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Equalizer Products:

Property-Based Systems

- Assessing
- Equalization
- Local Tax
- County Tax
- County Delinquent Tax
- Delinquent Personal Property
- Special Assessments
- PRE Audit
- Drain Assessment
- Building Department

Fund Accounting Systems

- General Ledger
- Accounts Payable
- Cash Receipting
- Miscellaneous Receivables
- Payroll
- Time Sheets
- Purchase Orders
- Fixed Assets
- Utility Billing
- Human Resources

Companion Products

- Animal Licensing
- Cemetery Management
- Business Licensing
- Complaint Tracking
- Internet Services

BS&A Briefings

NEW Utility Billing Class

This one-day class is designed to acquaint users with the basic features and processes in the Equalizer Utility Billing System. The class is designed for the first time user or any experienced user wishing to sharpen or refresh their skills within the program. This course will cover the following topics, plus many more:

- ▶ Creating a Billing Cycle
- ▶ Exporting/Importing Meter Reads
- ▶ Estimating Meter Reads
- ▶ Calculating, printing and journalizing bills
- ▶ Accepting payments
- ▶ Calculating Penalties/Interest
- ▶ Past Due/Shut Off Wizard
- ▶ Final Bills
- ▶ Refunding Deposits
- ▶ Billing Adjustments
- ▶ Sending delinquent Utility Bills to the Equalizer Tax System
- ▶ Reconciling aged accounts receivable
- ▶ Meter Change-outs
- ▶ Refunding Credits/Deposits to Equalizer Accounts Payable System
- ▶ Using Account/Service/Billing Item Templates

See the Training Schedule on page 6 for upcoming class dates!

Please Note...

BS&A will be closed on the following dates:
Wednesday, July 4, 2007 - Independence Day
Monday, September 3, 2007 - Labor Day

Upcoming Events...

Look for us at these upcoming conferences and events:

- Michigan Association Equalization Directors - July 22-26**
- Michigan Assessors Association - August 12-15**
- Michigan Association of County Treasurers - August**
- Michigan Townships Association District Meetings - September**
- Michigan Municipal League - September 18-20**

BS&A Software
14965 Abbey Lane
Bath, MI 48808

517.641.8900
517.641.8960 Fax

www.bsasoftware.com

Program Points...

ASSESSING SYSTEM

Program Points...

Get the current version at www.bsasoftware.com.

2003 STC COST TABLES

There have been several pricing corrections to the 2003 STC Cost Tables. In Program Management under the **Gov. Unit Options/Calculation Options/Cost Manual** there is now an option **2003W/2007 Corrections**. This is the correct cost manual selection for 2008 databases and beyond. This option contains all corrections both by BS&A and the STC.

Rolling over the Database to 2008

In the Program under **Help/Other Documentation** there is a Rollover Reference guide that will walk the user through a step-by-step process of the rollover procedure. There was a calculation issue causing the 2007 Taxable values not to balance once the database was rolled over. This issue affected parcels that were partially uncapped in 2007. The latest update corrects this rollover bug as well as the issue for those users that already rolled the database over.

TAX SYSTEM

Program Points...

Tax System

A new option has been added to import drain assessments that were exported from the Equalizer Drain Assessment System. (2007)

▶ This feature is located under File/Import/ Various Imports/Drain Import from Equalizer Drain Assessment System. Now that you have settled with your County, it is time to update your history before you begin your new database. If you currently do not update history real-time please do the following:

▶ Begin in the database for which you want history updated

▶ Select Utilities/History File Options/Update History w/current tax information/and follow the prompts to complete

▶ This function allows this database's history to be viewed from other databases.

Creating A New Database

When creating a new database for the 2007 tax season, take advantage of the documentation we have included in the Tax System. If you have Adobe Acrobat Reader installed on your PC, open the help Menu (located at the top of your screen) in your Tax System and select View Documentation. Next, select Setting Up a New Database for the New Tax Year. This will guide you through the process step-by-step. Feel free to call tech support if you would like help at any point.

Verify Your Tax Bill

Be sure to verify that your tax bill is correct before sending. To avoid serious problems, we recommend you do the following:

1. Verify all calculations - this ensures your millages were entered correctly
2. If you print a bar code, scan it to make sure it scans correctly
3. Update any messages
4. If you do not balance to your Assessors warrant, do not proceed until the issue is resolved

Backing up your data

Note that performing backups will backup all seasons in tax, not just the current season.

