

**RAISIN CHARTER TOWNSHIP**  
**GENERAL APPROPRIATIONS ACT for FY 2018**

**RESOLUTION #: 2017 – 111517**

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

**Section 1: Title**

This resolution shall be known as the Raisin Charter 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 MCL 42.26, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on **November 3, 2017** and a public hearing on the proposed budget was held on **Monday, November 13, 2017**.

**Section 5: Estimated Revenues**

Estimated township general fund revenues for fiscal year 2017, including a township Special Assessment District for the maintenance of roads fund revenue of \$329,125.00 and various miscellaneous revenues shall total **\$ 2,126,137.00**.

**Section 6: Millage Levy**

The Raisin Charter 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 **3.4549** mills as authorized under state law and approved by the electorate.

## Section 7: Estimated Expenditures

Estimated township general fund expenditures for fiscal year 2018 for the various township activities (cost centers) are as follows:

### Fund 101 General Fund

Dept 101	Governing Body	196,590
Dept 103	Trustee	22,509
Dept 104	Contingency Fund	16,096
Dept 171	Supervisor	38,356
Dept 215	Clerk	36,475
Dept 217	Deputy Clerk	18,900
Dept 223	Auditor	6,850
Dept 247	Board of Review	5,006
Dept 253	Treasurer	36,715
Dept 255	Deputy Treasurer	21,943
Dept 257	Assessor	60,982
Dept 258	Clerical/Receptionist	2,542
Dept 262	Elections	20,110
Dept 265	Township Hall and Office	57,600
Dept 266	Attorney	12,000
Dept 276	Cemetery	3,937
Dept 336	Fire Department	360,387
Dept 301	Police Department	465,895
Dept 441	Department of Raisin Works	117,241
Dept 451	Road Maintenance and Lighting	108,200
Dept 526	Sanitary Land Fill	2
Dept 691	Parks	36,200
Dept 721	Planning Commission	8,780
Dept 722	Board of Appeals	1,857
Dept 723	Budget Committee	1,288
Dept 724	Parks Committee	15,297
Total General Fund Appropriations		<u>1,671,758</u>

### Fund 249 Building Department

Dept 372	Building Inspector	54,848
Dept 373	Electrical Inspector	15,618
Dept 374	Mechanical Inspector	9,512
Dept 375	Plumbing Inspector	5,933
Dept 376	Building Department	39,343
Total Building Fund Appropriations		<u>125,254</u>

### Fund 245 Public Improvement Fund/SAD Roads

Dept 451	Road Maintenance and Lighting	329,125
Total Public Improvement Fund/SAD Road Appropriations		<u>329,125</u>

**Total Appropriations - All Funds Combined**

**2,126,137**

## **Section 8: Adoption of Budget by Reference**

The general fund budget of Raisin Charter 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 Raisin Charter Township adopts the 2018 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 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 town order for expenditures that exceed appropriations.

## **Section 11: Transfer Authority**

The Chief Administrative Officer and the Fiscal Officer shall have the authority to make transfers among the various cost centers without prior board approval up to the limit of \$2,000.00. Anything over \$2,000.00 will need to go before the township board for approval. The Board shall be notified at its next meeting of any such transfers made, and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget be changed without prior board approval.

## **Section 12: 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:
  1. 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.

2. 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 13: 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 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 appropriations, increasing revenues, or both.

### **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 employee(s) to disciplinary action as outlined in Public Act 621 of 1978.

### **Section 16: Board Adoption**

Motion made by **MEAD** seconded by **BROUSSEAU** to adopt the foregoing resolution.

Upon roll call vote, the following voted AYE: **BROUSSEAU, MCDERMOTT, HAWKINS, MEAD, JOHNSON, SCHULTZ, WITT**

The following voted NAY: **NONE**

The following were ABSENT: **NONE**

The Supervisor declared the motion carried and the resolution duly adopted on the **15th day of November 2017**.



Jackie Schultz, Raisin Charter Township Clerk