

## Clerk Village of Pinckney

---

**From:** The WoodHill Group, LLC <quickbooks@notification.intuit.com>  
**Sent:** Thursday, March 12, 2020 4:16 PM  
**To:** Clerk Village of Pinckney  
**Subject:** Invoice 1301 from The WoodHill Group, LLC  
**Attachments:** Invoice\_1301\_from\_The\_WoodHill\_Group\_LLC.pdf



The WoodHill Group, LLC

Dear Village of Pinckney,

This is the WoodHill Group monthly services invoice February.

Thank you for your business,  
The WoodHill Group, LLC

INVOICE 1301

~~DUE 04/13/2020~~

**\$6,087.50**

**Print or save**

Powered by QuickBooks

The WoodHill Group, LLC

29488 Woodward Ave #298 Royal Oak, MI 48073

734-417-2565

---

admin@woodhillgrp.com

---

If you receive an email that seems fraudulent, please check with the business owner before paying.



© Intuit, Inc. All rights reserved.

[Privacy](#) | [Security](#) | [Terms of Service](#)

The WoodHill Group, LLC  
 29488 Woodward Ave #298  
 Royal Oak, MI 48073  
 734-417-2565  
 admin@woodhillgrp.com

## Invoice



### BILL TO

Village of Pinckney  
 220 S. Howell  
 Pinckney, MI 48169

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1301	03/13/2020	\$6,087.50	04/13/2020	Net 30	

DATE	DESCRIPTION	HOURS	AMOUNT
	Village of Pinckney		
02/04/2020	Begin process of reconciling data provided by Lepper payroll service with banking activity and employee records. Analyze support for tax payments and processes used to determine gross and net payment amounts. Reconcile corrective payment actions completed on January 3rd to bank activity and Lepper reporting. - Andrew D Clark	6:30	812.50
02/10/2020	Set-up project expenditure account within BS&A for the 2018 Sewer System. Train J. Newton to pull Rev & Exp report. Reconcile November Gen Fund account. Pay State withholding taxes. Email J. Lepper with questions regarding correcting payroll. - Andrew D Clark	4:15	531.25
02/12/2020	Discussion with Clerk and Treasurer re AP entry and cash bank accounts, Review payroll and pay payroll taxes - Colleen M Coogan	1:00	150.00
02/24/2020	November general checking bank reconciliation: review General Hwy transfer, book Payroll remittance, review interfund transfers, book fees. Review account #9072 setup for reconciliation purposes - identify areas requiring correction. Discuss background of asset forfeiture settlement and direct disbursement process. - Andrew D Clark	5:30	687.50
02/25/2020	Record and correct prior journal entries necessary to reconcile November escrow bank account. Determine ICMA payments required and assist with ACH payment processing. Discuss BCBS remittances for Jan and Feb. Review client workpapers for cash accounts and discuss accounting set-up with Treasurer and Clerk; introduce pooled account for purposes of eliminating excessive due to/from accounts that dominate the fund balance sheets. Train on Payroll remittance process. - Andrew D Clark	5:45	718.75
02/26/2020	Evaluate accounting for savings, money market, and CDARs accounts and begin migrating accounting for these amounts into the General or Water & Sewer Funds. Set-up separate G/L numbers to account for risk tranches. - Andrew D Clark	4:00	500.00
02/27/2020	Discuss WoodHill approach with Clerk; focus is on reconciling cash for the \$7MM in savings, money market, and CDAR accounts prior to Act 51 reporting. Process payroll remittance journal entries from December as well as Revenue Sharing and Act 51 proceeds; reconcile General Checking for December. Process payroll tax payments for Federal & State; correcting adjustment for payroll withholding - Social Security and Medicare; direct Secretary to not adjust payroll for these deductions. Review and process employees ICMA deposits for	6:00	750.00

DATE	DESCRIPTION	HOURS	AMOUNT
	2/25/20 payroll. - Andrew D Clark		
	SUBTOTAL - Village of Pinckney		4,150.00
	Pinckney Sewer		
02/05/2020	USDA loan review including reading of loan documents for compliance and comparison of financial statement activity to USDA loan reimbursement schedule, email auditors regarding discrepancy, Review and discussion with Treasurer and President of cash accounts - Colleen M Coogan	6:00	900.00
02/10/2020	Review auditor file re USDA and compare with USDA reimbursement file, Review quarterly filing, Telephone call with DPW Scott, email to Kira of USDA - Colleen M Coogan	1:45	262.50
02/12/2020	Reclass FY20 entries to asset; Discussion with DPW regarding budget process and DTE, etc.; Telephone conference with Engineer and DPW regarding project cost, - Colleen M Coogan	1:30	225.00
02/24/2020	Work with WHG team to develop correcting strategy for bank structure, email auditors, correct postings to fund 592 and send Dec 2019 financials to USDA - Colleen M Coogan	2:00	300.00
02/26/2020	Complete reconciliation of USDA bank accounts through December. Set-up and assign liabilities to Construction Retainage account for Reliance & Rothenburger. - Andrew D Clark	2:00	250.00
	SUBTOTAL - Pinckney Sewer		1,937.50
BALANCE DUE			<b>\$6,087.50</b>