Upcoming EQ Tax Update

The following items will be included in the update:

- ▶ CFR/CFA rate per acre will go from 1.10 to 1.20
- ▶ Interest and Penalty will be separated, currently the total is one field.

Wetland Protection Act

DEQ Part 303 (section 30322) of the Wetlands Protection of the Natural Resources & Environmental Protection Act requires that property owners be notified of the completion of wetland inventories through their tax bill.

After much review we felt that in order for our customers to comply with the above act the following choices can allow them to comply and/or follow the spirit of the law:

- a) Include an insert with their tax mailing
- b) Have the verbiage preprinted on the tax bill
- c) Use one of our messages to add the specific verbiage to these property's tax bill
- d) The following sentence could be used to keep within the spirit of the law

'A Wetland Inventory is on file with the agricultural extension, register of deeds, and county clerk, and property owners may be subject to regulation under PA 451 of 1994, Part 303.'

*We intend for this to comply, however, we have not sought legal advice. As always, check with legal council or your County Treasurer for verification.

Special Assessment System

We are currently testing a new version of the Special Assessment application that will look and work similar to the EQ Tax System. Expect a program update in the near future.

FUND ACCOUNTING SYSTEMS

Department Details...

2007 User Group Meeting Thank You

At this time we would like to extend a big Thank-You to all who attended our annual Utility Billing and Fund Accounting user group meetings. This year, we had the largest turn out of all the user group meetings so far! With a lot of users came several great suggestions and a lot of very informative questions. The main reason for these meetings is that our customers get to meet each other and discuss specific methods used in different municipalities. We have heard a lot of very positive feedback from the meetings and you should expect to see some of those suggestions in future updates to each program. Again, we greatly appreciate your feedback and hope to see you next year at user group!

U.P. User Group Meeting

We are pleased to announce that we will be holding another round of Utility Billing, Payroll, General Ledger, Accounts Payable and Cash Receipting User Group Meetings for our customers to the north! The Upper Peninsula User group meetings will be held on Wednesday August 15 (GL, AP and CR) and Thursday August 17th (UB and Payroll) from 10:00am-4:00pm each day. The meetings will be held at the Marquette Holiday Inn in the Lake Room. A light snack in the morning and lunch will be provided as well as beverages throughout the day. There is no charge for these sessions and dress will be very casual. The Users' Group is designed to discuss new features added, meet other people using all of the programs, and also share and gather information on methods for using the systems. We are hoping to get your input so we can provide our customers with the best possible software available. Contact Sheri Trotter at 517.641.8900 or strotter@bsasoftware.com for info and registration.

HOST IT RIGHT WEB DESIGN CLASS

This is a FREE class offered by IT Right.

Instructor: Daniel P. Eggleston, MCSE+I & Melissa Eggleston of IT RIGHT

Classes are held at BS&A Software from 9 to noon
Please call Dan or Melissa to register 517.318.0350

IT Right Web Design - Tools to build and maintain a professional looking, user-friendly web site. If you know how to work Microsoft Word, you can do this. Provide up-to-date information 24 hours a day on the web without breaking your budget. For more information go to yourtownshiphere.com. (Note: This class provides instruction for building an IT Right-hosted web site.)

BUILDING DEPARTMENT SYSTEM

New Version News...

Variances

Reporting for Variances has been completed. We have added some basic Variance reports to the software which can be modified to suit your individual needs.

Main Property Screen

We have changed the way your main property screen looks. It has been updated to make it easier to find the data you are looking for. It has been reorganized to separate the data by property and parcel records.

Extra Address Field

An extra address field has been added to all name records throughout the system. The field is for saving the P.O. Box, Route#, or other information you may want to print with addresses, mailing labels, envelopes, etc...

Year Built Field

The 'Year Built' field has been added to the property screen. You should see it just above the Setback fields. The 'Year Built' field was added due to recent legislation in the State of Michigan regarding smoke detectors. View the Building Department Support page of our website for more information. All BS&A Building Dept. customers will likely find the document worth reading. It contains an interesting public safety statistic and smoke detector inspection details.

Support Web Page

As always, please visit the Building Department System support web page to keep up on latest program updates, instructional documents, and other files.

