

Michigan Municipal Treasurers Association



2019 ANNUAL MEMBERSHIP MEETING
Radisson Plaza Hotel & Suites
Kalamazoo, Michigan
1:00 p.m., Monday, October 14, 2019

OFFICERS

PRESIDENT

Margaret Birch, CPFA, CPFIM, MICPT
Waterford Charter Township
248-674-6217
mbirch@waterfordmi.gov

PRESIDENT-ELECT

Rande Listerman, CPFA, CPFIM, MICPT
Village of Pentwater
231-869-8301
rlisterman@pentwatervillage.org

VICE PRESIDENT

Tricia Wiggle-Bazzy, CPFIM, MICPT
Hamburg Township
810-231-1000 x 205
tbazzy@hamburg.mi.us

TREASURER

Susan Daugherty, CPFA, CPFIM, MICPT
Green Oak Charter Township
810-231-1333 x 119
susan.daugherty@greenoaktwp.com

SECRETARY

Rachel Piner, CPFA, MICPT
City of Williamston
517-655-2774
treasurer@williamston-mi.us

IMMEDIATE PAST PRESIDENT

Barbara Fandell, ACPFA, CPFA, MICPT
City of Ithaca
989-875-3200
bfandell@ithacami.com

DIRECTORS

LEGISLATION

Julie Pray, CPFA, CPFIM, MICPT
City of Davison
810-653-2191
jpray@cityofdavison.org

COMMUNICATIONS

Laurie Sheldon, MICPT, CPFA
City of Kentwood
616-554-0763
sheldonl@ci.kentwood.mi.us

MEMBERSHIP

Sarah Kady, CPFIM, MICPT
City of Marlette
616-635-7748
skady@cityofmarlette.com

ASSOCIATE

Tammy Kerr, VP Treasury Management
Horizon Bank
616-214-3754
tkerr@horizonbank.com

PARLIAMENTARIAN

Karen Coffman, CPFA, CPFIM, ACPFIM, MICPT
Jackson County
517-768-6728
kcoffman@mijackson.org

AGENDA

1. Roll Call of the Board of Directors – Secretary Rachel Piner
2. Determination of Quorum – Parliamentarian Karen Coffman
3. Approval of 2018 Annual Meeting Minutes – President Margaret Birch
4. 2018 Financial Review – Susan Daugherty, Plante Moran
5. Treasurer's Reports – Susan Daugherty
 - a. Balance Sheet as of August 31, 2019
 - b. Revenues and Expenditures Report as of August 31, 2019
 - c. 2020 Proposed Budget
6. Committee Reports (written reports submitted)
 - a. Education Committee
 - b. Legislative Committee
 - c. Membership Committee
 - d. Communications Committee
 - e. Winter Workshop Committee
 - f. Fall Conference 2019 Committee
 - g. MMTA in the UP Committee
 - h. Professional Development Committee
 - i. Nominating Committee
 - j. Associate Members
 - k. APT US&C
 - l. PRIME Award (not included)
7. New Business
 - a. Nominating Committee – Immediate Past President Barbara Fandell
 - b. Election
8. Election Results – President Barb Fandell
 - a. Motion to Destroy Nominating Ballots
9. From the Membership
10. Adjourn

www.MMTA-MI.org

Post Office Box 324 · Tawas City, Michigan 48764 · 989-820-8389

MMTA BOARD OF DIRECTORS ANNUAL MEETING MINUTES

DoubleTree by Hilton

Bay City, Michigan

Monday September 24, 2018

Time: 12:00 p.m.

1. Roll Call of the Board of Directors

Members Present: President Barb Fandell; President-Elect, Margaret Birch, Vice-President Rande Listerman; Treasurer, Trish Wiggle-Bazzy, Secretary, Susan Daugherty; Directors, Rachel Piner, Tammy Good, Laurie Sheldon, and Julie Pray; Associate Member Kathy Davis; Associate Tammy Kerr; Immediate Past President Matt Horning. Parliamentarian Sara Kady

Members Absent: Associate Member Kathy Davis (excused due to annual Associates Meeting) Good (excused)

The meeting was called to order by President Barb Fandell at 12:05 p.m.

2. Determination of Quorum: Parliamentarian Sarah Kady

President Barb Fandell asked for a determination of quorum. Parliamentarian Sarah Kady confirmed a quorum of the membership was present.

3. Approval of the 2017 Annual Meeting Minutes – President, Barb Fandell

Cheryl Rhein-O’Neill from Oregon Township moved, Karen Coffman from Jackson County seconded, CARRIED, to approve the annual meeting minutes as presented.

4. Financial Review – Treasurer, Trish Wiggle-Bazzy and Keith Szymanski, Plante and Moran.

Rose Dillon from Fruitport Township moved, Kimberly Lynch from the City of Flushing seconded, CARRIED, to accept the annual report presented by Keith Szymanski from Plante and Moran.

5. Treasurer’s Report – Treasurer, Trish Wiggle-Bazzy

The Treasurer went over the following two items:

- a. Balance Sheet
- b. Revenue and Expenses
- c. 2019 Proposed Budget

Patricia Scribner from Pittsfield Township moved, and Jennifer Eden from Tyrone Township seconded; CARRIED to approve the financial review of the Balance Sheet and Revenue and Expense Report

Beverly Vondra from the City of Linden moved, and Rose Dillon from Fruitport Township seconded; CARRIED to accept the 2019 Budget and Annual Treasurers Report as presented.

6. Committee Reports

- a. Education Report (Rachel Piner) – Submitted report in writing.
- b. Legislative Report (Julie Pray) – Submitted report in writing.
- c. Membership (Laurie Sheldon) – Submitted report in writing.
- d. Communications (Tammy Good) – Submitted report in writing.
- e. Winter Workshop (Rande Listerman) – Submitted report in writing.
- f. Fall Conference (2018) (Margaret Birch) – Submitted report in writing.
- g. MMTA in the UP (Matthew Horning) – Submitted report in writing.
- h. Professional Development (Rande Listerman) – Submitted report in writing.
- i. PRIME Award (Cheryl Rhein-O’Neill) – Submitted in writing.

Janice Thelen from Watertown Charter Township moved, Cheryl Rhein-O’Neill seconded, CARRIED, to accept the Committee Report as presented.

