

Engagement. Service. Improvement.

Chart Chat Webinar

Thursday, April 29, 2021 2:00 p.m.

Welcome Greeting

Veronica Miller

Departmental Analyst, Community Engagement and Finance, Department of Treasury



Agenda

I. Welcome & Introductions

Veronica Miller, Departmental Analyst, Analytics & Outreach Section, Community Engagement and Finance Division, Michigan Department of Treasury

II. Common Audit Findings & Solutions

Mike Forward, Field Manager of the Audit Section, Community Engagement and Finance Division, Michigan Department of Treasury

III. Recording Revenues: American Rescue Plan Act

Cary Vaughn, Manager of the Audit Section, Community Engagement and Finance Division, Michigan Department of Treasury

IV. Security Report Updates

Bill Sanders, Senior Auditor, Municipal Finance Section, Community Engagement and Finance Division, Michigan Department of Treasury

V. Fiscal Indicators: Net Position

Nick Brousseau, Departmental Analyst, Analytics & Outreach Section, Community Engagement and Finance Division, Michigan Department of Treasury

VI. Questions & Answers

VII. Closing Remarks

Veronica Miller, Departmental Analyst, Analytics & Outreach Section, Community Engagement and Finance Division, Michigan Department of Treasury

Common Audit Findings and Solutions

Mike Forward, CPA

Field Audit Manager, Community Engagement and Finance, Department of Treasury



GASB Definition of Capital Assets

The term capital assets include land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that *have initial useful lives extending beyond a single reporting period*.

Reporting periods for governments in Michigan are generally one year.

Noncompliant Capitalization Policies

Example: Capital assets are defined as vehicles with a purchase price greater than \$1,500 and an estimated useful life in excess of five years, office equipment with a purchase price greater than \$250 and an estimated useful life in excess of four years, DPW equipment with a purchase price greater than \$500 and an estimated useful life in excess of five years, and Buildings/Improvements with a purchase price greater than \$1,500 and an estimated useful life in excess of five years.

Noncompliant Capitalization Policies

Issue: A capitalization policy does not conform to GAAP.

Solution: Do not create a capitalization policy that contradicts generally accepted accounting principles. Local units have the ability to change the monetary thresholds for capitalization.

Noncompliant Capitalization Policies

Issue: A capitalization policy does not exist.

Solution:

- If there isn't a capitalization policy create one.
- Chapter 10 of the Accounting Procedures Manual issued by the Michigan Department of Treasury provides more information about capital assets.

Capitalizing Items Below the Threshold

Example: A county buys 40 computers at \$700 per computer totaling of \$28,000. The county's capitalization policy provides \$5,000 as a threshold. The finance department/bookkeeper capitalizes the invoice for \$28,000 because it is above the capitalization threshold. The government does not track each individual computer in the financial records.

Capitalizing Items Below the Threshold

Issue: Assets with values below the capitalization threshold are capitalized and are not being individually tracked in the financial records.

Solution:

- Have a clearly defined capitalization policy.
- Use the individual amount to determine if a capital asset should be recorded.
- Keep track of the individual assets when capitalizing groups of assets with values below the capitalization threshold (perform inventory of the assets on a yearly basis, book impairments and remove asset when necessary)

Assets Not Capitalized

Example: A police department buys a police car and capitalizes the purchase of the car from the dealership. The additional items needed to make this a police car (light bar, radios, decals, etc.) are not capitalized.

Assets Not Capitalized

Issue: Assets are not capitalized or fully capitalized.

Solution:

- Have a clearly defined capitalization policy.
- Keep a file with all costs associated with the construction of an asset and have purchasing departments communicate that with the finance department/bookkeeper.

Depreciating Capital Assets

Issue: We often find smaller governments not calculating and recording depreciation.

Solution:

- Smaller governments could use an excel spread sheet that shows the asset, asset classification (vehicles, office equipment, buildings, etc.), government wide financial classification (public works, public safety, general government, etc.) useful life, current year depreciation, accumulated deprecation, and net book value.
- Excel formulas can be used to automatically update all assets on these schedules by changing the fiscal year end.

Capital Asset Schedule Example

Capital Asset Sched	ule							
Fiscal Year End								
12/31/2020	5							
Depreciation Type -	Straight-line							
				Entered		Current Year		
Asset	Asset	Gov-Wide	Useful		Purchase	Depreciation	Accumulated	Net
Description	Category	Designation	Life	Date	Price	Expense	Depreciation	Book Value
Car	Vehicles	PS	7	10/12/2021	\$ 35,000.00	\$ 5,000.00	\$ 26,109.59	\$ 8,890.41
Truck	Vehicles	PW	7	1/15/2021	45,000.00	6,428.57	38,324.85	6,675.15
Car	Vehicles	GG	7	9/29/2021	25,000.00	3,571.43	18,776.91	6,223.09
Vehicles Subtotal					105,000.00	15,000.00	83,211.35	21,788.65
Township Hall	Buildings	GG	40	5/23/1991	600,000.00	15,000.00	534,493.15	65,506.85
DPW Barn	Buildings	PW	40	7/31/2003	150,000.00	3,750.00	87,883.56	62,116.44
Buildings Subtotal					750,000.00	18,750.00	622,376.71	127,623.29
Total Assets					\$855,000.00	\$ 33,750.00	\$705,588.06	\$149,411.94

Assets No Longer Used in Operations

Issue: Assets no longer used in operations are not removed from the books. Its common to see governments with fully depreciated assets that are no longer used or have been physically disposed of still on the financial records.