Old Version News...

Please contact building support at 517-641-8900 or permitsupport@bsasoftware.com for information about updating to the new version of the Building Department software.

INTERNET SERVICES

You should have received a letter in the beginning of May discussing the rollover of your Assessing and Tax databases, and how this affects Internet Services. If for some reason you did not receive this letter, you may view it on our webpage at <http://www.bsasoftware.com/support/programs/is>. There is a letter for both AutoFTP and Real-time sites. Please feel free to contact IS Support with any questions.

Support Information...

ANNUAL SUPPORT FEE NOTE

Your "Support Agreement," which covers program updates and technical support, guaranteed that fees will not change for the first three years that your municipality uses our software. After that time we reserve the right to increase fees by the cumulative Consumer Price Index. Therefore, if you purchased a program in 2004, or prior, your 2007 Support Fee will increase.

TECHNICAL SUPPORT

We encourage you to take advantage of using email to contact our support staff. This is especially useful for those customers who do not work in their offices each day during regular business hours.

Please keep in mind not all situations can be handled through email. Occasionally we many need to speak with you.

Assessing - asgsupport@bsasoftware.com

Tax - taxsupport@bsasoftware.com

Delq Tax - taxsupport@bsasoftware.com

Delq Personal Property - taxsupport@bsasoftware.com

Special Assessment - taxsupport@bsasoftware.com

Building Dept. - permitsupport@bsasoftware.com

Utility Billing - ubsupport@bsasoftware.com

Fund Accounting - fundacc2@bsasoftware.com

Several of our programs now offer email directly through the Help Menu. Those programs not listed will have this capability in the near future.



Special Assessment; Tax; Delinquent Tax; Dog License; Cemetery Management; Utility Billing; Accounts Payable; Cash Receiving; Misc. Receivables; General Ledger; and Payroll

SENDING DATA / MESSAGES

Please remember to note on your envelope or enclosure the department or person that has requested the data. It is also important to label the diskettes or CD sent. Our goal is to serve you as quickly as possible and unlabeled items could cause a delay in that process.

Sending BS&A data or a question via email:

1) When sending emails to any of our departments please put the name of your unit, your name and phone number in the subject line. For security reasons we delete any unknown emails. 2) You may also go to our web site, or in some cases, directly through the program, to email us. Page 5 of this newsletter lists the department emails and outlines which programs have email capability within the program.

Remember...

If Tax data is being converted: Grand Totals & Millage Rates for each school district must be included.

OTHER TRAINING OPTIONS

BIG RAPIDS

We offer training for Assessing Levels I-IV, Commercial/Industrial, Apex, and Tax Levels I & II in Big Rapids. Please not the New Splits & Combination Class held on August 22nd. The class will cover the following: one to many - typical split; many to one - combination; many to many- Platted/Site Condo; and many to many - unplatted. Please call Dan Kirwin at 517-819-3625 for more information.

ASSESSING COURSES

LEVEL I - PROGRAM INTRODUCTION AND SETUP

Recommended for the Assessor or designated new user of the Assessing/Equalization System. The course will cover all master list setup in Program Management and its importance in data entry and reporting. Roll balancing and frequently used reports will also be covered. Understanding the importance of a plan to remove parcels from the override calculation status will be discussed.

LEVEL II - ASSESSMENT ROLL & DATA ENTRY

This course demonstrates how to perform the assessment roll including name/address changes, sales, uncapping, P.R.E.s, building permits, and processing splits. Entering all types of appraisal information will also be covered.

LEVEL III - LAND TABLES, ECFs & SALES STUDIES

Designed for the user that will be responsible for creating/maintaining land rates, analyzing/setting ECFs, and performing sales studies. The course will also review related reports for each of these features.

LEVEL IV- ASSESSING CYCLE & SPECIAL ACTS PARCELS

This course reviews the entire assessment cycle, beginning with creating a new assessment year database, rolling over the database, and processing all types of adjustments through end of assessment roll review (needed prior to sending Change Notices). As a part of this course, Special Acts parcels will be reviewed with ideas and reports that are useful for managing special rolls.

APEX SKETCH

This class will cover the use of the Apex IV Windows Assessor sketching program to draw both buildings and land, and its integration into the Equalizer Assessing System.