7. New Business

a. Nominating Committee – Immediate Past President Matthew Horning

Nominating report submitted in writing presenting the Slate.

Karen Coffman from Jackson County, and Lenore Spahr from the City of Jonesville seconded; CARRIED to close the nominations.

Kimberly Lynch from the City of Linden, and Stacy Paige from the City of Romulus seconded; CARRIED to approve the slate as presented.

Mike Pettigrew from the City of Ann Arbor, and Beverly Vondra from the City of Linden seconded; CARRIED to close and approve the Officers and current Director’s slate.

At Ease 12:27 p.m. to Open Director Nominations and election and to vote on the Amended Bylaws.

There were two nominees for the open Directors seat: Sarah Kady from the City of Marlette and Desiree Kirkland from Wayne County

8. Election Results – President Barb Fandell

Sarah Kady from the City of Marlette won the vacant Director position

The amended Bylaws were approved.

Karen Coffman from Jackson County moved, and Russ Mollan from the City of St. Clair; CARRIED to destroy the nominating ballots.

9. From the Membership

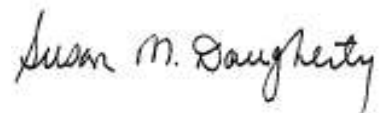
Nothing to report

10. Adjournment

Meeting was adjourned at 1:57 p.m.

Rose Dillon from Fruitport Township Moved, Kathleen Lindroth from the City of Dearborn seconded, CARRIED to adjourn the meeting.

Respectfully submitted,

A handwritten signature in cursive script that reads "Susan M. Daugherty".

Susan M. Daugherty

August 21, 2019

Board of Directors
Michigan Municipal Treasurers Association

The purpose of this report is to provide the Board with our observations regarding the 2018 - 2019 accounting records of the Michigan Municipal Treasurers Association (the "Association"), with the goal of facilitating periodic reporting and perhaps making suggestions for improving the safeguarding of the Association's assets.

Keith worked with the City of Manistee's Deputy Finance Director/Deputy Treasurer, Angela Rabb, the Association's contracted bookkeeper, in early August 2019. The observations made by Keith were then reviewed by Pam. Below are the procedures performed and other observations we had:

Procedures Performed and Related Observations

- Monthly bank statements, bank reconciliations, cash receipt detail, and expenditure details were provided electronically. As Keith had last examined the Association's records in late July 2018, Keith only reviewed activity since that time.
- We reviewed the Expenditure Request Forms for the period of July 15, 2018 to June 30, 2019. All had some form of supporting documentation (invoices, receipts, explanations, etc.) included with them.
- Based on our knowledge of the Association and its activities, none of the disbursements looked to be out of the ordinary and appeared to be proper Association expenditures, including payments related to the fall conference, Institute, and MMTA in the UP.
- During the review of the disbursements, we noted eight voided checks – numbers 1471, 1477-1480, 1514-1515, and 1539. Per review of the bank statements, these checks properly did not clear the bank in subsequent months.
- The Association's procedures for approving cash disbursements are as follows: Invoices and requests for reimbursement are sent to the Treasurer for approval. The Treasurer will approve the disbursement, then forward the invoices/requests to Angela who will prepare the disbursements. The prepared checks are sent back to the Treasurer for review, are then signed, and then the Treasurer will mail the checks. The Board will continue to review and approve a list of disbursements at each Board meeting. During the period of review, expenditures were approved by the Treasurer at the time (Tricia Wiggle-Bazzy or Susan Daugherty).
- The Association continues to utilize credit cards for officers. From our review of credit card activity throughout the year, the nature of the expenditures appeared consistent with MMTA and Board activities. All expenditures were supported by receipts/invoices and/or approval forms.

- At the end of each month, the bank reconciliation is prepared and maintained with the month's activity. We reviewed every bank reconciliation from July 2018 to June 2019, noting the date it was prepared. All bank reconciliations were prepared within 45 days of month end.
- Deposits all appeared to be supported by a detail list of checks or credit card payments. Keith traced a sample of ten deposits (five credit card deposits and five cash deposits) to the bank statements without exception. Deposits appeared to have been made on a regular basis. Note: given the nature of activities and the procedures in place, it is not possible to verify the completeness of deposits.
- Angela prepared the 990 "information only" tax return. Keith noted a copy of the return for 2018 included with the financial materials.

Because the above procedures do not constitute an audit in accordance with generally accepted auditing standards, the purpose of which is to express an opinion on the fairness with which financial statements present financial position and results of operations in accordance with generally accepted accounting principles, we do not express an opinion on any of the accounts or items referred to above. Had we performed additional procedures or had we conducted an audit of the financial statements in accordance with generally accepted auditing standards, other matters might have come to our attention that would have been reported to you. This report relates only to the items specified above and does not extend to any financial statements of the Michigan Municipal Treasurers Association taken as a whole. This report is intended solely for the information and use of the Board of Directors of the Michigan Municipal Treasurers Association and is not intended to be and should not be used by anyone other than the Board of Directors.

Sincerely yours,

PLANTE & MORAN, PLLC



Pamela Hill, CPA



Keith Szymanski, CPA

Fund 101 MMTA GENERAL FUND

GL Number	Description	PERIOD ENDED 08/31/2018	PERIOD ENDED 08/31/2019
*** Assets ***			
101-000-002.000	CASH/CHECKING	171,886.52	126,756.31
101-000-040.000	ACCOUNTS RECEIVABLE	0.00	29.68
Total Assets		171,886.52	126,785.99
*** Liabilities ***			
101-000-202.000	ACCOUNTS PAYABLE	287.00	6,175.38
Total Liabilities		287.00	6,175.38
*** Fund Balance ***			
101-000-390.000	FUND BALANCE	122,420.88	102,856.28
101-000-390.100	RESERVED FOR SCHOLARSHIPS	29,450.09	27,300.09
Total Fund Balance		151,870.97	130,156.37
Beginning Fund Balance		151,870.97	130,156.37
Net of Revenues VS Expenditures		19,728.55	(9,545.76)
Ending Fund Balance		171,599.52	120,610.61
Total Liabilities And Fund Balance		171,886.52	126,785.99