Solution:

- Have a written procedure for the removal of an asset from the financial records.
- Perform a physical inventory of capital assets yearly or biennially.
- Perform a physical inventory of fully depreciated assets.

American Rescue Plan Act Journal Entries

Cary Vaughn, CPA

Audit Manager, Community Engagement and Finance, Department of Treasury



Poll: Has your local government ever filed a single audit?



Summary

In accordance with the ARPA, there will be direct federal payments to metropolitan cities and counties. Other units of government will receive grants passed through the state of Michigan although this will still be considered federal funding.

Revenue Account

Local units should use account 528-Other Federal Grants for recording the revenues associated with these grants. It is acceptable to point off this account if desired.

Accrual

When this revenue would be recorded is dependent on several items pertaining to each local unit including fiscal year end and when the grant has been officially executed.

Items to Consider

- I. Funds Availability
- 2. Funds Received
- 3. Costs or Reduction in Revenues Incurred

- Funds Available
- Funds Received
- Expenditures or Reduction in Revenues Incurred

XXX-000-001 Cash XXX-000-528 Other Federal Grants \$XXX

\$XXX

- Funds Available
- Funds <u>Not</u> Received
- Expenditures or Reduction in Revenues Incurred

XXX-000-001 (079) Due from State (Federal Gov't) \$XXX XXX-000-528 Other Federal Grants \$XXX

- Funds Available
- Funds Received
- Expenditures or Reduction in Revenues Not Incurred

XXX-000-001 Cash XXX-000-339 Unearned Revenue \$XXX

\$XXX

- Funds <u>Not</u> Available
- Funds <u>Not</u> Received
- Expenditures or Reduction in Revenues Incurred

XXX-000-078 (079) Due from State (Federal Gov't)\$XXXXXX-000-360 Deferred Inflows – Unavailable Revenue\$XXX

Government-wide Statements

If the funds are not received within the period of availability, one would credit 528 Other Federal Grants.

Documentation

All corresponding expenditures used for reimbursement purposes must be tracked with detailed supporting documentation. This information must be maintained so if required it can be made available for review by the granting agencies, your audit firm, and the Michigan Department of Treasury. Requirements to Receive Federal Grants

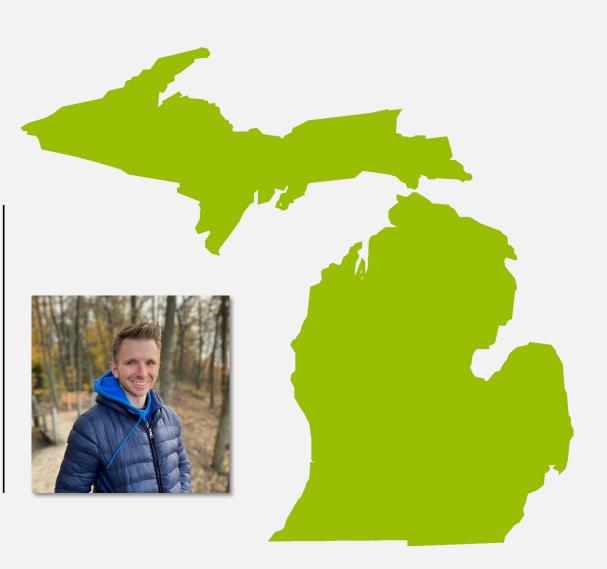




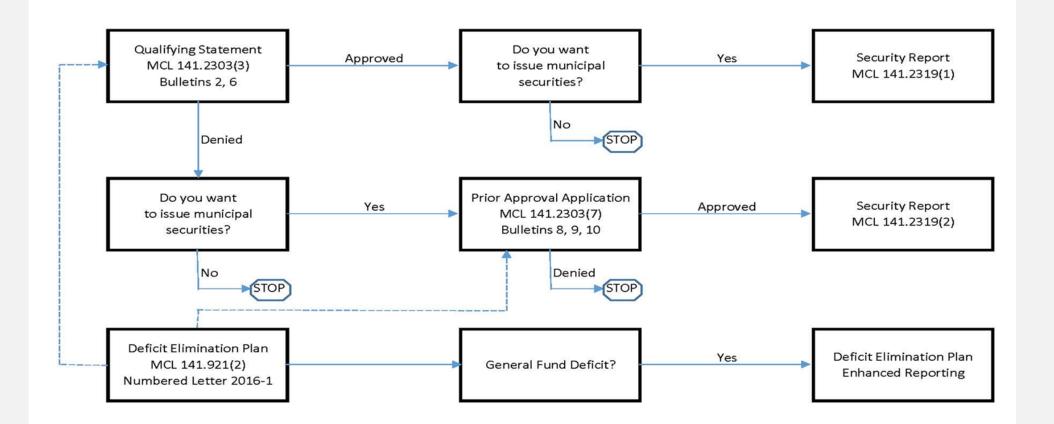
Recap

Updated Security Report and the Borrowing Process

Bill Sanders Senior Auditor, Community Engagement and Finance, Department of Treasury



