that the website is not secure;
- Ensure complete and secure destruction of paper documents and computer files containing customer information;
- Ensure that office computers are password protected and that computer screens lock after a set period of time;
- Keep offices clear of papers containing customer information;
- Request only the last 4 digits of social security numbers (if any);
- Ensure computer virus protection is up to date; and
- Require and keep only the kinds of customer information that are necessary.

D. **POLICY UPDATES:** This Policy will be periodically reviewed and updated to reflect changes in risks to customers and the soundness of the Authority from Identity Theft. The Executive Director will consider the Authority's experiences with Identity Theft situations, changes in Identity Theft methods, changes in Identity Theft detection and prevention methods, changes in types of accounts the Authority maintains and changes in the Authority's business arrangements with other entities. After considering these factors, the Executive Director will determine whether changes to the policy, including the listing of Red Flags, are warranted. If warranted, the Executive Director will present the Authority Board of Trustees with recommended changes and the trustees will determine whether to accept, modify or reject those changes to the policy.

E. **POLICY ADMINISTRATION**

1. **Oversight.** The Authority shall establish an Identity Theft Committee that will be responsible for developing, implementing and updating this Policy at such time as needed. The Executive Director will be responsible for administration of the Policy, for ensuring appropriate training of Authority staff, for reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating Identity Theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the Policy.
2. **Staff Training and Reports.** The Authority shall ensure that all personnel are trained in the detection of Red Flags and the responsive steps to be taken when a Red Flag is detected. Authority personnel are required to provide a written report to the Executive Director or his designee any time an incident of Identity Theft occurs or is suspected. The report shall include a description of the incident, the Authority's response to the incident and compliance with the Policy.

3. **Specific Policy Elements and Confidentiality.** To ensure the effectiveness of the Identity Theft Prevention Policy, the Red Flag Rule requires a degree of confidentiality regarding the Authority's specific practices relating to Identity Theft detection, prevention and mitigation. Therefore, under this Policy, knowledge of such specific practices will be limited to the Identity Theft Committee and those employees who need to know them for purposes of preventing Identity Theft. As this Policy is to be adopted by a public body and thus publicly available, only the Policy's general red flag detection, implementation and prevention practices are listed in this document.

AUTHORITY & REVISIONS: This policy is effective immediately upon approval of the Authority board. Revisions to this policy shall only be enacted when approved by the Authority board reflected in the applicable meeting minutes. This policy shall be reviewed at least biennially by the Executive Director and updated as appropriate.