User: GL

DB: MMTA

PERIOD ENDING 08/31/2019

GL NUMBER	DESCRIPTION	2019		YTD BALANCE 08/31/2019	ACTIVITY FOR MONTH 08/31/19	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2019 AMENDED BUDGET				
Fund 101 - MMTA GENERAL FUND							
Function: Unclassified							
Dept 000							
Revenues							
Unclassified							
101-000-450.451	MEMBERSHIP DUES	41,250.00	41,250.00	9,900.00	200.00	31,350.00	24.00
101-000-450.452	ASSOCIATE MEMBER DUES	16,625.00	16,625.00	4,025.00	175.00	12,600.00	24.21
101-000-450.453	WINTER WORKSHOP	16,500.00	16,500.00	4,916.00	0.00	11,584.00	29.79
101-000-450.454	MMTI REGISTRATION	115,000.00	115,000.00	118,499.00	0.00	(3,499.00)	103.04
101-000-450.455	ANNUAL CONFERENCE INCOME	70,875.00	70,875.00	30,373.00	30,373.00	40,502.00	42.85
101-000-450.456	MMTA UP REGISTRATION FEES	2,475.00	2,475.00	3,516.00	0.00	(1,041.00)	142.06
101-000-450.457	MMTA DAY CLASS REGISTRATION	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-000-600.646	SALE OF MERCHANDISE	3,000.00	3,000.00	1,016.86	0.00	1,983.14	33.90
101-000-664.665	BANK INTEREST	125.00	125.00	65.75	7.39	59.25	52.60
Unclassified		266,850.00	266,850.00	172,311.61	30,755.39	94,538.39	64.57
TOTAL REVENUES		266,850.00	266,850.00	172,311.61	30,755.39	94,538.39	64.57
Net - Dept 000		266,850.00	266,850.00	172,311.61	30,755.39	94,538.39	
Dept 101 - BOARD EXPENSES							
Expenditures							
Unclassified							
101-101-958.500	BOARD MEETINGS/RETREAT	3,500.00	3,500.00	2,100.04	0.00	1,399.96	60.00
101-101-959.000	APT US&C CONFERENCE/MEETINGS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Unclassified		5,500.00	5,500.00	2,100.04	0.00	3,399.96	38.18
TOTAL EXPENDITURES		5,500.00	5,500.00	2,100.04	0.00	3,399.96	38.18
Net - Dept 101 - BOARD EXPENSES		(5,500.00)	(5,500.00)	(2,100.04)	0.00	(3,399.96)	
Dept 102 - LEGISLATIVE COMMITTEE EXPENSES							
Expenditures							
Unclassified							
101-102-803.500	GONGWER SUBSCRIPTION	3,000.00	3,000.00	3,000.00	0.00	0.00	100.00
101-102-958.000	MEETINGS	250.00	250.00	0.00	0.00	250.00	0.00
Unclassified		3,250.00	3,250.00	3,000.00	0.00	250.00	92.31
TOTAL EXPENDITURES		3,250.00	3,250.00	3,000.00	0.00	250.00	92.31
Net - Dept 102 - LEGISLATIVE COMMITTEE EXPENSES		(3,250.00)	(3,250.00)	(3,000.00)	0.00	(250.00)	
Dept 172 - ADMINSTRATIVE EXPENSES							
Expenditures							
Unclassified							

User: GL
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PERIOD ENDING 08/31/2019

GL NUMBER	DESCRIPTION	2019		YTD BALANCE 08/31/2019	ACTIVITY FOR MONTH 08/31/19	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2019 AMENDED BUDGET				
Fund 101 - MMTA GENERAL FUND							
Expenditures							
101-172-727.000	OFFICE SUPPLIES/POSTAGE	750.00	750.00	228.96	0.00	521.04	30.53
101-172-800.000	CREDIT CARD PROCESSING FEES	7,500.00	7,500.00	5,146.58	61.65	2,353.42	68.62
101-172-802.500	MANAGEMENT SERVICES	72,000.00	72,000.00	47,305.74	6,175.38	24,694.26	65.70
101-172-803.000	CONTRACT SERVICES	3,000.00	3,000.00	1,500.00	0.00	1,500.00	50.00
101-172-850.000	TELEPHONE	0.00	0.00	33.30	33.30	(33.30)	100.00
101-172-854.000	COMPUTER/EQUIPMENT	1,500.00	1,500.00	2,117.99	42.75	(617.99)	141.20
101-172-855.000	MEMBERSHIP SOFTWARE	6,500.00	6,500.00	6,040.00	0.00	460.00	92.92
101-172-860.000	TRAVEL	2,000.00	2,000.00	1,208.55	933.52	791.45	60.43
101-172-911.000	INSURANCE	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
101-172-956.000	MISCELLANEOUS	250.00	250.00	256.00	50.00	(6.00)	102.40
Unclassified		96,000.00	96,000.00	63,837.12	7,296.60	32,162.88	66.50
TOTAL EXPENDITURES		96,000.00	96,000.00	63,837.12	7,296.60	32,162.88	66.50
Net - Dept 172 - ADMINSTRATIVE EXPENSES		(96,000.00)	(96,000.00)	(63,837.12)	(7,296.60)	(32,162.88)	
Dept 254 - MEMBERSHIP COMMITTEE EXPENSES							
Expenditures							
Unclassified							
101-254-880.000	RECRUITMENT	500.00	500.00	0.00	0.00	500.00	0.00
101-254-900.000	PRINTING & POSTAGE	250.00	250.00	0.00	0.00	250.00	0.00
Unclassified		750.00	750.00	0.00	0.00	750.00	0.00
TOTAL EXPENDITURES		750.00	750.00	0.00	0.00	750.00	0.00
Net - Dept 254 - MEMBERSHIP COMMITTEE EXPENSES		(750.00)	(750.00)	0.00	0.00	(750.00)	
Dept 535 - PROFESSIONAL DEVELOPMENT							
Expenditures							
Unclassified							
101-535-727.000	OFFICE SUPPLIES/POSTAGE	250.00	250.00	0.00	0.00	250.00	0.00
101-535-803.001	DAY SEMINARS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-535-900.000	PRINTING & POSTAGE	750.00	750.00	263.50	0.00	486.50	35.13
Unclassified		2,000.00	2,000.00	263.50	0.00	1,736.50	13.18
TOTAL EXPENDITURES		2,000.00	2,000.00	263.50	0.00	1,736.50	13.18
Net - Dept 535 - PROFESSIONAL DEVELOPMENT		(2,000.00)	(2,000.00)	(263.50)	0.00	(1,736.50)	
Dept 536 - MMTA UP EXPENSES							
Expenditures							

