

# 2021-03 Fiscal Year 2021-2022 Middlebury Township Budget

## Middlebury Township General Appropriations Act

A resolution to establish a general appropriations act for Middlebury Township; to define the powers and duties of the Middlebury 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 Middlebury Township resolves:

**Section 1: Title**

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

**Section 2: Chief Administrative Officer**

The Clerk 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**

For general law townships: Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on February 14, February 21 and February 28, 2021 and a public hearing on the proposed budget was held on March 9, 2021 at 6:45 pm.

**Section 5: Estimated Revenues**

Estimated township general fund revenues for fiscal year 2021-2022, including an allocated millage of .998 mills; voter-authorized millage of road fund of 2.0 mills and emergency fund of 2.45 mills; and various miscellaneous revenues shall total \$ 623,020.00.

**Section 6: Millage Levy**

The Middlebury Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount equal to .998 mills as set forth by the Tax Allocation Board (*or as authorized under state law and approved by the electorate*).

**Section 7: Estimated Expenditures**

Estimated township general fund expenditures for fiscal year 2021-2022 for the various township activities (*cost centers*) are as follows:

101-General Fund Budget FY 2021-2022		
Revenue		<b>\$ 294,920.00</b>
Expenditures		
000	CD INVESTMENT FOR FISCAL YEAR	\$ -
101	TOWNSHIP BOARD	\$ 13,060.00
171	SUPERVISOR	\$ 15,500.00
215	CLERK	\$ 23,150.00
223	AUDITOR	\$ 9,500.00
228	TECHNOLOGY	\$ 1,500.00
233	LAND ACQUISTION	\$ -

247	BOARD OF REVIEW	\$ 2,450.00
253	TREASURER	\$ 27,000.00
257	ASSESSOR	\$ 17,500.00
262	ELECTIONS	\$ 9,100.00
265	BUILDING AND GROUNDS	\$ 20,500.00
266	ATTORNEY/COUNSEL	\$ 5,625.00
276	CEMETERY	\$ 19,200.00
299	UNALLOCATED	\$ -
336	EMERGENCY SERVICE	\$ -
337	MILLAGE EMERGENCY SERVICE	\$ -
445	DRAINS AT LARGE	\$ 4,000.00
448	STREET LIGHTING	\$ 4,000.00
449	ROADS	\$ -
693	WEBPAGE	\$ 2,000.00
695	COMMUNITY SERVICE	\$ 1,500.00
721	PLANNING	\$ -
751	PARKS AND RECREATION DEPARTMENT	\$ 2,050.00
790	LIBRARY	\$ 1,500.00
851	INSURANCE AND BOND	\$ 8,000.00
862	TAXES WITHHELD	\$ 6,300.00
901	APPROPRIATE TO OTHER FUNDS	\$ -
941	CONTINGENCY	\$ 11,485.00
999	CD INVESTMENT FOR FISCAL YEAR	\$ 90,000.00
		<b>\$ 294,920.00</b>
	204-Road Fund Budget	
ESTIMATED REVENUES		
Dept 000		
TOTAL ESTIMATED REVENUES		<b>\$ 181,050.00</b>
APPROPRIATIONS		
755	BANK CHARGES	\$ -
970	ROADS	\$ 181,050.00
999.101	TRANSFER FROM GENERAL FUND	\$ -
Totals for dept 000 -		\$ 181,050.00
TOTAL APPROPRIATIONS		<b>\$ 181,050.00</b>
	205-Emergency Fund	
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		<b>\$ 147,050.00</b>

APPROPRIATIONS		
755	BANK CHARGES	\$ -
801.1	FIRE	\$ 141,050.00
801.101	AMBULANCE	\$ 6,000.00
Totals for dept 337 - MILLAGE EMERGENCY SERVICE		<b>\$ 147,050.00</b>
TOTAL APPROPRIATIONS		
	150- Cemetery CD Fund	
ESTIMATED REVENUES		
665.001	INTEREST INCOME	\$ 100.00
TOTAL ESTIMATED REVENUES		<b>\$ 100.00</b>
APPROPRIATIONS		
999.101	TRANSFER TO OTHER FUNDS	\$ 100.00
TOTAL APPROPRIATIONS		<b>\$ 100.00</b>

### Section 8: Adoption of Budget by Reference

The general fund budget of Middlebury Township is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this act.

### Section 9: Adoption of Budget by Cost Center

The Board of Trustees of Middlebury Township adopts the 20201-2022 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 appropriation 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 13: Periodic Fiscal Reports

The fiscal officer shall transmit to the board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, 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 quarter (*month*);
- b. a summary statement showing the receipts and expenditures and encumbrances for the previous quarter (*month*) and for the current fiscal year to the end of the previous quarter (*month*);
- c. a detailed list of:
  - i. expected revenues by major source as estimated in the budget; actual receipts to date for the current fiscal year compared with actual receipts 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 estimates resulting from collection experience to date.

ii. for each cost center: the amount appropriated; the amount charged to each appropriation in the previous quarter (month) for the current fiscal year and as compared with the same period in the prior fiscal year; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.

**Section 14: Limit on Obligations and Payments**

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

**Section 15: 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 appropriations, increasing revenues, or both.

**Section 17: Board Adoption**

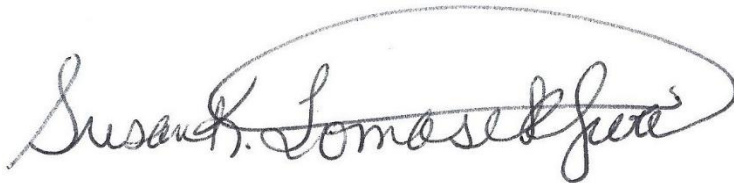
Motion made by Trustee Swan, seconded by Trustee Ruess to adopt the foregoing resolution.

Upon roll call vote, the following voted aye: Tomasek-Swan, Stevens. Ruess, Swan, Herendeen

The following voted nay: None

Absent: None

The Supervisor declared the motion carried and the resolution duly adopted on the 9th day of March , 2021.



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Susan Tomasek Swan

Township Clerk