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

Invoice

WHG
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BILL TO
Village of Pinckney 220 S. Howell Pinckney, MI 48169

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1511	04/15/2021	$4,868.75	04/30/2021	Due on receipt	

DATE	DESCRIPTION	HOURS	AMOUNT
	Village of Pinckney USDA		
03/03/2021	Prepare USDA draw #15 for January 2021 billings. - Andrew D Clark	1:00	125.00
03/17/2021	Single Audit: Review in detail; verify debt. Review recommendations for implementing Federal Financial Internal Controls. - Andrew D Clark	1:15	156.25
03/23/2021	Single Audit: Review and communicate filing requirements. - Andrew D Clark	0:30	62.50
03/24/2021	USDA Funding #16: Prepare Draw submission. Single Audit: Communicate certification requirments. - Andrew D Clark	1:00	125.00
	SUBTOTAL - Village of Pinckney USDA		468.75
	VoP Monthly Services		
03/01/2021	2022 Budget - Colleen M Coogan	1:30	0.00
03/01/2021	Special Payroll: Officer increase for anniversary of hire. - Andrew D Clark	0:30	0.00
03/01/2021	Budget: Police & DPW Budget W/Sheet preparation. Verification of OPEB payments. Meeting w/J. Newton to discuss Capital Plan. - Andrew D Clark	8:30	0.00
03/02/2021	2022 Budget - Colleen M Coogan	4:00	0.00
03/02/2021	Budget: Meeting w/DPW to discuss Capital Plan - Andrew D Clark	1:30	0.00
03/03/2021	2022 Budget - Colleen M Coogan	3:00	0.00
03/03/2021	A/P: Review disbursements for week of 3/1. Budget: Meeting with President to discuss CIP budget presentation to Council. Preparation of Budget projection for Major/Local/General Highway Funds. Communicate with MDOT regarding equipment charge criteria. - Andrew D Clark	6:30	0.00
03/04/2021	Budget: Prepare DPW workbook for completion. - Andrew D Clark	1:30	0.00
03/08/2021	Prepare for and attend budget workshop - Colleen M Coogan	2:30	0.00
03/08/2021	Budget Workshop Presentation: Refine roads analysis, Update Revenues. Attend meeting. DPW: Explain equipment use charges. - Andrew D Clark	5:15	0.00
03/09/2021	Review 3/11 payroll submissions. Report on Vacation Buyouts for 7/2018 - 2/2021. Email to President. - Andrew	1:00	0.00

DATE	DESCRIPTION	HOURS	AMOUNT
	D Clark		
03/09/2021	Budget: Prepare General Fund worksheets and submit to President for updating. Submit worksheets to Clerk. DPW: Review FY21 budget for road maintenance. - Andrew D Clark	5:30	0.00
03/10/2021	Construction in Progress: Follow-up on completion of Mann & Depot Street Phase. Streets: Gather data for PASER estimate. A/P: Review disbursements for week of 3/8. - Andrew D Clark	5:15	0.00
03/15/2021	Pension: Clarification with MERS - final pay reporting. - Andrew D Clark	0:30	0.00
03/15/2021	Budget: Upload DPW Dept budget worksheet to BS&A. Initial analysis of budget items and necessary clarification. - Andrew D Clark	2:30	0.00
03/16/2021	Pension: Finalize reporting for February, 2021. - Andrew D Clark	0:15	0.00
03/16/2021	Budget: Review and analysis of DPW budget worksheet. Meeting with S. Mills & M. Hughes for clarification. - Andrew D Clark	4:45	0.00
03/17/2021	Budget: Continue refinements to GF. Meet with President to discuss presentation for 3/22. A/P: Review for correct classifications. Financial Statements: Reconcile bank accounts and conduct other processes for preparing 2/2021 financial statements. - Andrew D Clark	10:00	0.00
03/18/2021	Financial Statements: Review, finalize and prepare statements for 3/22 Council package. Budget: Respond to President inquiries and describe adjustments based on 3/17 meeting. - Andrew D Clark	5:30	0.00
03/20/2021	Budget: Prepare General Fund Version 1 and submit to President. - Andrew D Clark	2:00	0.00
03/21/2021	Operating annual deficit analysis - Colleen M Coogan	4:30	0.00
03/21/2021	Budget: General Fund - Reconcile changes from FY2020 and distribute to Council. - Andrew D Clark	3:00	0.00
03/22/2021	Prepare for and attend budget workshop - Colleen M Coogan	2:30	0.00
03/22/2021	3/25 Payroll: Analyze Vacation & PTO leave bank payouts for 2 former employees. Communicate results with President. - Andrew D Clark	1:15	0.00
03/22/2021	Budget Workshop & Council Meeting - Andrew D Clark	2:15	0.00
03/23/2021	3/25 Payroll: Confirm accrued vacation hours and set up pay-code for vacation payout. - Andrew D Clark	0:30	0.00
03/23/2021	Budget: Analyze and report on FY20 payroll & benefits. Analyze and report on FY20 Vendor payments for internet, phone, and other software maintenance agreements. - Andrew D Clark	4:00	0.00
03/24/2021	Budget: Meet w/President and C. Coogan to discuss areas to reduce FY22 General Fund Operating Budget and increase revenues through Interfund Charges. A/P: Review adjust G/L accounts for Disbursements for the week of 3/22. - Andrew D Clark	3:30	0.00
03/25/2021	Budget: Develop Version 3 of General Fund with suggestions generated from 3/24 Meeting including bringing raises to 0% and developing a Budget Contingency of 1%. Cash Receipts: Create receipt codes for PILT and MML Dividend. - Andrew D Clark	4:30	0.00
03/26/2021	Budget: Continue refinements of Version 3 of General Fund. Analyze and remove legacy expenses from previous budget assumptions. - Andrew D Clark	4:00	0.00

DATE	DESCRIPTION	HOURS	AMOUNT
03/27/2021	Budget: General Fund Version 3. Complete analysis of changes from Version 2 submitted to the Budget Workshop. - Andrew D Clark	2:00	0.00
03/29/2021	Water sewer refuse 2022 budget - Colleen M Coogan	9:00	0.00
03/30/2021	Budget: Continue refinements to General Fund Budget including updates for Zoning Admin., I/F Equipment Charges, Contingency for Wage Increases, Streets (Major, Local, Gen Hwy), DDA Accounting: Conversion of Escrow into Depository account. - Andrew D Clark	6:30	0.00
03/31/2021	Monthly Services - Karen Coogan	1:00	4,400.00
03/31/2021	Budget: Reconcile changes within BS&A for General Fund. Accounting: Close out disbursement pooled account - checks to be issued from the General Fund with Intra-fund transactions processed through the Depository Account. A/P - Review payables for account classification. - Andrew D Clark	5:00	0.00
03/31/2021	New Employee Set-up: Zoning Administrator - Andrew D Clark	0:30	0.00
	SUBTOTAL - VoP Monthly Services		4,400.00

BALANCE DUE **$4,868.75**