Dept 536 - MMTA UP EXPENSES
Expenditures

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PERIOD ENDING 08/31/2019

GL NUMBER	DESCRIPTION	2019		YTD BALANCE 08/31/2019	ACTIVITY FOR MONTH 08/31/19	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2019 AMENDED BUDGET				
Fund 101 - MMTA GENERAL FUND							
Expenditures							
Unclassified							
101-536-802.000	SPEAKERS	625.00	625.00	0.00	0.00	625.00	0.00
101-536-803.000	CONTRACT SERVICES	1,000.00	1,000.00	1,800.00	0.00	(800.00)	180.00
101-536-900.000	PRINTING & POSTAGE	100.00	100.00	170.32	0.00	(70.32)	170.32
101-536-945.000	MEALS AND HOTEL FEES	750.00	750.00	1,474.34	1,324.95	(724.34)	196.58
101-536-956.000	MISCELLANEOUS	0.00	0.00	169.46	119.46	(169.46)	100.00
Unclassified		2,475.00	2,475.00	3,614.12	1,444.41	(1,139.12)	146.03
TOTAL EXPENDITURES		2,475.00	2,475.00	3,614.12	1,444.41	(1,139.12)	146.03
Net - Dept 536 - MMTA UP EXPENSES		(2,475.00)	(2,475.00)	(3,614.12)	(1,444.41)	1,139.12	
Dept 537 - WINTER WORKSHOP EXPENSES							
Expenditures							
Unclassified							
101-537-802.000	SPEAKERS	1,000.00	1,000.00	2,558.83	0.00	(1,558.83)	255.88
101-537-900.000	PRINTING & POSTAGE	350.00	350.00	577.53	0.00	(227.53)	165.01
101-537-940.000	ROOM RENTALS	500.00	500.00	490.05	0.00	9.95	98.01
101-537-945.000	MEALS AND HOTEL FEES	14,500.00	14,500.00	13,856.28	0.00	643.72	95.56
101-537-956.000	MISCELLANEOUS	150.00	150.00	98.02	0.00	51.98	65.35
Unclassified		16,500.00	16,500.00	17,580.71	0.00	(1,080.71)	106.55
TOTAL EXPENDITURES		16,500.00	16,500.00	17,580.71	0.00	(1,080.71)	106.55
Net - Dept 537 - WINTER WORKSHOP EXPENSES		(16,500.00)	(16,500.00)	(17,580.71)	0.00	1,080.71	
Dept 538 - INSTITUTE/EDUCATION EXPENSES							
Expenditures							
Unclassified							
101-538-727.000	OFFICE SUPPLIES/POSTAGE	2,000.00	2,000.00	1,136.94	0.00	863.06	56.85
101-538-802.000	SPEAKERS	10,000.00	10,000.00	10,255.08	0.00	(255.08)	102.55
101-538-803.000	CONTRACT SERVICES	7,750.00	7,750.00	5,671.68	0.00	2,078.32	73.18
101-538-900.000	PRINTING & POSTAGE	8,000.00	8,000.00	5,497.67	0.00	2,502.33	68.72
101-538-945.000	MEALS AND HOTEL FEES	66,000.00	66,000.00	60,963.56	0.00	5,036.44	92.37
101-538-956.000	MISCELLANEOUS	250.00	250.00	531.84	0.00	(281.84)	212.74
101-538-958.000	MEETINGS	500.00	500.00	0.00	0.00	500.00	0.00
Unclassified		94,500.00	94,500.00	84,056.77	0.00	10,443.23	88.95
TOTAL EXPENDITURES		94,500.00	94,500.00	84,056.77	0.00	10,443.23	88.95
Net - Dept 538 - INSTITUTE/EDUCATION EXPENSES		(94,500.00)	(94,500.00)	(84,056.77)	0.00	(10,443.23)	

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PERIOD ENDING 08/31/2019

GL NUMBER	DESCRIPTION	2019		YTD BALANCE 08/31/2019	ACTIVITY FOR MONTH 08/31/19	AVAILABLE BALANCE	% BGD USED
		ORIGINAL BUDGET	2019 AMENDED BUDGET				
Fund 101 - MMTA GENERAL FUND							
Dept 539 - ANNUAL CONFERENCE EXPENSES							
Expenditures							
Unclassified							
101-539-802.000	SPEAKERS	10,000.00	10,000.00	4,750.00	0.00	5,250.00	47.50
101-539-804.000	SUNDAY ACTIVITY	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-539-805.000	MONDAY NIGHT EVENT	9,000.00	9,000.00	0.00	0.00	9,000.00	0.00
101-539-900.000	PRINTING & POSTAGE	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00
101-539-945.000	MEALS AND HOTEL FEES	55,000.00	55,000.00	0.00	0.00	55,000.00	0.00
101-539-945.500	DEPOSIT EXPENSE -FUTURE CONFEREI	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-539-956.000	MISCELLANEOUS	500.00	500.00	0.00	0.00	500.00	0.00
101-539-957.000	ENTERTAINMENT	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-539-958.000	MEETINGS	700.00	700.00	430.81	0.00	269.19	61.54
101-539-977.000	PRIME AWARD EXPENSES	1,300.00	1,300.00	0.00	0.00	1,300.00	0.00
Unclassified		88,000.00	88,000.00	5,180.81	0.00	82,819.19	5.89
TOTAL EXPENDITURES		88,000.00	88,000.00	5,180.81	0.00	82,819.19	5.89
Net - Dept 539 - ANNUAL CONFERENCE EXPENSES		(88,000.00)	(88,000.00)	(5,180.81)	0.00	(82,819.19)	
Dept 700 - SCHOLARSHIP FUND EXPENSES							
Expenditures							
Unclassified							
101-700-701.000	MERCHANDISE	1,000.00	1,000.00	74.30	0.00	925.70	7.43
101-700-702.000	SCHOLARSHIP	2,500.00	2,500.00	2,150.00	0.00	350.00	86.00
Unclassified		3,500.00	3,500.00	2,224.30	0.00	1,275.70	63.55
TOTAL EXPENDITURES		3,500.00	3,500.00	2,224.30	0.00	1,275.70	63.55
Net - Dept 700 - SCHOLARSHIP FUND EXPENSES		(3,500.00)	(3,500.00)	(2,224.30)	0.00	(1,275.70)	
Total - Function Unclassified		(45,625.00)	(45,625.00)	(9,545.76)	22,014.38	(36,079.24)	20.92
TOTAL REVENUES		266,850.00	266,850.00	172,311.61	30,755.39	94,538.39	64.57
TOTAL EXPENDITURES		312,475.00	312,475.00	181,857.37	8,741.01	130,617.63	58.20
NET OF REVENUES & EXPENDITURES		(45,625.00)	(45,625.00)	(9,545.76)	22,014.38	(36,079.24)	20.92
BEG. FUND BALANCE		130,156.37	130,156.37	130,156.37			
END FUND BALANCE		84,531.37	84,531.37	120,610.61			
TOTAL REVENUES - ALL FUNDS		266,850.00	266,850.00	172,311.61	30,755.39	94,538.39	64.57
TOTAL EXPENDITURES - ALL FUNDS		312,475.00	312,475.00	181,857.37	8,741.01	130,617.63	58.20
NET OF REVENUES & EXPENDITURES		(45,625.00)	(45,625.00)	(9,545.76)	22,014.38	(36,079.24)	20.92
BEG. FUND BALANCE - ALL FUNDS		130,156.37	130,156.37	130,156.37			
END FUND BALANCE - ALL FUNDS		84,531.37	84,531.37	120,610.61			