PERSONAL PROPERTY

This one-day class is designed for assessors, appraisers and other office staff who perform duties pertaining to the processing, data entry and reporting of Personal Property. Topics discussed in detail are printing of the personal property statements, processing statements, assessing buildings on leased land, estimating assessments for non-filers and Board of Review changes.

COMMERCIAL/INDUSTRIAL

This one-day class will cover the details of inputting Commercial/Industrial structures into the Equalizer Assessing System. Examples of Calculator, Segregated, Unit-in-Place and Income Capitalization will be used.

All Assessing System courses listed are hands-on and held at BS&A's training facility. The State Assessor's Board has approved these courses for 6-hour continuing education credit.

Course Descriptions...

TAX SYSTEM COURSES

LEVEL I - INTRODUCTION & CREATING A TAX ROLL

Recommended for the Treasurer or person who is creating their first tax roll using the Equalizer Tax System. Course covers general setup and tax setup items relevant to creating a tax roll. Importing from Equalizer Assessing, developing a tax roll checklist, and establishing millage rates for all billing types is also covered, as well as working with mortgage information and reviewing options for adding special assessments to the tax bill. A review of the reports available for balancing purposes and tax bill printing throughout the roll setup will be presented.

LEVEL II - WORKING WITH THE TAX ROLL

Designed for any Tax System user working with an existing tax roll throughout the course of the collection cycle. Roll maintenance such as name/address updates, mortgage codes, deferments, and handling taxpayer inquiries will be covered. Course will also include payment processing, adjustments, and roll balancing with reports related to each item.

EQUALIZER SPECIAL ASSESSMENT SYSTEM

Program setup and creating a multi-year, principal/interest type of Special Assessment District with various benefit calculation methods will be covered. Creating a separate billing for special assessments and/or billing the annual installment on a current tax bill will also be reviewed.

DELINQUENT PERSONAL PROPERTY SYSTEM

Designed to acquaint new users with the Equalizer Delinquent Personal Property System. Topics discussed in detail are initial setup, data entry, generating reports, entering general ledger account numbers, and receipting. Also discussed will be the use of the built-in Report Writer.

COMBINED CLASS - REPORT WRITER, QUERIES, FILTERS

Designed for any interested Equalizer Assessing or Tax System users. The features of the Report Writer are the same for both systems and will be covered in detail. Examples are given of creating custom reports.

BUILDING DEPT. SYSTEM COURSES

INTRODUCTION COURSE FOR INSPECTORS

Designed for inspectors and code enforcement officers, this class will focus on those features most important to individuals responsible for managing these activities. Included in this course will be such items as Code Enforcement setup and techniques, Permit setup and inspection techniques, how to view/print the daily schedule, how to create automatic reminders, how to set up and use rental certification cases, and a host of other useful features.

INTRODUCTION COURSE FOR SUPPORT STAFF

This class presents the fundamentals necessary for data entry and primary program management and is designed for those users who are new to the Building Department System and wish to learn how to best utilize the System in their daily operations. Class contents include program setup features, how to add permits, schedule and print daily inspections, add inspection results, print standard formatted letters, how to set up and manage projects, and how to best utilize the automated reminder feature as well as many other components useful to day-to-day operations.

ADMINISTRATION STAFF (ADVANCED)

Created with administrative-level users in mind, this class covers more advanced features and how to best utilize the System for property information management. Primary topics covered in this class are Report Writing and Letter Writing instructions. Also included in this class will be such items as project management issues, user account management, maintenance utilities, name management information, mass letter writing features and other administrative-level topics. Suggested prerequisite: Support Staff Introduction Course.

NEW VERSION INTRODUCTION

This class is designed for the experienced user (administrators and office staff) who are already familiar with the original Permit System and who wish to learn the new features now available with the new version (Building Department System). This course will cover such newly added items as Rental Certification, Inspection Deficiency window, Reminder Management, new Naming Configuration issues and their impact, financial features, and Mass Letter-writing techniques.

FUND ACCOUNTING COURSES

FUND ACCOUNTING I

This course is designed for anyone wishing to grasp the basics of Fund Accounting. Topics covered will be: description of fund accounting, components of a uniform chart of accounts, typical accounting transactions including inter-fund activity, pooled cash vs. non-pooled cash, internal controls, preparing an account reconciliation, budgeting, basic financial statements and what to expect during your annual audit.