Borrowing Process Flow Chart



Security Reports

Updated Form and Submission Process

- Form 3892 reporting the issuance of a municipal security to the Department
- Due 15 business days after the date of issuance
- In addition to the Security Report Form, other multiple documents are required to be filed with the report to the Department
 - Refer to Revised Municipal Finance Act, Public Act 34 of 2001 MCL 141.2319
 - Refer to Agency Finance Reporting Act, Public Act 470 of 2002 MCL 129.177
- Major renovation Requiring more detail information to be indicated on the form
- As of March 1, 2021 Required to be submitted online Electronic Filing Website
- No longer accepting security reports that are missing supporting documentation or does not provide an explanation as to why the documentation was not included.
- Posted online

Security Reports

New Numbered Letter 2021-I

- Purpose
- Revisions / Changes
- Where and How to Upload
- Naming Convention of Document to be uploaded
 - <Six digit municode>3892SecRpt i.e. 3800003892SecRpt

FILING UNDER

Revised Municipal Finance Act, PA 34 of 2001, MCL 141.2319 (1) — Filing Fee Required (See Filing Fee Voucher)

Revised Municipal Finance Act, PA 34 of 2001, MCL 141.2319 (2) — Filing Fee Previously Paid with Long-Term or Short-Term Borrowing Application

Agency Finance Reporting Act, PA 470 of 2002, MCL 129.177 (7) — No Filing Fee Required

ISSUE INFORMATION

Check if filing for multiple drain districts. Must attach list of individual Drain Names, Municipal Codes and Par Amounts.

Municipality (Legal) Name			Munici	pality Code	
AUTHORIZING STATUTE		AUTHORIZ	ZING STATUT	E	
Public Act Year	Section	Public Act	Year	Section	
Title of Security	-	L	L	<u>+</u>	
Amount of Issue	Issuance Date		Final M	laturity Date	
Date Sold	First Call Date	First Call Price	e	True Interest Cost %	%
Was an Exemption Required?	None		Rating		
	Net Present Va	alue Loss	Discoun	t > 10%	
Purpose of Security:					

Page One

Page Two

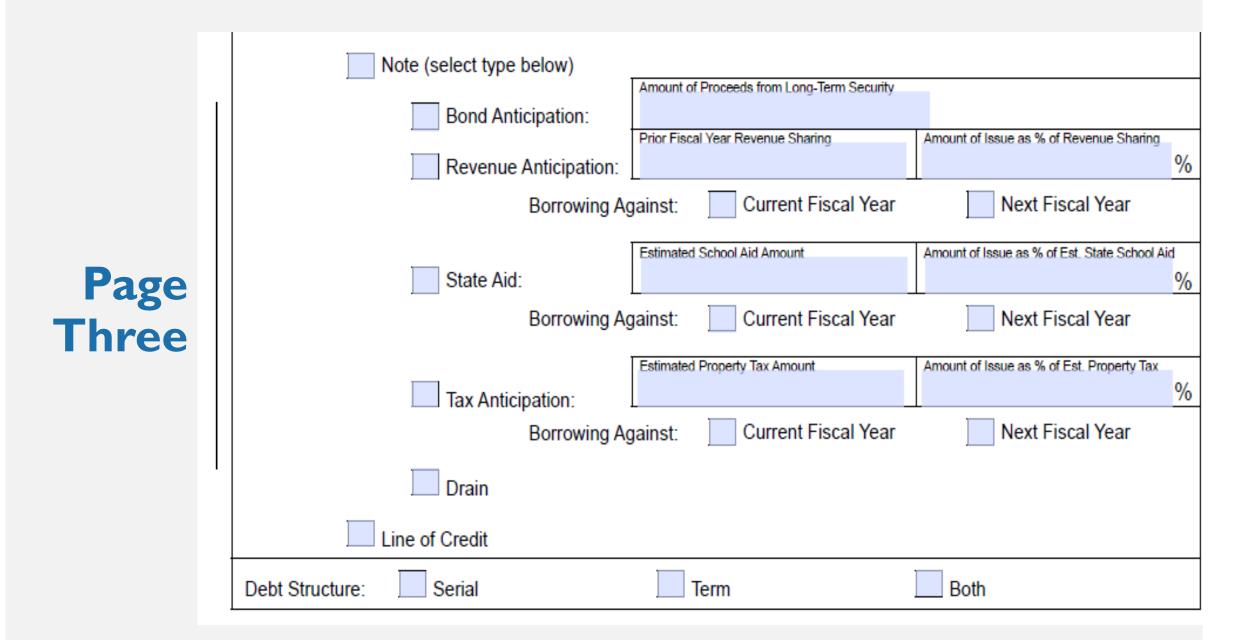
PARTICIPANT INFORMATION — Municipalities responsible for repayment of security.							
*NOTE: QS = Qualifying Statement; QSR = Qualifying Statement Reconsideration							
Municipality Name	MuniCode	Participation Amount	Participation Percentage	*Most Recent QS or QSR Fiscal Year	or	Date of Determination	
			%				
			%				
			%				
			%				
			%				
SECURITY DETAILS							
Short-Term (maturity date is less than or equal to 372 days from the date of issuance)							
Long-Term (maturity date is greater than 372 days from the date of issuance)							
General Obligation: No Yes							