Proposed MMTA 2020 Budget

GL NUMBER	DESCRIPTION	PROPOSED 2020 BUDGET
REVENUE		
101-000-450.451	MEMBERSHIP DUES	\$ 63,750.00
101-000-450.452	ASSOCIATE MEMBER DUES	\$ 15,750.00
101-000-450.453	WINTER WORKSHOP	\$ 17,000.00
101-000-450.454	MMTI REGISTRATION	\$ 110,000.00
101-000-450.455	ANNUAL CONFERENCE INCOME	\$ 76,275.00
101-000-450.456	MMTA UP REGISTRATION FEES	\$ 4,000.00
101-000-450.457	MMTA DAY CLASS REGISTRATION	\$ -
101-000-600.646	SALE OF MERCHANDISE	\$ 500.00
101-000-664.665	BANK INTEREST	\$ 100.00
101-000-692.000	MISC REV	
Totals for Dept 000		\$ 287,375.00
EXPENSES		
Dept 101-EXECUTIVE BOARD EXPENSES		
101-101-958.500	BOARD MEETINGS/RETREAT	\$ 2,500.00
101-101-959.000	APT US&C CONFERENCE/MEETINGS	\$ 2,500.00
Totals for Dept 101-EXECUTIVE BOARD EXPENSES		\$ 5,000.00
Dept 102-LEGISLATIVE COMMITTEE EXPENSES		
101-102-803.000	CONTRACT SERVICES - GONGWER	\$ 3,000.00
101-102-958.000	MEETINGS	\$ 250.00
Totals for Dept 102-LEGISLATIVE COMMITTEE EXPENSES		\$ 3,250.00
DEPT 172-ADMINISTRATIVE EXPENSES		
101-172-727.000	OFFICE SUPPLIES/POSTAGE	\$ 650.00
101-172-800.000	CREDIT CARD PROCESSING FEES	\$ 9,750.00
101-172-802.500	MANAGEMENT SERVICES	\$ 75,216.00
101-172-803.000	CONTRACT SERVICES	\$ 3,750.00
101-172-850.000	TELEPHONE	\$ 400.00
101-172-854.000	COMPUTER/EQUIPMENT	\$ 2,000.00
101-172-855.000	MEMBERSHIP SOFTWARE	\$ 5,000.00
101-172-911.000	INSURANCE	\$ 2,450.00
101-172-956.000	MISCELLANEOUS	\$ 750.00
Totals for Dept 172-ADMINISTRATIVE EXPENSES		\$ 99,966.00
Dept 254-MEMBERSHIP COMMITTEE EXPENSES		
101-254-900.000	PRINTING & POSTAGE	\$ 1,500.00
101-254-956.000	MISCELLANEOUS	\$ 500.00
Totals for Dept 254-MEMBERSHIP COMMITTEE EXPENSES		\$ 2,000.00
Dept 535-PROFESSIONAL DEVELOPMENT		
101-535-727.000	OFFICE SUPPLIES/POSTAGE	\$ 750.00
101-535-803.000	CONTRACT SERVICES	\$ 100.00
101-535-803.001	DAY SEMINARS	\$ -
101-535-900.000	PRINTING & POSTAGE	\$ -
Totals for Dept 535-PROFESSIONAL DEVELOPMENT		\$ 850.00
Dept 536-MMTA UP EXPENSES		
101-536-802.000	SPEAKERS	\$ 500.00
101-536-803.000	CONTRACT SERVICES	\$ 2,500.00
101-536-900.000	PRINTING & POSTAGE	\$ 100.00
101-536-945.000	MEALS AND HOTEL FEES	\$ 2,000.00
101-536-956.000	MISCELLANEOUS	\$ 50.00
Totals for Dept 536-MMTA UP EXPENSES		\$ 5,150.00
Dept 537-WINTER WORKSHOP EXPENSES		
101-537-802.000	SPEAKERS	\$ 1,000.00
101-537-900.000	PRINTING & POSTAGE	\$ 125.00
101-537-945.000	MEALS AND HOTEL FEES	\$ 15,000.00
101-537-956.000	MISCELLANEOUS	\$ 150.00
Totals for Dept 537-WINTER WORKSHOP EXPENSES		\$ 16,275.00
Dept 538-INSTITUTE/EDUCATION EXPENSES		
101-538-727.000	OFFICE SUPPLIES/POSTAGE	\$ 1,500.00
101-538-802.000	SPEAKERS	\$ 10,000.00
101-538-803.000	CONTRACT SERVICES	\$ 6,000.00
101-538-900.000	PRINTING & POSTAGE	\$ 7,250.00
101-538-945.000	MEALS AND HOTEL FEES	\$ 63,500.00
101-538-956.000	MISCELLANEOUS	\$ 550.00
101-538-958.000	MEETINGS	\$ 650.00
Totals for Dept 538-INSTITUTE/EDUCATION EXPENSES		\$ 89,450.00
Dept 539-ANNUAL CONFERENCE EXPENSES		
	HOSPITALITY ROOM EXPENSE	\$ 1,500.00
101-539-802.000	SPEAKERS	\$ 10,000.00
101-539-805.000	MONDAY NIGHT EVENT	\$ 7,500.00
101-539-900.000	PRINTING & POSTAGE	\$ 5,000.00
101-539-945.000	MEALS AND HOTEL FEES	\$ 55,000.00
101-539-945.500	DEPOSIT EXPENSE -FUTURE CONFERENCES	\$ 1,000.00
101-539-956.000	MISCELLANEOUS	\$ 500.00
101-539-957.000	ENTERTAINMENT	\$ 2,000.00
101-539-958.000	MEETINGS	\$ 300.00
101-539-977.000	PRIME AWARD EXPENSES	\$ 250.00
Totals for Dept 539-ANNUAL CONFERENCE EXPENSES		\$ 83,050.00
Dept 700-SCHOLARSHIP FUND EXPENSES		
101-700-701.000	MERCHANDISE	\$ 1,500.00
101-700-702.000	SCHOLARSHIP	\$ 2,000.00
Totals for Dept 700-SCHOLARSHIP FUND EXPENSES		\$ 3,500.00
TOTAL APPROPRIATIONS		\$ 308,491.00
NET OF REVENUES/APPROPRIATIONS - FUND 101		\$ (21,116.00)