FUND ACCOUNTING II

This course is designed for anyone wishing to learn more of the reporting aspects of Fund Accounting and more advanced topics. Topics covered will be: GASB 34 reporting, F-65 reporting, fixed assets including, capitalization; depreciation; repairs and maintenance; disposals and improvements, purchase orders and encumbrances, and project accounting.

UTILITY BILLING REPORT WRITER

This course is designed for users of the Utility Billing System wishing to learn the features of the Report Writer and examples of creating custom reports.

*NEW UTILITY BILLING CLASS

This one-day class is designed to acquaint users with the basic features and processes in the Equalizer Utility Billing System. The class is perfect for the first time user or any experienced user wishing to sharpen or refresh their skills within the program. This course will cover the following topics, plus many more:

- ▶ Creating a Billing Cycle
- ▶ Exporting/Importing Meter Reads
- ▶ Estimating Meter Reads
- ▶ Calculating, printing and journalizing bills
- ▶ Accepting payments
- ▶ Calculating Penalties/Interest
- ▶ Past Due/Shut Off Wizard
- ▶ Final Bills
- ▶ Refunding Deposits
- ▶ Billing Adjustments
- ▶ Sending delinquent Utility Bills to the Equalizer Tax System
- ▶ Reconciling aged accounts receivable
- ▶ Meter Change-outs
- ▶ Refunding Credits/Deposits to Equalizer Accounts Payable System
- ▶ Using Account/Service/Billing Item Templates

Equalizer Software Training Schedule

3rd Quarter, 2007

	Monday	Tuesday	Wednesday	Thursday	Friday
July	APEX @ Big Rapids 2	3	Closed Independence Day 4	5	6
	Bldg. Dept. Inspector Intro 9	Bldg. Dept. Support Intro 10	Bldg. Dept. Admin / Asg/Tax Report Big Rapids 11	Bldg. Dept. New Version Conversion 12	13
	Assessing Level I 16	Assessing Level II 17	Assessing Level III 18	19	APEX 20
	23	24	IT Right Web Design 25	Utility Billing Refresher 26	Assessing & Tax Report Writer 27
	Tax Level I 30	Tax Level II 31			

August			1	2	3
	Assessing Level IV 6	Personal Property 7	Fund Acctg I / Asg III Big Rapids 8	Fund Accounting II 9	Utility Billing Report Writer 10
	Bldg. Dept. Inspector Intro 13	Bldg. Dept. Support Intro 14	Bldg. Dept. Administrative 15	Bldg. Dept. New Version Conversion 16	17
	Delinquent Personal Property 20	Special Assessments 21	IT Right Web Design / Splits/Combo Big Rapids 22	Utility Billing Refresher 23	24
	Assessing Level I 27	Assessing Level II 28	Tax Level I 29	Tax Level II 30	31

September					
	Closed Labor Day 3	4	5	Asg I Big Rapids 6	APEX / Asg II Big Rapids 7
	Assessing Level III 10	Commercial Industrial 11	12	13	Assessing & Tax Report Writer 14
	Bldg. Dept. Inspector Intro 17	Bldg. Dept. Support Intro 18	Bldg. Dept. Administrative 19	Bldg. Dept. New Version Conversion 20	21
	Tax Level I 24	Tax Level II 25	IT Right Web Design 26	Utility Billing Refresher 27	28

Groups of 4 or more may schedule Assessing & Tax Training in Big Rapids with Dan Kirwin. Contact 517-819-3625.

Retake a class for free! If you would like to brush up on recently learned skills, you may retake the same class within 6 months free of charge if space is available. Call for details.

Registration Information

3rd Quarter, 2007

LOCATION

Training classes are held in our office in Bath, MI. BS&A Software has historically been a casual company and we encourage our customers to dress comfortably when attending a class. Feel free to wear jeans or shorts (weather permitting, of course)!

INSTRUCTORS

Class instructors will be Colleen Brook, Marketing/Training Rep; Bill Garner, Marketing/Training Rep; Kelly Garner, Marketing/Training Rep; Dan Kirwin, Marketing/Training Rep, Edie Hunter, Marketing/Training Rep, and Jeff Howe, Permit Trainer. Occasionally, another qualified member of our staff may teach a class, depending on the availability of the primary instructors.