Page Two

Primary Security Pledge:	Limited Tax	Unlimited Tax
	Other	None
Secondary Security Pledge:	Distributable State Aid (Revenue Shar	ing) State School Aid
	Other	None
Source of Repayment: Bor	nd Proceeds	General Funds
Gra	ants	MI Transportation Funds
Rat	tes, Fees, Charges, Lease Payments	State School Aid
Spe	ecial Assessments	Special Assessments – County Drains
Dis	stributable State Aid (Revenue Sharing)	Тах
Tax	x Increment Financing	Other:
Type of Sale: Co	mpetitive Bid (must include proof of publ	lication of the Notice of Sale)
Neg	gotiated Sale/Private Placement (select	one of the reasons below)
	Cost Savings	Innovative Structure
	Market Volatility	New Entity
	Below Investment Grade Rating	Unusual Financing Terms
	Other:	

Page
Three

Sold To:	Government Agenc	y – Name:					
	Other – Name:						
Sold At:	Par	Dre	mium	Purchase	Drine	Percentage	
	Net Original Issue F	remium	count	Purchase		Percentage	%
	Net Original Issue			P UTURBOC	Price	Perventage	%
Authorized by Voters:	No Yes	School Bo	ond Loan Fund Q	ualificatior	n: 📃 No	Yes	
Special Education Funde	d: No Yes	Vocationa	I Education Fund	ed:	No	Yes	
Structure: Bond (se	elect type below)						
	Capital Improvement						
	Date Notice of Intent P	ublished:					_
	Was a Referendum Re	quested:	No Yes	6			
	Refunding		ount		Caulant V of Deads	Definited	
	Net Present Value S	Savings:			Savings % of Bonds		%
	Net Present Value L		ount		Loss % of Bonds Re	funded	%
	Partial:			Refunding			
	Revenue						
	Other:						



Page
Four

Rating: Obtained for this Issuance						
Yes (select Agency and Rating Category):						
Agency: Moody's Standard & Poor's Fitch Kroll						
Rating Category: Aaa/AAA Aa/AA AA/A AA/AA AA/AA AA/AA AA/AA						
No (select Reason)						
Reason: Credit Enhancement Unlimited Tax General Obligation						
Special Assessment Sold to Government Agency						
Rating Exemption Not Applicable — Less than \$5 million						
Not Applicable — State School Bond Loan Not Applicable — PA 94 of 1933 Revenue Bond without full faith and credit pledge.						
Is this Issuance Excluded from Debt Limits?						
Yes — Provide Statutory Exclusion:						
N/A (Applies to General Law Townships & Authorities Only)						
Total Long-Term Debt Outstanding (including this Issuance): (Excludes Compensated Absences, Pension or OPEB Liabilities unless a bond was issued)						
Does this issuance put your municipality over its debt limit? No Yes						
For the two questions below, if N/A, provide statutory exclusion:						
1) Does the first principal payment occur within five years after the date of issuance? (MCL 141.2503(1)) No Yes N/A						
 2) Are all principal payments in any year beyond four years from the date of issuance greater than 20% of the principal payments in any subsequent year? (MCL 141.2503(1)) 						

Attached Forms: If "No" is selected and the document(s) are not attached, an explanation is required. If an acceptable explanation is not provided, the Security Report may be deemed incomplete and not accepted by the Department of Treasury. Security Reports not accepted may not count toward the 15-business day requirement and may result in a subsequent year denial of the municipality's Qualifying Statement.

Copy of Municipal Security (Specimen)

Explain:

	1 Y	<u> </u>

No Explain:.

