April 25th, 2025
Romeo DDA Board
141 S. Main Street – Suite A
Romeo, MI 48065

RE: April 2025 Finance Report to Board of Directors

The financial statements are from July 1st, 2024, to April 22nd, 2025, due to the timing of the board meeting. All transactions are included for this period.

Total revenue earned in April **$1,608.03** this includes:
Interest earned during the period $557.35
ParkMobile revenue $1,050.68

Total bills presented for approval are **$13,103.27**

Work completed in April 2025

Kay Pochert, Executive Director entered all invoices and issued checks. Plante Moran closed the month through April 22nd, and prepared the following schedules for the Board packet:

- Statement of Financial Position
- Budget to Actual Statement
- Statement of Activity
- Transaction List by Date
- Bank Reconciliation

Sincerely,

Rylee Reed, Plante Moran PLLC

Romeo Downtown Development Authority
Statement of Financial Position
As of April 22, 2025

	Total		
	As of Apr 22, 2025	As of Apr 22, 2024 (PY)	Change
ASSETS			
Current Assets			
Bank Accounts			
4 Checking - Tri-County Bank	245,720.10	256,192.09	-10,471.99
Total Bank Accounts	**$ 245,720.10**	**$ 256,192.09**	**-$ 10,471.99**
Accounts Receivable			
11000 Accounts Receivable	0.00	2,856.86	-2,856.86
Total Accounts Receivable	**$ 0.00**	**$ 2,856.86**	**-$ 2,856.86**
Total Current Assets	**$ 245,720.10**	**$ 259,048.95**	**-$ 13,328.85**
TOTAL ASSETS	**$ 245,720.10**	**$ 259,048.95**	**-$ 13,328.85**
Liabilities			
Current Liabilities			
Accounts Payable			
20000 *Accounts Payable	11,110.46	0.00	11,110.46
Total Accounts Payable	**$ 11,110.46**	**$ 0.00**	**$ 11,110.46**
Other Current Liabilities			
24000 Payroll Liabilities	275.41	0.00	275.41
Total Other Current Liabilities	**$ 275.41**	**$ 0.00**	**$ 275.41**
Total Current Liabilities	**$ 11,385.87**	**$ 0.00**	**$ 11,385.87**
Total Liabilities	**$ 11,385.87**	**$ 0.00**	**$ 11,385.87**
Fund Balance	279,278.57	158,637.35	120,641.22
Change in Fund Balance	(44,944.34)	100,411.60	(145,355.94)
Total Fund Balance	**$ 234,334.23**	**$ 259,048.95**	**$ (24,714.72)**

Romeo Downtown Development Authority
Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L
July 1, 2024 - April 22, 2025

	Total		
	Actual	Budget	% of Budget
Revenue			
410.000 Property Tax Revenue	23,720.14	23,720.00	100.00%
Total 416.00 TIF Revenue	175,017.72	241,860.00	72.36%
665.000 Interest Income	3,313.54	1,780.00	186.15%
Total 672.000 Other Revenue - Donations & Misc	6,796.82	23,132.00	29.38%
Total Revenue	$ 208,848.22	$ 290,492.00	71.89%
Expenditures			
Total 700.00 Employee Expenses	34,506.77	38,754.00	89.04%
Total 720.000 Office Expenses	8,002.92	6,710.00	119.27%
Total 800.000 Professional Services, Training & Memberships	27,197.70	43,050.00	63.18%
Total 806.000 Contracted Services	48,190.53	111,780.00	43.11%
870.000 Marketing Fees	18,944.64	21,457.00	88.29%
880.000 Community Promotions	1,900.00	1,900.00	100.00%
Total 880.050 CBD Revenue Sharing	906.26	15,500.00	5.85%
Total 880.100 Downtown Decorations	112,687.12	148,308.00	75.98%
Total 880.200 CBD Events	1,456.62	18,000.00	8.09%
Contribution to Village		70,000.00	0.00%
Total Expenditures	**$ 253,792.56**	**$ 475,459.00**	**45.73%**
Change in Fund Balance	**(44,944.34)**	**-$184,967.00**	**6.13%**

