

CITY OR VILLAGE OF: Charlevoix

**Act 51**  
**STREET FINANCIAL REPORT**  
**FOR CITIES AND VILLAGES**

**FOR THE FISCAL YEAR ENDED**  
**March 31, 2019**

*This information is required in accordance with Act 51 of P.A. 1951, as amended. Failure to provide this information will cause funds to be withheld. This report is subject to review by Michigan Department of Transportation and correction by the submitting agency before final acceptance by Michigan Department of Transportation.*

**The financial report accurately reflects the REVENUES AND EXPENDITURES OF ALL STREET WORK and funds by systems, and conforms to the requirements of P.A. 51 of 1951, as amended.**

**ATTEST**

  
Clerk or Treasurer Signature

Kelly McGinn  
Print Name

kellym@charlevoixmi.gov  
E-mail address

(231)547-3251  
Phone number

9/30/19  
Date

  
Street Administrator Signature

Pat Elliott  
Print Name

pate@charlevoixmi.gov  
E-mail address

(231)547-3276  
Phone number

9/30/19  
Date

**Mail completed form to:**

**MDOT**  
**Financial Operations Division**  
**P.O. Box 30050**  
**Lansing, MI 48909**

**(OR)**

**E-mail form to : MDOT-Outreach@michigan.gov**

**(OR)**

**Fax form to : 517-373-6266**

**BALANCE SHEET**

ASSETS	MAJOR STREET FUND	LOCAL STREET FUND
<b>1. Cash</b>	\$ 161,932.00	\$ 1.00
<b>2. Investments</b>	-	-
<b>3. Receivables</b>		
a. Accounts	-	-
b. Due From Other Governmental Units	-	-
c. Special Assessments	-	-
d. Interest	-	-
e. Other	-	-
<b>4. Due From State</b>		
a. Michigan Transportation Fund (MTF)	46,429.00	18,552.00
b. Trunkline Preservation	56,665.00	-
c. Road Projects	-	-
d. Other	-	-
<b>5. Due From Federal Government</b>		
a. Federal Highway Administration (FHWA)	-	-
b. Other	-	-
<b>6. Due From Other Funds</b>		
a. General	-	-
b. Major Street	-	-
c. Local Street	-	-
d. Municipal Street	-	-
e. Other	-	-
<b>7. Inventory</b>	-	-
<b>8. Other Assets</b>		
a. Prepaid Expenses	-	-
b. Other	-	-
<b>9. TOTAL ASSETS</b> (must agree with Total Liabilities and Fund Balance - line 14)	<b>\$ 265,026.00</b>	<b>\$ 18,553.00</b>

**BALANCE SHEET**

<b>LIABILITIES AND FUND BALANCES</b>	<b>MAJOR STREET FUND</b>	<b>LOCAL STREET FUND</b>
<b>10. Accounts Payable</b>	\$ 4,200.00	\$ 6,777.00
<b>11. Due To Other Funds</b>		
a. General	-	-
b. Major Street	-	-
c. Local Street	-	-
d. Other	-	-
<b>12. Other Liabilities</b>		
a. Due to State	-	-
b. Accrued Payroll	2,058.00	1,756.00
c. Other Accrued Liabilities	-	-
d. Advances From Other Funds	-	-
e. Deferred Revenue	-	-
<b>13. Fund Balance (This amount is populated from line 53)</b>	258,768.00	10,020.00
<b>14. TOTAL LIABILITIES AND FUND BALANCE (Must agree with Total Assets - line 9)</b>	<b>\$ 265,026.00</b>	<b>\$ 18,553.00</b>

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

REVENUES	MAJOR STREET FUND	LOCAL STREET FUND
<b>15. Tax Levies</b>	\$ -	\$ -
<b>16. Federal Grants</b>		
a. MDOT Payments to Private Contractors	-	-
b. Negotiated Contracts	-	-
<b>17. State Grants</b>		
a. Michigan Transportation Fund (Act 51)	249,006.00	99,570.00
b. Winter Maintenance (Act 51)	33,824.00	14,601.00
c. Local Bridge Fund	-	-
d. Transportation Economic Development Fund	-	-
e. Metro Act Fund	-	-
f. Other	-	41,663.00
<b>18. State Trunkline Preservation</b> (must show expenditures on line 34)	100,653.00	
<b>19. Interest</b>	431.00	29.00
<b>20. Special Assessments</b>	-	-
<b>21. Contributions From Counties</b>	-	-
<b>22. Contributions From Adjacent Governmental Units</b>	-	-
<b>23. Miscellaneous</b>	-	8,991.00
<b>24. TOTAL REVENUES</b>	<b>\$ 383,914.00</b>	<b>\$ 164,854.00</b>

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

EXPENDITURES	MAJOR STREET FUND	LOCAL STREET FUND
25. Construction - Streets (Incl. Eng. & R.O.W.)	\$ -	\$ -
26. Construction - Structures (Incl. Eng. & R.O.W.)	-	-
27. Preservation - Streets	43,069.00	25,349.00
28. Preservation - Structures	-	-
29. Traffic Services - Streets and Structures	11,295.00	2,092.00
30. Winter Maintenance - Streets and Structures	162,107.00	129,332.00
31. Administration, Engineering & Record Keeping	28,000.00	11,303.00
32. Roadside Parks (Major Street Only)	-	-
33. Contributions to Adjacent Governmental Units	-	-
34. State Trunkline Preservation (must show revenue on line 18)	93,368.00	-
35. State Trunkline Construction - City/Village Share	-	-
36. Miscellaneous	-	-
<b>DEBT SERVICE</b>		
37. Principal	-	-
38. Interest and Bank Fees	-	-
<b>39. TOTAL EXPENDITURES</b>	<b>\$ 337,839.00</b>	<b>\$ 168,076.00</b>