Copy of Maturity Schedule (Must Include Principal and Interest Payment Dates, Coupons, Reoffering Yields, Reoffering Prices, Call Feature, Original Issue Premium/Discount by Maturity, Shown on Issuer's Fiscal Year)

	Yes	
<u> </u>	T	
	L NO	

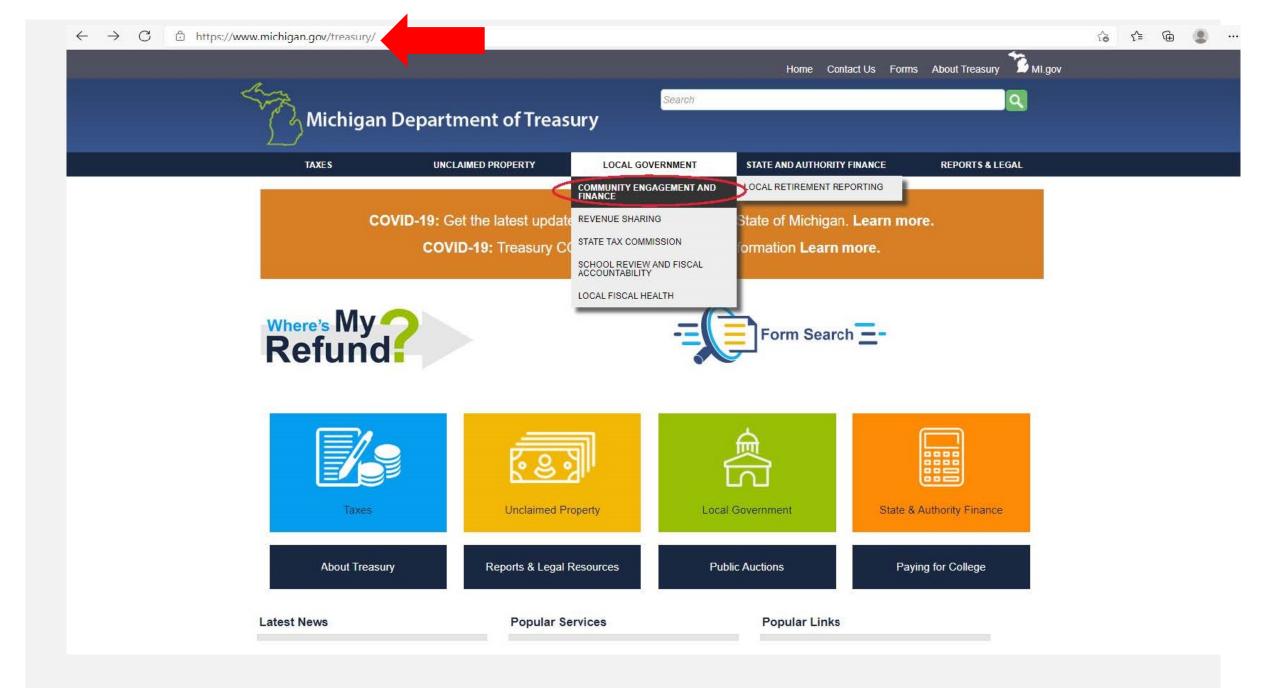
Authorizing Resolution or Ordinance (Drain Order)