CLASS TIME

Each class is one full day from 9:00 a.m. - 4:00 p.m. with a lunch break. Lunch is on your own; restaurants will be discussed in class near lunchtime.

CLASS FEES/INVOICING INFORMATION

Class fee is \$195 per person/per class. **We ask that you DO NOT send payment until you are invoiced. Advanced registration is required by filling out and returning the form below. Sorry, no phone reservations will be accepted.**

CONFIRMATION

Confirmation of your registration will be sent prior to the scheduled class date(s). This will include directions to our office and hotel information. No hotel rooms are blocked; reservations are the responsibility of the attendee(s).

CANCELLATION POLICY

BS&A Class Cancellation: At least four (4) individuals must be registered for a class to be held. In the event of low registration, the class will be cancelled. Those registered will be notified at least one week prior to the scheduled date and will be given priority to register in the next available class.

Attendee Cancellation: Cancellation by attendees made less than four (4) working days prior to class, or a "no-show" without prior notification, will result in a \$50 administration fee per attendee.

Mail or Fax Completed Form to:
BS&A Software • 14965 Abbey Lane • Bath, MI 48808
 Fax 517.641.8960

CLASS	DATE	# ATTENDING	REGISTRATION INFORMATION
ASSESSING			UNIT: _____
Assessing Level I	_____	_____	COUNTY: _____
Assessing Level II	_____	_____	
Assessing Level III	_____	_____	CONTACT: _____
Assessing Level IV	_____	_____	
Personal Property	_____	_____	PHONE: _____
Apex Sketch	_____	_____	
Commercial/Industrial	_____	_____	EMAIL: _____
Splits & Combination	_____	_____	
TAX			ATTENDEES: _____
Tax Level I	_____	_____	
Tax Level II	_____	_____	_____
Special Assessments	_____	_____	_____
Delinquent Personal Property	_____	_____	_____
Asg/Tax Report Writer	_____	_____	_____
BUILDING DEPT.			_____
Inspector Intro	_____	_____	_____
Support Staff Intro	_____	_____	_____
Administrative (Advanced)	_____	_____	_____
New Version Conversion	_____	_____	_____
FUND ACCOUNTING			_____
Fund Accounting I	_____	_____	_____
Fund Accounting II	_____	_____	_____
Utility Billing Report Writer	_____	_____	_____
Utility Billing Refresher	_____	_____	_____
IT RIGHT COURSE			_____
Web Design	_____	_____	_____

Please provide an alternate **phone** or **fax** number in the event we cannot reach you at the number provided above.

_____ - _____ - _____

Please indicate the location you will be attending classes.

BS&A office in Bath Twp
 Big Rapids with Dan Kirwin



14965 Abbey Lane
Bath, MI 48808

www.bsasoftware.com

Offering unparalleled client service and support while continuously perfecting our software applications...all at a fair and reasonable price.

Newsletter & Training Schedule - 3rd Quarter, 2007

HOTEL INFORMATION
Sleep Inn
1101 Commerce Park Dr, Dewitt
517-669-8823 or 1-866-613-9330
Courtyard By Marriott
2710 Lake Lansing Rd, Lansing
517-482-0500 or 1-866-613-9330



MapQuest, printed maps or other mapping software.

The office is located off Webster Rd in Somerset Park, North of I-69 approximately 1/4 mile. Turn Right into Somerset and Right at the stop sign, which is Abbey Lane. We're all the way around to the back. Somerset is a new development and is not yet on

- I-127 NORTH (Jackson area) - Travel North on I-127 to I-69 East to Webster Rd Exit (Exit 92)
- I-69 NORTH (Marshall area) - Travel North on I-69, continue on East I-69 towards Flint, to Webster Rd Exit (Exit 92)
- I-27 SOUTH (Mt. Pleasant area) - Travel South on I-27 to I-69 East towards Flint, to Webster Rd Exit (Exit 92)
- I-69 WEST (Flint area) - Travel West on I-69 to Webster Rd Exit (Exit 92)
- I-96 EAST (Grand Rapids area) - Travel East on I-96 to I-69 East towards Flint, to Webster Rd Exit (Exit 92)

DIRECTIONS TO BS&A SOFTWARE
Bath, Michigan