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

OTHER FINANCING SOURCES (USES)	MAJOR STREET FUND	LOCAL STREET FUND
40. General Fund	\$ -	\$ -
41. Municipal Street Fund	-	-
42. Capital Improvement Fund	-	-
43. Transfer - Major to Local	-	-
44. Transfer - Local to Major	-	-
45. Bond Proceeds	-	-
46. Equipment Installment Purchase Proceeds	-	-
47. Other	-	-
<b>48. TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>49. Excess of Revenues and Other Sources Over/Under Expenditures and Other Uses</b>	<b>46,075.00</b>	<b>(3,222.00)</b>
<b>50. Fund Balance at Beginning of Year</b>	<b>212,693.00</b>	<b>13,242.00</b>
<b>51. Prior Period Adjustment</b>	<b>-</b>	<b>-</b>
<b>52. Adjusted Fund Balance at Beginning of Year</b>	<b>212,693.00</b>	<b>13,242.00</b>
<b>53. Fund Balance at End of Year</b>	<b>\$ 258,768.00</b>	<b>\$ 10,020.00</b>

**ACTUAL QUALIFIED EXPENDITURES FOR NONMOTORIZED IMPROVEMENTS**

Your Grand Total must equal or exceed 1% of your Fiscal Year MTF returns multiplied by 10.

\*Sum of lines 17a and 17b, Major and Local

$$\$397,001.00 \times .01 \times 10 = \$39,700.10$$

<b>Fiscal Year</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	
<b>Expenditures</b>	4,580.00	-	-	2,762.00	3,190.00	
<b>Fiscal Year</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Grand Total</b>
<b>Expenditures</b>	5,690.00	11,222.00	10,254.00	13,061.20	903.00	<u>\$ 51,662.20</u>

*Detailed records must be maintained for future reference or review.*

**Distribute Current Year Expenditures to the Following Categories**

**Road Facilities**

**Non-Road Facilities**

**Non-Motorized Services**

Bike Lanes: \$ -

Shared Use Paths/Structures: \$ -

Planning/Education: \$ -

Shoulders: \$ -

Sidewalks/Curb Ramps: \$ 903.00

Other: \$ -

Pavement Markings/Signs: \$ -

Other: \$ -

**SCHEDULE OF CAPITAL ASSETS  
MAJOR AND LOCAL STREET FUNDS**

**CURRENT YEAR**

<b>Date of Purchase</b>	<b>Description</b>	<b>Fund</b> M = Major L = Local	<b>Original Purchase Price</b>	<b>Prior Years Depreciation</b>	<b>Beginning Book Balance</b>	<b>Depreciation Expense</b>	<b>Ending Book Balance</b>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

**Totals:**

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Fiscal Year - 2019

CITY/VILLAGE STREET FINANCIAL REPORT

Start: 04/01/2018 End: 03/31/2019

**SCHEDULE OF LONG TERM DEBT  
MAJOR AND LOCAL STREET FUNDS**

**CURRENT YEAR**

<b>Date of Issue</b>	<b>Description</b>	<b>Fund</b> M = Major L = Local	<b>Amount of Issue</b>	<b>Date of Maturity</b>	<b>Amount Retired Prior Year(s)</b>	<b>Beginning Balance</b>	<b>Bank Fees Interest Expenses Amount</b>	<b>Amount Retired</b>	<b>Ending Balance</b>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

**Totals:**

**ASSET MANAGEMENT**

**Projects Completed During the County Fiscal Year**

**Work Type:**

<b>Project ID</b>	<b>Project Cost</b>	<b>Date Open to Traffic</b>	<b>Pavement Type</b>
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Report Date: 8/7/2019

City or Village of: Charlevoix

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Fiscal Year - 2019

CITY/VILLAGE STREET FINANCIAL REPORT

Start: 04/01/2018 End: 03/31/2019

Sub Ledger Report - Assets

Line: 4 Other - Major

Account	Amount (\$)	Description
02000040	0.00	Special Winter Maintenance Payment

Sub Ledger Report - Revenues

Line: 17 Other - Local

Account	Amount (\$)	Description
203-569	41,663.00	state revenue other

Line: 17 Other - Major

Account	Amount (\$)	Description
02000579	0.00	Special Winter Maintenance Payment
202569	0.00	State Revenue PA252 Other

Line: 23 Miscellaneous - Local

Account	Amount (\$)	Description
203692	0.00	misc
203675	0.00	Cont Don
203699	8,991.00	Cont other Funds

Line: 23 Miscellaneous - Major

Account	Amount (\$)	Description
202692	0.00	misc
202675	0.00	Other Don

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Fiscal Year - 2019

CITY/VILLAGE STREET FINANCIAL REPORT

Start: 04/01/2018 End: 03/31/2019

**Sub Ledger Report - Other Financing Sources (Uses)**

Line: 47 Other - Major

Account	Amount (\$)	Description
202675	0.00	private source

Year Ended - 2019

Start: 04/2018 End: 03/2019

**Report Errors:**

<u>Line No</u>	<u>Screen</u>	<u>Error Description</u>
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**Report Warnings:**

<u>Line No</u>	<u>Screen</u>	<u>Warning Description</u>	<u>Explanation</u>
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