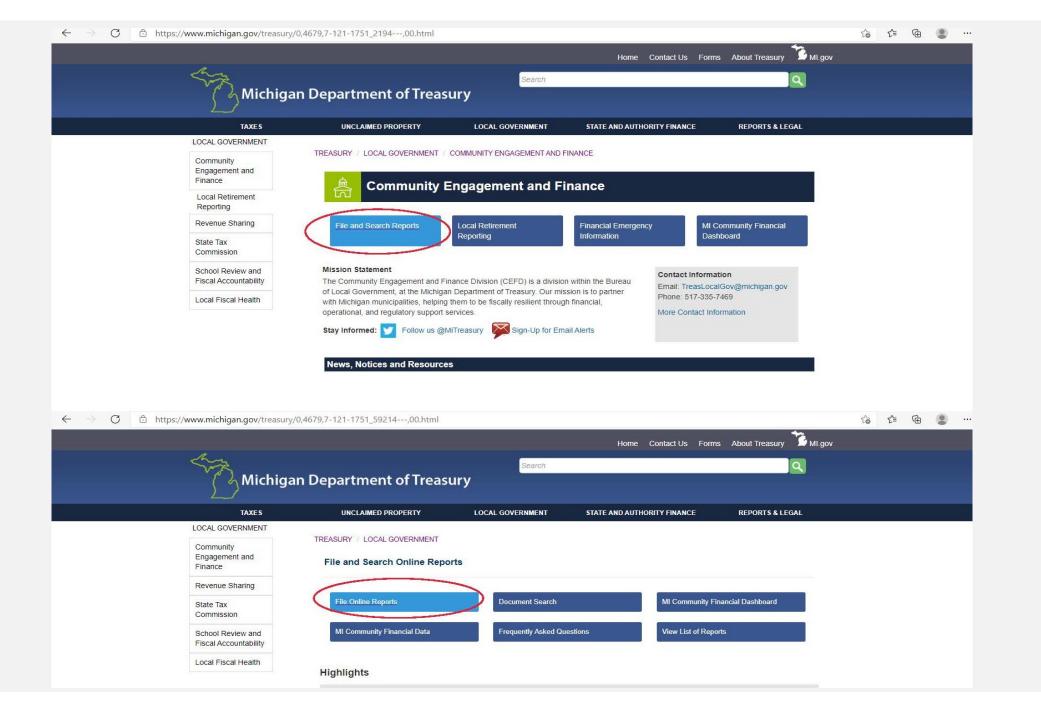
Attached Forms

Yes	
No	Explain:
Legal Opini	on regarding legality and tax status of the municipal security
	on regarding regarily and an status of the manispar secondy
_	Explain:
Award Reso features	olution, Certificate of Award, or Purchase Agreement, including a detail of the annual interest rate and call
Yes	
No	Explain:
Proof of Pul	blication of the Notice of Sale
	bication of the Notice of Sale
=	Explain:
	tice of Rating(s) from recognized Rating Agency(ies)
_	
No	Explain:
For Refund	ing Security, Net Present Value Savings/Loss Analysis
Yes	
No	Explain:
Copy of Off	icial Statement
Yes	
No	Explain:
	No Legal Opini Yes No Award Reso features Yes No Proof of Pu Yes No Copy of No Yes No For Refund Yes No Copy of Off Yes No Copy of Off Yes

Filing Fees and Vouchers

	mmunity Engagement and Finance Division
Instructions:	NOTE: This is only applicable if you are filing under Revised Municipal Finance Act, PA 34 of 2001, MCL 141.2319 (1).
	Print this voucher and remit through the United States Postal Service with check payable to "State of Michigan" to:
	Community Engagement and Finance Division Michigan Department of Treasury PO Box 30728
	Lansing MI 48909
Submitter:	
Report – Amount and Name of Security:	Security Report:
Municipality:	
Filing Fee:	
Late Fee (if applicable):	
Amount Enclosed:	\$ 0.00







Local Government Electronic Filing System Michigan Department of Treasury

*=Required Fields



Logging In:

- If you do not have a UserID, select "Request Access new User," to create a UserID
- Enter your UserID and Password
- Ener the Security Code
- Select Login

Home Contact Login 🍡 Ml.gov

Delete

Local Government Electronic Filing System Michigan Department of Treasury

* = Required Fields	User Viser Profile Logou
*County:	-
Municipality Type:	•
*Municipality:	·
*Form:	Security Report ~
*Fiscal Year:	~
*Audit Filed Under:	~
	Create Form

Year Form Muncipality	Submitter	Date Submitted	Status	Action	Voucher	Delete
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Local Unit Basic Information						
County:	INGHAM	Туре:	County	Local Unit Name:	INGHAM	
Municode:	33-0-000	FY Ending:	2021	Year End Month:	12	
Form ID: 2697			Instructions		FAQs	

Please do not use the browser refresh, back or forward buttons as your data may not be saved.



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Local Unit Basic Information						
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Form ID: 2697			Instructions		FAQs	

Please do not use the browser refresh, back or forward buttons as your data may not be saved.

Attach Msg	Browse
Please attach Security Report Form 3892 and supporting documentation.	Choose File 3300003892SecRpt.pdf
s	Save Close Certify and Submit
<u>MI.gov</u>	Home Contact Login Policies
	Copyright 2018 State of Michigan

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Local Government Electronic Filing System Michigan Department of Treasury

Local Unit Basic Information								
County:	INGHAM	Туре:	County	Local Unit Name:	INGHAM			
Municode:	33-0-000	FY Ending:	2021	Year End Month:	12			
Form ID: 2697			Instructions		FAQs			

Please do not use the browser refresh, back or forward buttons as your data may not be saved.

Certification

Please provide the following:



* I certify that the Chief Administrative Officer is aware of the information included in this filing and has asserted to me that this is complete and accurate in all respects. It is understood (by the CAO and/or myself) that providing false information for this is a misdemeanor pursuant to the Michigan Penal Code (MCL 750.489).



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Local Government Electronic Filing System Michigan Department of Treasury

Local Unit Basic Information							
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Form ID: 2697			Instructions		FAQs		

Please do not use the browser refresh, back or forward buttons as your data may not be saved.

Attachment	Filename	Description
SECRPT_ORG	3300003892SecRpt.pdf	Please attach Security Report Form 3892 and supporting documentation.



Municipal Finance

- Harlan Goodrich <u>GoodrichH@Michigan.gov</u>
- Jeff Schwartz <u>Schwartz I@Michigan.gov</u>
- Bill Sanders <u>SandersWI@Michigan.gov</u>

Net Position Ratio and Long-Term Solvency

Nick Brousseau Departmental Analyst, Community Engagement and Finance, Department of Treasury



Local Government Fiscal Health Metrics

Part III in a series of presentations in which Treasury will review metrics of local government fiscal health

Goal of this series is to provide local governments with the information and tools to monitor its own fiscal health

- . Cash Solvency
- 2. Budget Solvency
- 3. Long-Term Solvency Net Position Ratio
- 4. Service Solvency

What is the Net Position Ratio?

