

2023-01 Fiscal Year 2023-2024 Middlebury Township Budget

Middlebury Township General Appropriations Act

A resolution to establish 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 26 and March 5 and a public hearing on the proposed budget was held on March 14,2023 at 6:45 pm.

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2023-2024, 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 \$ 621,560.00.

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 2023-2024 for the various township activities (*cost centers*) are as follows:

03/13/2023	BUDGET		
REPORT FOR MIDDLEBURY TOWNSHIP			
GL NUMBER			2023-24
AND			REQUESTED
DEPARTMENT	DESCRIPTION		BUDGET
Dept 000			
101-000-001.001	CARRYOVER INCOME		150,000.00
101-000-403.000	1 MILL TWP TAX		45,000.00
101-000-445.000	INTEREST & PENALTIES ON TAXES		100.00
101-000-447.000	1% ADMIN FEE		15,000.00

101-000-528.000	ARPA FEDERAL GRANT	31,600.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	3,000.00
101-000-574.000	STATE REVENUE SHARING	166,000.00
101-000-608.000	METRO ACT FEE	7,000.00
101-000-609.000	CABLE TV FRANCHISE FEES	7,000.00
101-000-618.000	COLLECTION FEES	300.00
101-000-641.000	SET FEE	2,200.00
101-000-642.000	CEMETERY LOTS	500.00
101-000-642.001	OPENING AND CLOSING FEES	1,500.00
101-000-642.002	FOUNDATION FEES	1,500.00
101-000-650.000	RENT	200.00
101-000-664.000	INTEREST & DIVIDENDS EARNED / RENT	500.00
101-000-665.000	INTEREST INCOME ON CD'S	20.00
101-000-694.000	DOG LICENSES	30.00
101-000-956.001	OVERAGES	10.00
NET OF REVENUES/APPROPRIATIONS - 000 -		431,460.00
101	TOWNSHIP BOARD	36,050.00
171	SUPERVISOR	15,750.00
215	CLERK	23,900.00
223	AUDITOR	12,000.00
228	TECHNOLOGY	1,000.00
247	BOARD OF REVIEW	3,900.00
253	TREASURER	27,700.00
257	ASSESSOR	22,900.00
262	ELECTIONS	10,650.00
265	BUILDING AND GROUNDS	55,500.00
266	ATTORNEY/COUNSEL	5,100.00
276	CEMETERY	26,550.00
299	UNALLOCATED	25,470.00
445	DRAINS AT LARGE	6,000.00
448	STREET LIGHTING	3,500.00
693	WEBPAGE	1,000.00
695	COMMUNITY SERVICE	2,000.00
751	PARKS AND RECREATION DEPARTMENT	1,500.00
790	LIBRARY	1,800.00
851	INSURANCE AND BOND	8,500.00
862	TAXES WITHHELD	7,700.00
999	CD INVESTMENT FOR FISCAL YEAR	132,990.00
ESTIMATED REVENUES - FUND 101		431,460.00

APPROPRIATIONS - FUND 101		431,460.00
NET OF REVENUES/APPROPRIATIONS - FUND 101		0.00
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		
Fund 150 - CEMETERY PERPETUAL CARE FUND		
000		100.00
150-000-665.001	INTEREST INCOME	100.00
NET OF REVENUES/APPROPRIATIONS - 000 -		0.00
ESTIMATED REVENUES - FUND 150		100.00
APPROPRIATIONS - FUND 150		100.00
NET OF REVENUES/APPROPRIATIONS - FUND 150		0.00
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		
Fund 204 - ROAD FUND		
000		223,000.00
204-000-402.000	CURRENT PROPERTY TAXES	90,000.00
204-000-402.001	GENERAL FUND APPROPRIATION	132,990.00
204-000-665.001	INTEREST INCOME	10.00
NET OF REVENUES/APPROPRIATIONS - 000 -		0.00
ESTIMATED REVENUES - FUND 204		223,000.00
APPROPRIATIONS - FUND 204		223,000.00
NET OF REVENUES/APPROPRIATIONS - FUND 204		0.00
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		
Fund 205 - PUBLIC SAFETY FUND-EMERGENCY FUND		
Dept 000		

205-000-001.001	CARRYOVER INCOME	50,000.00
205-000-423.301	EMERGENCY SERVICE TAX FUND	100,000.00
205-000-665.001	INTEREST INCOME	50.00
NET OF REVENUES/APPROPRIATIONS - 000 -		150,050.00
337	MILLAGE EMERGENCY SERVICE	150,050.00
ESTIMATED REVENUES - FUND 205		150,050.00
APPROPRIATIONS - FUND 205		150,050.00
NET OF REVENUES/APPROPRIATIONS - FUND 205		0.00
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		

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 2023-2024 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 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;
- b. a summary statement showing the receipts and expenditures and encumbrances for the previous quarter and for the current fiscal year to the end of the previous quarter;
- 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 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

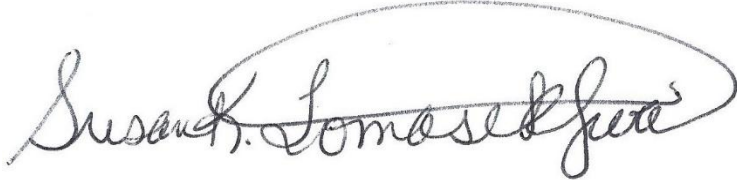
Motion made by _____, seconded by _____ to adopt the foregoing resolution.

Upon roll call vote, the following voted aye:

The following voted nay:

Absent:

The Supervisor declared the motion carried and the resolution duly adopted on the 14th day of March, 2023.



Susan Tomasek Swan

Township Clerk