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Education Committee Annual Report

October 2019

To: President Margaret Birch, Board of Directors and MMTA Members

The Education Committee, with the assistance of Dovetail Solutions, Inc. planned and hosted Basic Institute. 133 members took advantage of Basic Institute, which was held at the Courtyard by Marriott in Mt. Pleasant. There were overall positive comments about the educational and networking opportunities of Institute; however the venue was not conducive to the weeklong training program. After meeting with the General Manager of the Comfort Inn in Mt. Pleasant, the board decided to locate Basic Institute at the Comfort Inn, Mt. Pleasant for the next two years.

The Education Committee along with the Professional Development Committee planned and hosted Advanced Institute. There were 141 members in attendance at the Comfort Inn in Mt. Pleasant. After reviewing survey and evaluation results, the board has decided to host Advanced Institute at The H Hotel in Midland and the Comfort Inn in Mt. Pleasant on an altering basis for the next few years. This will accommodate those who wish to remain at the Comfort Inn and those who prefer Advanced be located at different locations.

There were six scholarship applications submitted for Basic and Advanced Institutes. Five of the applications met the requirements of eligibility and were recommended and approved by the MMTA Board.

I would like to thank the members of the Education Committee for their service this year and their continued support of the association. It has been my pleasure to serve as the MMTA Director of Education and I look forward to what the next year will bring.

Respectfully submitted,

Rachel Piner
Director of Education



Legislative Committee 2019 Annual Report

To: President Margaret Birch, Board of Directors, and MMTA Members

The Legislative Committee members are tasked to keep track of key legislation affecting our municipalities and our role as Treasurers. This year we had the privilege of working with Judy Allen from the Michigan Townships Association and Chris Hackbarth with the Michigan Municipal League. In addition, this year our meetings were joint with the MGFOA Legislative Committee chaired by Eric McGlothlin.

Here is a list of some of the issues we followed this year:

- The Veteran Exemption was still a big topic of interest for municipalities this year. There has been no change to the current exemption. It is expected that there will be several bills coming forward this fall to take the burden of this exemption off of municipalities and put the burden on the state. These bills would allow Veterans who pay rent to also take part in this credit.
- Fiscal Year 2020 Budget: This was talked about a lot, but it is not completed as of our September meeting.
- Road Funding: The Governor's plan to have a 45-cent gas tax has been a hot topic. The Senate and the House have both come out with their own ideas for road funding. As of our last legislative meeting in September the budget was still not completed. Both the MML and MTA agreed that their needs to be additional funding for roads, but believe there must be guaranteed funding for local roads.
- Revenue Sharing: The MML and MTA asked the committee members to continue to contact our representatives to make sure Revenue Sharing was not cut during the budget process. Municipalities have not had an increase in 5 years. The Governor's budget plan calls for no increase State Shared Revenue only a 3.2% increase to CVTRS.
- Personal Property Taxes: HB 4215 was introduced to increase the \$80,000 exemption limit. The current talk is to have an escalator attached to increase this value over time. HB 4268 would exempt Broadband personal property from taxes. Bill supporters believe this will help get broadband to rural areas.
- Basement Backups: HB 4691 and 4692 would make municipalities liable for storm water and basement backups.

- Public Act 202: There have been work groups working on stream lining the reporting for Pension and OPEB funding levels. The Treasury spoke to our committee and gave us an update on how the municipalities under a corrective action plan will be monitored.

Additional information on many of these items along with webinars can be found on the Treasury, LCSA, MTA and MML's websites.

I would like to thank members of the Committee for all their input and work this year. It has been a pleasure to serve as the MMTA Legislative Chairperson for the year and I look forward to serving the MMTA members in the future.

Respectfully submitted,

A handwritten signature in cursive script that reads "Julie Pray".

Julie Pray
Legislative Chairperson

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Membership Committee Annual Report October 2019

To: President Margaret Birch, Board of Directors, and MMTA Members

I am happy to report that 110 new members have joined the MMTA in 2019 bringing our active membership total to 901. The total membership of 901 is broken down as follows (780 Municipal, 94 Associate, 22 Life and 5 Sustaining Members).

Shelley and Janel have worked tirelessly on transitioning to a new software program along with launching a new MMTA website. Due to all the time and energy they put into this project, the efficiency of the new software has greatly improved the maintenance and upkeep of membership records. I would like to personally recognize Dovetail Solutions for always going above and beyond for our association.