A measurement of fiscal health of a local government

- Net Position is the difference between assets plus deferred outflows of resources and liabilities plus deferred inflows of resources.
- Net Position Ratio measures the net position as a ratio of governmental revenues
- Measurement of long-term solvency
 - Examples are maintaining infrastructure, making debt payments, and affording legacy obligations
- Debt can be a useful tool

Calculating Net Position Ratio

Statement of Net Position June 30, 2020

Component Unit

Calculation:

- Governmental Net Position as a ratio of Governmental Fund Revenues
 - Govt. Net Position: \$7,551,238
 - Total Govt. Revenues: \$37,013,721
- Net Position Ratio:
 - \$7,551,23/\$37,013,721
 - **20.4**%

	Primary Government			Housing
	Governmental Business-type			Commission
	Activities	Activities	Totals	3/31/2020
NET POSITION:				
Net Investment in Capital Assets	6,435,677	6,030,088	12,465,765	486,323
Restricted	1,034,462	-	1,034,462	19,413
Unrestricted	81,099	292,373	373,472	243,708
TOTAL NET POSITION	\$ 7,551,238	\$ 6,322,461	\$ 13,873,699	\$ 749,444

Statement of Revenues, Expenditures and Changes in Fund Balances

Governmental Funds

For the Year Ended June 30, 2020

	General Fund	Nonmajor vernmental Funds	Go	Total overnmental Funds
Revenues				
Taxes	\$ 9,744,264	\$ 6,349,476	\$	16,093,740
Special assessments	-	889,170		889,170
Licenses and permits	926,208	-		926,208
Intergovernmental	5,115,774	8,929,473		14,045,247
Charges for services	1,532,233	240,369		1,772,602
Fines and fees	126,356	446,544		572,900
Contributions from private sector	-	1,089,847		1,089,847
Interest and rents	798,960	274,532		1,073,492
Miscellaneous	 67,177	 483,338		550,515
Total revenues	 18,310,972	18,702,749		37,013,721

What is an appropriate net position % of revenues?

It depends! Community by community decision.

The net position ratio is representative of long-term decisions that have been already been implemented related to debt and other obligations that need to be accounted for when looking holistically at your local government:

- Generally speaking, the lower the ratio (including negative numbers), the greater impact on long-term solvency
- Local governments with lower ratios may consider modifying cash or fund balance policies to help accommodate future costs
- Long-term budget projections and forecasts should be developed to help plan for these future costs, and updated regularly
- Budgets should explain long range financial plans and its effect upon the budget and budget process
- Establish debt structuring practices and investment policies.
- Review long-term debt for ways to reduce payments and/or total liabilities
- Review the prefunding of long-term liabilities where possible

Conventional wisdom?

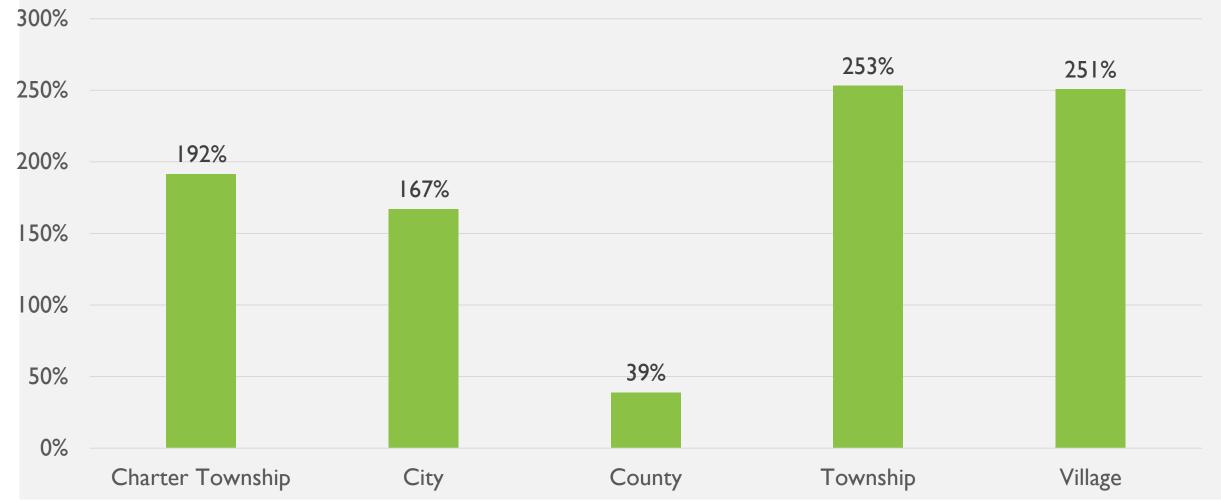
Greater than 0%

Poll: What is a healthy net position?