6/30/2024 Fund Balance	279,278.57
Change in Fund Balance	$ (44,944.34)
4/22/2025 Fund Balance	234,334.23

Tuesday, Feb 25, 2025 08:29:15 AM GMT-8 - Accrual Basis

Romeo Downtown Development Authority
Statement of Activity
July 1, 2024 - April 22, 2025

	Total		
	Jul 1, 2024 - Apr 22, 2025	Jul 1, 2023 - Apr 22, 2024 (PY)	Change
Revenue			
410.000 Property Tax Revenue	23,720.14	21,671.90	2,048.24
416.00 TIF Revenue	0.00		0.00
416.001 Village of Romeo TIFA	138,610.24	125,715.45	12,894.79
416.003 Bruce Twp TIFA	23,248.97	27,051.21	-3,802.24
416.004 Michigan TIFA Replacement Fund	13,158.51		13,158.51
Total 416.00 TIF Revenue	**$ 175,017.72**	**$ 152,766.66**	**$ 22,251.06**
665.000 Interest Income	3,313.54	1,445.01	1,868.53
672.000 Other Revenue - Donations & Misc	0.00		0.00
674.000 Private Contributions and Donations	5,000.00		5,000.00
675.000 Public Donations			0.00
675.001 Winterfest Donations		1,035.00	-1,035.00
675.002 Vintage Fest Donations	0.00	2,575.00	-2,575.00
675.003 Screechfest Donations		500.00	-500.00
675.004 Old Fashioned Christmas Donations		500.00	-500.00
675.005 Downtown Beautification		1,000.00	-1,000.00
Total 675.000 Public Donations	**$ 0.00**	**$ 5,610.00**	**-$ 5,610.00**
676.000 Reimbursement	744.49		744.49
677.000 Miscellaneous Revenue			0.00
677.001 Park Mobile	1,052.33		1,052.33
Total 677.000 Miscellaneous Revenue	**$ 1,052.33**	**$ 0.00**	**$ 1,052.33**
Total 672.000 Other Revenue - Donations & Misc	**$ 6,796.82**	**$ 5,610.00**	**$ 1,186.82**
Total Revenue	**$ 208,848.22**	**$ 181,493.57**	**$ 27,354.65**
Expenditures			
700.00 Employee Expenses			0.00
703.000 Salaries - Full Time	32,255.06	0.00	32,255.06

704.000 Salaries - Part Time		112.50	-112.50
Employer Social Security Taxes	2,251.71	11.85	2,239.86
Total 700.00 Employee Expenses	**$ 34,506.77**	**$ 124.35**	**$ 34,382.42**
720.000 Office Expenses	0.00	0.00	0.00
720.050 Postage	55.95	13.60	42.35
720.060 Small Office Equipment	368.54	105.99	262.55
720.080 Computer Program Fees	2,564.40	1,547.30	1,017.10
725.000 Worker's Compensation Insurance		260.00	-260.00
726.000 Business Insurance	2,657.00	2,001.00	656.00
727.000 Office Supplies	1,042.94	307.76	735.18
857.000 Telephone Service	359.94	201.37	158.57
910.000 Printing & Copy Fees	924.15	38.00	886.15
964.000 Bank Service Fee	30.00	200.37	-170.37
Total 720.000 Office Expenses	**$ 8,002.92**	**$ 4,675.39**	**$ 3,327.53**
800.000 Professional Services, Training & Memberships	4,133.45	105.00	4,028.45
801.000 Legal Fees	11,193.00		11,193.00
802.000 Audit & Contracted Acctg Fees	11,241.25	10,895.00	346.25
812.000 Memberships	355.00	125.00	230.00
960.00 Training & Conferences	275.00		275.00
Total 800.000 Professional Services, Training & Memberships	**$ 27,197.70**	**$ 11,125.00**	**$ 16,072.70**
806.000 Contracted Services	46,183.44		46,183.44
806.001 Parkmobile Exp	2,007.09		2,007.09
Total 806.000 Contracted Services	**$ 48,190.53**	**$ 0.00**	**$ 48,190.53**
870.000 Marketing Fees	18,944.64	7,558.47	11,386.17
880.000 Community Promotions	1,900.00		1,900.00
880.050 CBD Revenue Sharing			0.00
880.055 Main Street Parking			0.00
885.171 Parking Study	906.26		906.26
Total 880.055 Main Street Parking	**$ 906.26**	**$ 0.00**	**$ 906.26**
Total 880.050 CBD Revenue Sharing	**$ 906.26**	**$ 0.00**	**$ 906.26**
880.100 Downtown Decorations	0.00		0.00
880.110 Flower & Plant Maintenace	20,860.87	15,366.64	5,494.23
880.120 Flower Baskets & Pots	14,900.00	10,000.00	4,900.00
880.125 Downtown Maintenance and Improvements		404.77	-404.77

