

**TOWNSHIP GENERAL APPROPRIATIONS ACT
Burtchville Township
Fiscal Year April 1, 2023 through March 31, 2024**

A RESOLUTION TO ESTABLISH A GENERAL APPROPRIATIONS ACT FOR BURTCHVILLE TOWNSHIP: TO DEFINE THE POWERS AND DUTIES OF THE BURTCHVILLE TOWNSHIP OFFICERS IN RELATION TO THE ADMINISTRATION OF THE BUDGET; AND TO PROVIDE REMEDIES FOR REFUSAL OR NEGLECT TO COMPLY WITH THE REQUIREMENTS OF THIS RESOLUTION.

The Board of Trustees of Burtchville Township resolves:

SECTION 1: TITLE

This resolution shall be known as the Burtchville Township General Appropriations Act.

SECTION 2: CHIEF ADMINISTRATIVE OFFICER

The Supervisor shall be the chief administrative officer and shall perform the duties of the chief administrative officer enumerated in this act.

SECTION 3: FISCAL OFFICER

The Clerk shall be the fiscal officer and shall perform the duties of the fiscal officer enumerated in this act.

SECTION 4: PUBLIC HEARINGS ON THE BUDGET

Pursuant to MCLA 141.412; MCLA 141.413, and 1995 PA 40, notice of a public hearing on the proposed budget and millage was published in a newspaper of general circulation on March 8, 2023 and said public hearing was held on March 20, 2023.

SECTION 5: ESTIMATED TOWNSHIP REVENUES for fiscal year April 1, 2023 – March 31, 2024, as per attached budgets for:

- A. General Fund: .6376 mills general operating \$97,585.00, Roads @.9651=\$147,700 state shared revenue, Township improvement funds, and various miscellaneous revenues total an estimated \$1,919,503.00
- B. Bus Fund: total levy of .4825 + interest on investments will be \$74,000.00
- C. Fire Fund: total estimated fire protection of .9750 mills =\$149,224, revenue including Fire Vehicles of .4825 mills for \$73,847.00 estimated to be \$640,700.00
- D. Parks and Recreation Fund: St. Clair County Park millage revenue sharing estimated + Grants + Township Improvement Fund contribution = \$133,625.00
- E. Cemetery Fund: service charges and interest on investments total \$55,912.00
- F. Inspection Fund: estimated revenues = \$76,272.00
- G. Water Bond Debt Retirement Fund: estimated principal and interest payments on special assessments and miscellaneous revenues total \$237,264.00
- H. Water Operation and Maintenance Fund; estimated revenues = \$1,861,277.00

Total: estimated revenues plus appropriations from General Fund = \$5,064,210.00

SECTION 6: MILLAGE LEVY

The Burtchville Township Board shall cause to be levied and collected, a general, fire, and bus property tax on all real and personal property within the township upon the current tax roll, an amount equal to 1.6187 operating and roads mills as set forth and authorized under State Law and approved by the electorate as of March 31, 2023

SECTION 7: ESTIMATED TOWNSHIP EXPENDITURES for fiscal year April 1, 2023 – March 31, 2024

The estimated township expenditures for the various Township Funds are as outlined in the herein-attached budgets which are hereby made part hereof. Total estimated expenditures for all funds = \$2,342,391.00.

SECTION 8: ADOPTION OF BUDGET BY REFERENCE

The budgets of the General Fund, the Water Bond Debt Retirement Fund, the Parks and Recreation Fund, the Cemetery Fund, the Bus Fund, the Fire Fund, Water Operation and Township Inspection Fund, are here by adopted by reference, with revenues and activity expenditures as indicated in Section 5 and 7 of this act.

SECTION 9: ADOPTION OF GENERAL FUND BUDGET BY COST CENTER

The Board of Trustees of Burtchville Township adopts the April 1, 2023 – March 31, 2024 fiscal year General Fund Budget by cost center. Township officials responsible for the expenditures authorized in the budget may expend Township funds up to, but not to exceed, the total appropriations authorized for each cost center, and may make transfers among the various line items contained in the cost center appropriation. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior board approval by budget amendment.

SECTION 10: APPROPRIATION NOT A MANDATE TO SPEND

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations and shall not issue any township order for expenditures that exceed appropriations.

SECTION 11: SPECIAL SPENDING POLICY

The Supervisor, or in his/her absence, the Supervisor's designee, has the authority to authorize spending up to \$1,500.00 per item, provided that the item falls within a pre-approved budgeted category, and the amount of expenditure falls within the previously approved budget for that category (policy approved by Township Board on December 4, 1996).

SECTION 12: PERIODIC FISCAL REPORTS

Each month the fiscal officer shall transmit to the Board, a report of financial operations including, but not limited to:

- A. A summary statement of the actual financial condition of the General Fund at the end of the previous month.
- B. A summary statement showing the receipts and expenditures and encumbrances for the previous month, and for the current fiscal year to the end of the previous month.
- C. A detailed list of:
 1. Expected revenues by major source, as estimated in the budget; actual receipts to date for the same period in the prior fiscal year; the balance of estimated

revenues to be collected in the then current fiscal year; and any revisions in revenue estimated resulting from collection experience to date.

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2. For each cost center: the amount budgeted; the amount charged to each appropriation in the previous quarter and for the current fiscal year; the encumbered balance of appropriations and any revisions in the estimate of expenditures.

SECTION 13: LIMIT ON OBLIGATIONS AND PAYMENTS

No obligation shall be incurred against, and no payment shall be made from, any appropriation unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

SECTION 14: BUDGET MONITORING

Whenever it appears to the chief administrative officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation; the chief administrative officer shall present to the Township Board, recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing expenditures, increasing revenues, increasing budgeted appropriation, or any combination of the three.

SECTION 15: VIOLATIONS OF THIS ACT

Any obligation incurred or payment authorized, in violation of this resolution, shall be void and shall subject any responsible official(s) or employees to disciplinary action as outlined in Public Act 621 of 1978.

SECTION 16: BOARD ADOPTION

Motion by _____, seconded by _____, to adopt the forgoing resolution. Upon roll call vote, the following voted:

Aye:

Nay:

Absent: None

The Supervisor declared the **motion carried and the resolution adopted** on the 20th day of March, 2023.



Signature; Robert C Bailey, Clerk