Net Position Ratio by Government Type

Median Net Position Ratio FY 2019



Net Position Ratio by Government Type Retirement Impact

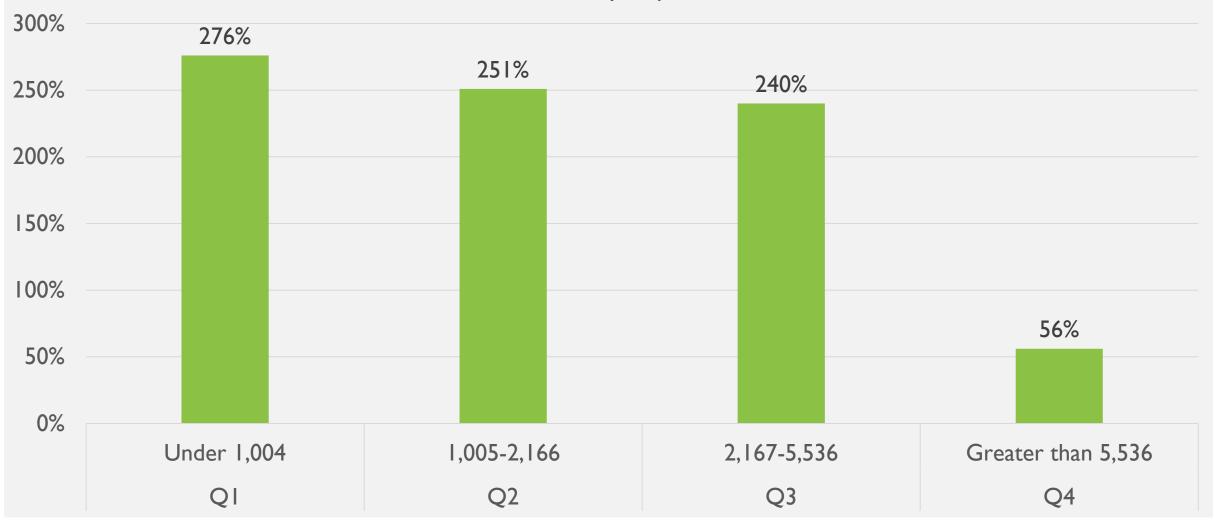
FY 2019

300% 280% 274% 263% 255% 250% 212% 209% 200% 144% 140% 150% 124% 100% 36% 50% 0% Charter Township Township City County Village Local Governments without Pension and/or OPEB Local Governments with Pension and/or OPEB

59

Net Position Ratio by Population

Median Net Position Ratio by Population Quartiles 2019



Net Position Ratio by Government Type FY 2019

Percentile	Charter Township	City	County	Township	Village
5 th Percentile	-138%	-179%	-83%	102%	75%
10 th Percentile	-29%	-116%	-50%	129%	97%
15 th Percentile	41%	-33%	-41%	151%	112%
20 th Percentile	81%	-3370	-18%	166%	154%

MI Community Financial Dashboard General Fund **MI Community Financial Dashboard** 2918.000% Cash Ratio Michigan Department of Treasury General Fund 161.000% Ratio THE REPORT OF THE PARTY Governmental Fiscal Year: 2019 ∨ Counties \lor Net Position 232.000% Ratio Chapleau Taxable Value •\$51.2 Bemidii thousand Per Capita COMPARE THIS DATA API Explore other data + Add Location Duluth Analytics Marquette Sault Ster Marie Percentiles are calculated by ranking all local units of the same type that submitted data for the given year on a scale of 1-100, with a higher percentile value (or lower ranking) indicating a stronger Rhinelander St. Cloud position in that measurement. Marmette 589th of 1205 Minneapolis General Fund Health Wausau 51st percentile Citv Green Bay 528th of 1205 General Fund Ratio 56th percentile Oshkosh Rochester General Fund Cash 640th of 1027 38th percentile Ratio Sagina Muskegon 366th of 1236 Mason City Property Tax Health Madison Milwaukee 70th percentile Lansing 418th of 538 Dubuque Waterloo Debt Health ity 22nd percentile Detroit Hover over an entity Cedar Rapids Governmental Net 458th of 822 Chicago 44th percentile Position Ratio 62

Register for Fiscally Ready Communities Webinar Trainings The Michigan Department of Treasury and Michigan State University Extension (MSU Extension) are excited to announce our newest Fiscally Ready Communities trainings!

Upcoming Free Training Opportunities:

Budgeting for Fiscal Sustainability

• August 25th at 10 am

Capital Asset Management and Planning Trainings

- June 29th at 10 am
- July 28th at 2 pm
- December 9th at 6 pm

Please register for the training that best fits your schedule at: https://events.anr.msu.edu/FiscallyReadyWebinar/

Resources & Contact Information

Michigan Department of Treasury

Community Engagement and Finance Division www.Michigan.Gov/CEFD

MI Community Financial Dashboard:

http://micommunityfinancials.michigan.gov/

Fiscally Ready Communities:

www.michigan.gov/FiscallyReady

Email: <u>TreasLocalGov@michigan.gov</u>

Phone: 517-335-7469

Questions





www.michigan.gov/CEFD www.michigan.gov/treasury @MiTreasLocalGov
@MITreasury