We have had our share of challenges this year regarding merchandise. We started the year off utilizing an on-line merchandise store which was a wonderful benefit to our membership. Unfortunately, we received notice from the company we were contracted with that they no longer support on-line merchandise sales in this capacity. This of course caught us off guard. We are currently in the process of looking for a new on-line merchandise supplier. On a positive note, we have worked hard in 2019 to reduce our past merchandise inventory. The funds from these sales are used to support the associations scholarship fund. As of now, we have raised approximately \$1,000 in 2019. We are currently down to two merchandise items remaining and we will continue to sell them at a reduced rate at our trainings in 2020.

The board has agreed to offer one new item at this year's Fall Conference. We chose a very nice Port Authority Digi Fleece jacket available in both men and women styles and in a variety of colors. The jackets will be sold for \$40.00 each at fall conference and all profits from the sales will support the scholarship fund.

I would like to extend a special thank you to the Membership Committee for their support throughout the various trainings with helping to sell merchandise. It is individuals like yourselves that step up to volunteer that makes the MMTA such a wonderful organization to be a part of. In closing, it has been a pleasure serving the Michigan Treasurer's Association.

Respectfully Submitted,

Sarah Kady

Sarah Kady, Membership Director

www.mmta-mi.org

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Communications Committee Annual Report October 2019

To: President Margaret Birch, Board of Directors, and MMTA Members

As I conclude the year as MMTA Board Director, I would like to thank the Michigan Municipal Treasurer's Association and Dovetail Solutions, Inc. who have made this past year successful.

Over the past year as Communication Chair the developments made are as follows:

- Increase Facebook presence
- Consolidate and convert the Facebook page from a closed group to an open page
- Invited all MMTA members to the Facebook page and grew friends from 84 to 189
- Featured 17 MMTA members as a weekly profile
- Posted Municipal job openings
- Created events and training through 2021

In closing, it has been my pleasure to serve the Michigan Municipal Treasurer's Association.

Respectfully Submitted,

Laurie Sheldon

Laurie Sheldon
Director of Communication

Michigan Municipal Treasurers Association



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Winter Workshop 2019 Annual Report October 2019

To: Margaret Birch, MMTA President, Board of Directors and Members

The 2019 Winter Workshop was held January 16-18 at the Crowne Plaza West Lansing Hotel with a total of 141 members in attendance.

We were pleased to partner with our national Association, APT US&C to offer the Certified Public Funds Investment Manager (CPFIM) Certification training on Wednesday, January 16 with 42 people taking advantage of the training and earning their certification.

Thursday's half-day training focused on new member training topics centered around the theme "A Day in the Life of a Treasurer" presented by Janice Thelen, who did an exceptional job. And, Friday's full-day session offered topics on Fraud in Local Government, Back to Basics Investing, Nuts & Bolts of Banking, Legislative Update and Engaging your Legislators.

The 2020 Winter Workshop will be held January 16-17 at the Crowne Plaza West Lansing Hotel.

Respectfully Submitted,

Tricia Wiggle-Bazzy
MMTA Vice President and
Winter Workshop Chair

Michigan Municipal Treasurers Association



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2019 Fall Conference Annual Report October 2019

To: Margaret Birch, MMTA President, Board of Directors and Members

The 2019 Fall Conference is being held October 13-16 at the Radisson Plaza Hotel in Kalamazoo, MI. As of the writing of the report, we have 215 attendees and 6 cancellations.

On Sunday, October 13th the Association is offering an Excel Training for attendees and staff. The morning is a Basic Class and the afternoon is Beyond the Basics, only \$69 each or \$119 for the entire day. A total of 32 registered; 26 for Basic and 30 for Beyond the Basics.

The 2nd Scavenger Hunt/Amazing MMTA Race will be held at 1:00 pm as a fun team building event.

With the exceptional support of this year's Fall Conference Planning Committee and Dovetail Solutions we have secured a great lineup of speakers and topics:

- Leadership: Building a Wingman, Lieutenant Colonel Scott 'Hurler' Weaver
- Treasury Update & Impact on Treasurers, Joyce Parker, Deputy Treasurer, MI Treasury
- Understanding TIF Regulations & Reporting, James Mills, Michigan Treasury
- FDIC - Advantages and Risks: A Panel Discussion with Associate Members
- MDOT: Common Mistakes in Filing Act 51 Reports & MTF Distributions Laura Loomis & Jingjing Chang, MDOT
- Cost Recovery: How to Get Reimbursed for Services – Susan Daugherty
- Ethics & Politics in the Workforce, Jeffrey Collins
- Succession Planning: Brian Camiller & Chris Gilbert, Plante Moran
- Homeland Security Assessment Services for Municipalities, Kelley Goldblatt, DHS
- Cyber Threats and How to Protect Yourself, Kelley Goldblatt, DHS
- How to Control Access to Confidential Information, Sarah Jennings, Maner Costerian
- Treasurer to Treasurer - Relevant Issues Affecting Municipal Treasurers
- Service Tactics & Deescalating Conflict, Mike Wierenga
- Investment Strategy: Are You Prepared? Greg Prost, Robinson Capital
- Economic Outlook, Robert Dye, Comerica Bank Head Economist

Be sure to mark your calendars for next year's Fall Conference being held on September 20 - 23, 2020 at Crystal Mountain, Thompsonville and in 2021 September 19 - 22, at the Radisson Plaza Hotel, Kalamazoo.

Respectfully Submitted,

Rande Listerman
President Elect & Fall Conference Chair

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MMTA in the UP Annual Report October 2019

To: President Margaret Birch, MMTA Board of Directors and MMTA Membership

On behalf of the MMTA in the UP Committee, I am pleased to report that a very successful conference was held this year.

The MMTA in the UP was held on June 21, 2019 at the Landmark Inn in Marquette, Michigan and we once again partnered with the Northern Michigan Public Safety Association (NMPSA). There were 32 registrants. This year we offered a promotion to MMTA members. If they brought a non-member to the training, then the MMTA member received a \$20.00 discount on their registration. We had four members that took advantage of the promotion and we were able to expose the benefits of the MMTA to four new prospective members!