880.130 Banner Install & Maint	1,018.40	674.71	343.69
880.140 Fall Harvest Decorations	418.01	3,900.00	-3,481.99
880.150 Winter Holiday Greens &Install	6,195.84	13,987.50	-7,791.66
880.160 Holiday Lighting	69,294.00	73.46	69,220.54
Total 880.100 Downtown Decorations	**$ 112,687.12**	**$ 44,407.08**	**$ 68,280.04**
880.200 CBD Events	1,000.00	1,675.00	-675.00
880.210 CBD Events		1,750.00	-1,750.00
880.212 WinterFest		4,209.25	-4,209.25
880.225 VintageFest	161.62	5,358.40	-5,196.78
880.240 Advertising/Promotions	295.00	199.03	95.97
Total 880.200 CBD Events	**$ 1,456.62**	**$ 13,191.68**	**-$ 11,735.06**
Total Expenditures	**253,792.56**	**81,081.97**	**172,710.59**
Change in Fund Balance	**(44,944.34)**	**100,411.60**	**(145,355.94)**

Romeo Downtown Development Authority
Transaction List by Date
March 26 - April 22, 2025

Date	Transaction Type	Num	Posting	Name	Memo/Description	Account	Category of Expense	Amount	
								Beg Balance	257,737.71
03/31/2025	Deposit	31	Yes		INTEREST PAID 31	4 Checking - Tri-County Bank	665.000 Interest Income	557.35	
04/07/2025	Deposit		Yes		CRE 0000 1379950 SUPPORTPDFFILLER.COM BROOKLINE MA C#8356 POS CRE 0000 04/05/25 1379950 SUPPORTPDFFILLER.COM BROOKLINE MA C#8356	4 Checking - Tri-County Bank	720.000 Office Expenses	1.50	
04/09/2025	Deposit		Yes		*****9222 PARKMOBILE XXXXXX0000 *****9222 PARKMOBILE XXXXXX0000 04/09/25 ID #- TRACE #-XXXXXXXX6133543	4 Checking - Tri-County Bank	677.001 Other Revenue - Donations & Misc:Miscellaneous Revenue:Park Mobile	904.76	
04/15/2025	Deposit		Yes		*****9222 PARKMOBILE XXXXXX0000 *****9222 PARKMOBILE XXXXXX0000 04/09/25 ID #- TRACE #-XXXXXXXX6133543	4 Checking - Tri-County Bank	677.001 Other Revenue - Donations & Misc:Miscellaneous Revenue:Park Mobile	144.42	
									1,608.03
03/26/2025	Expenditure		Yes		DBT CRD 1311 SZ7MPT7 QR.IO GENERATOR NEWARK DE C#0586 DBT CRD 1311 03/25/25 SZ7MPT7 QR.IO GENERATOR NEWARK DE C#0586	4 Checking - Tri-County Bank	Office Expenses:Software	(35.00)	
03/31/2025	Expenditure		Yes	Canva	DBT CRD 1034 SW6SMTW CANVA I04469-65548137 CAMDEN DE C#0586 DBT CRD 1034 03/28/25 SW6SMTW CANVA* I04469-65548137 CAMDEN DE C#0586	4 Checking - Tri-County Bank	Marketing Fees	(15.00)	
4/2/2025	Expenditure		Yes	Tax Payment		4 Checking - Tri-County Bank	24000 Payroll Liabilities	(42.00)	
04/03/2025	Payroll Check	DD	Yes	Katherine Pochert	Pay Period: 03/16/2025-03/29/2025	4 Checking - Tri-County Bank	Direct Deposit Payable	(1,834.55)	
04/03/2025	Tax Payment		Yes	QuickBooks Payroll	Tax Payment	4 Checking - Tri-County Bank	QB Payroll	(649.68)	
04/04/2025	Expenditure		Yes	Amazon	1115 XH7Z99G AMAZON.COMR183V4OC3 AMAZON.COM SEATTLE WA C#8356 POS DEB 1115 04/04/25 XH7Z99G AMAZON.COM*R183V4OC3 AMAZON.COM SEATTLE WA C#8356	4 Checking - Tri-County Bank	727.000 Office Expenses:Office Supplies	(77.37)	
