

# Centerville Township 2021 General Appropriations Act

## Resolution # 2021 - 07

*(To be adopted along with the budget)*

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

### **Section 1: Title**

This resolution shall be known as the Centerville 2021 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**

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 18, 2021, and a public hearing on the proposed budget was held on March 27, 2021.

### **Section 5: Estimated Revenues**

Estimated township general fund revenues for fiscal year 2021-22, including an allocated millage of 0.56 mills; voter-authorized millage of 1.75 mills; and various miscellaneous revenues shall total \$ 421,300.00

### **Section 6: Estimated Expenditures**

Estimated township general fund expenditures for fiscal year 2021-22 for the various township activities are as follows: See Attached Budget Document.

### **Section 7: Adoption of Budget by Reference**

The general fund budget of Centerville Township is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 6 of this act.

### **Section 8: Adoption of Budget by Cost Center**

The Board of Trustees of Centerville Township adopts the 2021-22 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 9: 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 order for expenditures that exceed appropriations.

### **Section 10: Transfer Authority**

The Chief Administrative Officer shall have the authority to make transfers among the various cost centers without prior board approval, if the amount to be transferred does not exceed \$1,500.00 or 10% of the appropriation item from which the transfer is to be made, whichever is less. 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 11: 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 12: 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 13: 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 14: Violations of This Act**

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

**Section 15: Board Adoption**

Motion made by Pleva, seconded by Schaub to adopt the foregoing resolution.

Roll call vote:

Chiles: y Hubbell: y Pleva: y Schaub: y Schwantes: y

Upon roll call vote, the following voted aye: 5. The following voted nay: 0.

The Supervisor declared the motion carried and the resolution duly adopted on the 27<sup>th</sup> day of March, 2021.

  
Township Clerk