We shared the information through several e-blasts to the full membership, postcard mailings to our northern members, emails to the NMPSA membership and our Associate members assisted in handing out the postcards on their customer visits.

The Committee had a strong line-up of speakers which included FBI Special Agent Steve McMahon (Counterfeit Currency & Cyber Threats), Flagstar Bank's Ben Stone (Electronic Banking), Anderson, Tackman CPA's Kathleen Ciantar (Preparing for an Annual Audit), Marquette County Treasurer Anne Giroux (Tax Settlement) and a special video conferencing session on Check Fraud by Greg Lister of Safechecks.

This year, NMPSA had some organizational challenges which led to a change in the venue and our Association Managers Dovetail Solutions stepping in and taking on a larger role to ensure its success. The Committee recommended to the MMTA Board, that the Association Managers take the lead for coordination of this training while still partnering with NMPSA for communication outreach and meeting the needs for both organizations.

Overall, the reviews were great and we were pleased that so many of our Upper Peninsula members were able to attend. A big "Thank You" to the Committee members for your time, great ideas, and speaker contacts which made this training very successful!

Respectfully Submitted,

Barbara Fandell

Immediate Past-President
MMTA in the UP Conference Chair

www.MMTA-MI.org

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Michigan Municipal Treasurers Association



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Professional Development Committee Annual Report October 2019

To: Margaret Birch, MMTA President, Board of Directors and Members

The Professional Development Committee (PDC) was pleased to assist Education Director, Rachel Piner with the planning and hosting of the 2019 Advanced Institute held May 20-22 at the Comfort Inn & Suites Hotel and Conference Center in Mt. Pleasant.

In planning the education topics for this year's Advanced Institute we placed emphasis on securing topics/speakers that would allow us to offer advanced certification points for those seeking to achieve their Advanced Certified Professional Funds Administrator (ACPFA) Certification through APT US&C. I am pleased to share we were able to offer 15 ACPFA points, 10 MiCPT points and 8.75 CPFA points.

With the responsibility of the annual MiCPT application reviews, the PDC met on June 25 to review all 2019 application and make a recommendation to the board for certification. The Committee recommended approval of 27 re-certification applications, 37 new certification applications and 6 extension requests. There were 13 members who were not eligible for their initial MiCPT due to hire dates. The board accepted the PDC's recommendation and awards will be given during and following the 2019 Fall Conference.

Respectfully submitted,

Tricia Wiggle-Bazzy
Vice President and
Chair, PDC Committee

Michigan Municipal Treasurers Association

www.mmta-mi.org



September 25, 2019

To: President Margaret Birch
MMTA Board of Directors and Membership

The Nominating Committee met on September 25, 2019 to review the applications received by members interested in serving on the Board of Directors. A review of the applications confirm that all candidates meet the qualifications. A total of eight applications were received. It is our pleasure to nominate the following to be placed on the ballot for voting at the Annual Meeting to be held at the Radisson Plaza Hotel in Kalamazoo, MI on October 14, 2019.

Nominees for the 2019-2020 MMTA Board of Directors:

Board Position	Name	Title	Community
President Elect:	Tricia Wiggle-Bazzy	Deputy Treasurer	Hamburg Township
Vice President:	Susan Daugherty	Treasurer	Green Oak Charter Township
Treasurer:	Rachel Piner	Treasurer	City of Williamston
Secretary:	Laurie Sheldon	Treasurer	City of Kentwood
Board Director #1:	Julie Pray	Treasurer	City of Davison
Board Director #2:	Sara Kady	Treasurer/Assessor	City of Marlette
Board Director #3:	Bret Padgett	Treasurer	Charter Township of Comstock
Board Director #4:	Anthony Moggio	Finance Director/Treasurer	City of Rochester

To note: This year there are two vacancies on the Board of Directors. All positions are elected for 1-year terms.

Respectfully submitted:

Barbara Fandell

Barbara Fandell
Immediate Past President
Nominating Committee Chair

Committee Members: Pamela Bratschi
Asst City Administrator/Treasurer
Lathrup Village

Lenore Spahr
Finance Director/Treasurer
City of Jonesville

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Associate Membership Annual Report October 2019

To: President Margaret Birch, MMTA Board of Directors and Members

The following represents Associate Membership highlights for 2019:

Associate Board Members will coordinate the hospitality room for the annual conference going forward. \$500 per night budgeted per night. Clarification of a hard end time of 11:30pm. The budgeted amount is for beer, wine, water, soda, snacks and paper products.

Many Associate Members have signed up to participate in the Winter Workshop and annual conference. Their activities have ranged from committee meetings, speaking at the breakout sessions and assisting with the merchandise table for sales.

Jeff Case will be the incoming Associate Board member; I have completed my two-year board position. We will hold the vote for the new Associate member to shadow Jeff for the next year at the annual Associates meeting.

22 Associates joined the MMTA in 2019; 10 Associate joined at time of 2019 Fall Conference Registration for 2020; bringing the total to 94 members, representing 46 new companies.

As my time on the board is coming to the end, please know that the MMTA is doing great work and it has been a pleasure to serve on the board the past two-years.

Respectfully Submitted,

Tammy Kerr

Tammy Kerr

MMTA Associate Liaison/Director

Michigan Municipal Treasurers Association



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APT US&C Annual Report October 2019

To: Margaret Birch, MMTA President, Board of Directors and Members

The APT US&C Board has reserved the location for the 2020 National Conference. It will be held at the Green Valley Ranch Resort Spa & Casino in Henderson Nevada July 19-22, 2020.

The board is also diligently working to schedule the next five-years of APT Annual Conference (through 2025) and will post to the website – aptus.org when contracts are finalized.

I am also pleased to share the following update on our Michigan members and national certifications earned in APT US&C:

APT Membership

- 195 Michigan Members (38 new members in 2018-19)

APT Certifications

- 80 MI members with Active CPFA Certifications (7 new in 2019)
- 4 MI members with Active ACPFA Certifications (3 new in 2019)
- 134 MI members with CPFIM Certifications (44 new in 2019)
- 15 MI members with ACPFIM Certifications (8 new in 2019)
- 7 MI members with Investment Policy Certifications (3 new in 2019)

Respectfully,

Tricia Wiggle-Bazzy
MMTA Vice President and
APT US&C Treasurer