04/07/2025	Expenditure		Yes	Google	APPS_COMME GOOGLE F770493581 APPS_COMME GOOGLE F770493581 04/07/25 ID #-US0045PWS9 TRACE #-XXXXXXXX1675958	4 Checking - Tri-County Bank	Office Expenses:Software	(99.51)	
04/07/2025	Expenditure		Yes	Sam's Club	1744 7414289 SAMS CLUB SAM S CLUB SAM S CLUB UTICA MI C#8356 POS DEB 1744 04/06/25 7414289 SAMS CLUB SAM S CLUB SAM S CLUB UTICA MI C#8356	4 Checking - Tri-County Bank	727.000 Office Expenses:Office Supplies	(71.06)	
04/07/2025	Expenditure		Yes		DBT CRD 1611 S0AFMFC SUPPORTPDFFILLER.COM BROOKLINE MA C#8356 DBT CRD 1611 04/03/25 S0AFMFC SUPPORTPDFFILLER.COM BROOKLINE MA C#8356	4 Checking - Tri-County Bank	885.171 CBD Revenue Sharing:Main Street Parking:Parking Study	(1.50)	
04/07/2025	Bill	3404	Yes	Giffels-Webster Engineers inc.		20000 *Accounts Payable	Employee Expenses:Wages	(2,880.00)	
04/07/2025	Bill	3403	Yes	PD Credit Union		20000 *Accounts Payable	806.000 Contracted Services	(137.50)	
04/07/2025	Bill	3391	Yes	4 Corners Restaurant		20000 *Accounts Payable	801.000 Professional Services, Training & Memberships:Legal Fees	(100.00)	
04/10/2025	Tax Payment		Yes	QuickBooks Payroll	Tax Payment	4 Checking - Tri-County Bank	24000 Payroll Liabilities	(196.16)	
04/10/2025	Expenditure		Yes	Quickbooks	QBOOKS ONL INTUIT XXXXXX6346 QBOOKS ONL INTUIT * XXXXXX6346 04/10/25 ID #-2012492 TRACE #-XXXXXXXX9936869	4 Checking - Tri-County Bank	Office Expenses:Software	(155.00)	
04/14/2025	Expenditure		Yes		CONSUMERCELLULAR 911925808M XXXXXXXX8427933 PURCHASE CONSUMERCELLULAR 911925808M 04/14/25 TRACE #-XXXXXXXX8427933	4 Checking - Tri-County Bank	857.000 Office Expenses:Telephone Service	(26.14)	
04/14/2025	Check	3403	Yes		DDA CHECK # \SERIAL 3403	4 Checking - Tri-County Bank	Employee Expenses:Wages	(649.66)	
04/15/2025	Tax Payment		Yes	IRS	Tax Payment for Period: 03/01/2025-03/31/2025	4 Checking - Tri-County Bank	24000 Payroll Liabilities	(1,103.18)	
04/15/2025	Check	3400	Yes		DDA CHECK # \SERIAL 3400	4 Checking - Tri-County Bank	Employee Expenses:Wages	(34.26)	
04/16/2025	Check	3399	Yes		DDA CHECK # \SERIAL 3399	4 Checking - Tri-County Bank	Employee Expenses:Wages	(407.36)	
04/16/2025	Check	3398	Yes		DDA CHECK # \SERIAL 3398	4 Checking - Tri-County Bank	Employee Expenses:Wages	(611.04)	
04/16/2025	Check	3392	Yes		DDA CHECK # \SERIAL 3392	4 Checking - Tri-County Bank	Employee Expenses:Wages	(1,093.74)	
04/17/2025	Payroll Check	DD	Yes	Katherine Pochert	Pay Period: 03/30/2025-04/12/2025	4 Checking - Tri-County Bank	Direct Deposit Payable	(1,834.56)	
04/17/2025	Check	3388	Yes		DDA CHECK # \SERIAL 3388	4 Checking - Tri-County Bank	Employee Expenses:Wages	(1,000.00)	
04/22/2025	Expenditure		Yes		DBT CRD 0500 SQITC8O LEGALSHIELD MEMBRSHI ADA OK C#8356 DBT CRD 0500 04/21/25 SQITC8O LEGALSHIELD *MEMBRSHI ADA OK C#8356	4 Checking - Tri-County Bank	801.000 Professional Services, Training & Memberships:Legal Fees	(49.00)	
									(13,103.27)
							Agrees to Bank Rec 4/22/2025		246,242.47

Romeo Downtown Development Authority

4 Checking - Tri-County Bank, Period Ending 04/22/2025

RECONCILIATION REPORT

Reconciled on: 04/25/2025

Reconciled by: Rylee Reed

Any changes made to transactions after this date aren't included in this report.

Summary USD

Statement beginning balance	257,737.71
Checks and payments cleared (24)	-13,103.27
Deposits and other credits cleared (4)	1,608.03
Statement ending balance	246,242.47
Uncleared transactions as of 04/22/2025	-522.37
Register balance as of 04/22/2025	245,720.10
Cleared transactions after 04/22/2025	0.00
Uncleared transactions after 04/22/2025	-275.41
Register balance as of 04/25/2025	245,444.69

Details

Checks and payments cleared (24)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/26/2025	Expense			-35.00
03/31/2025	Expense		Canva	-15.00
04/02/2025	Tax Payment		QuickBooks Payroll	-42.00
04/03/2025	Payroll Check	DD	Katherine Pochert	-1,834.55
04/03/2025	Tax Payment		QuickBooks Payroll	-649.68
04/04/2025	Expense		Amazon	-77.37
04/07/2025	Expense		Sam's Club	-71.06
04/07/2025	Expense			-1.50
04/07/2025	Expense		Google	-99.51
04/10/2025	Expense		Quickbooks	-155.00
04/10/2025	Tax Payment		QuickBooks Payroll	-196.16
04/14/2025	Expense			-26.14
04/14/2025	Check	3403		-137.50
04/15/2025	Check	3400		-34.26
04/15/2025	Tax Payment		IRS	-1,103.18
04/16/2025	Check	3398		-611.04
04/16/2025	Check	3399		-407.36
04/16/2025	Check	3392		-1,093.74
04/17/2025	Payroll Check	DD	Katherine Pochert	-1,834.56
04/17/2025	Check	3391		-100.00
04/17/2025	Check	3388		-1,000.00
04/17/2025	Check	3404		-2,880.00
04/17/2025	Tax Payment		QuickBooks Payroll	-649.66
04/22/2025	Expense			-49.00
Total				-13,103.27

Deposits and other credits cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/31/2025	Deposit	31		557.35
04/07/2025	Deposit			1.50
04/09/2025	Deposit			904.76
04/15/2025	Deposit			144.42
Total				1,608.03

Additional Information

Uncleared checks and payments as of 04/22/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/13/2024	Check	3297	John Riske	-181.26
06/24/2024	Check	3309	Nick Antonucci	-39.75
08/12/2024	Check	3327	Mark Luedtke	-250.00
03/11/2025	Expense		Consumer Cellular	-25.68
04/11/2025	Expense		Consumer Cellular	-25.68
Total				-522.37

Uncleared checks and payments after 04/22/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/25/2025	Tax Payment		QuickBooks Payroll	-275.41
Total				-275.41