

GENERAL APPROPRIATIONS ACT

Albert Township

A resolution to establish a general appropriation act for Albert Township, to define the powers and duties of the Albert 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 Trustee of Albert Township resolves:

Section 1: Title

This resolution shall be known as the Albert 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 and 141.413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on Wednesday, March 10, 2021, and a public hearing on the proposed budget was held on Tuesday, March 16, 2021.

Section 5: Estimated Revenues

Estimated revenues for fiscal year 2021 for the General Fund including an allocated millage of .67380 mill and various miscellaneous revenues shall total \$600,293.00; For the Fire & Ambulance Fund, special assessment of 4.6846 mills and other miscellaneous revenues shall total \$830,700.00; For the Road Fund including proposed voter authorized millage of .50 mills and other miscellaneous revenues shall total \$80,500.00; for the Metro Act Fund miscellaneous revenues of \$5,700.00; for the Water Fund miscellaneous revenues of \$10,000.00; for the HRA Fund miscellaneous revenues of \$12,700.00.

Section 6: Millage Levy

The Albert 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 1.5 mills reduced to approximately 1.1738 mills as authorized under state law and approved by the electorate.

Section 7: Estimated Expenditures

Estimated township expenditures for fiscal year 2020 for the General Fund are:

Township Board	\$160,110.00
Supervisor	\$14,850.00
Clerk	\$26,375.00
Board of Review	\$1,200.00
Board of Appeals	\$900.00
Treasurer	\$25,300.00
Assessor	\$47,420.00
Elections	\$5,825.00
Building & Grounds	\$93,550.00
Attorney	\$3,000.00
Garage	\$3,300.00
Cemetery	\$16,950.00
State Police-Mini Post	\$400.00
Transfer Site	\$60,800.00
Planning & Zoning	\$3,500.00
Zoning Administrator	\$18,500.00
Park & Recreation	\$15,550.00
Library	\$1,900.00
Chamber	\$600.00
Transfer Out	\$5,000.00

Capital Outlay	\$142,350.00
Total Expenditures	\$647,380.00
Fire & Ambulance Fund	
Fire	\$66,400.00
Fire/Ambulance Building	\$188,250.00
Ambulance	\$515,550.00
Capital Outlay	\$60,500.00
Total Expenditures	\$830,700.00
Road Fund	
Total Expenditures	\$37,850.00
Metro Act Fund	
Total Expenditures	\$5,000.00
Water Fund	
Total Expenditures	\$9,800.00
HRA	
Total Expenditures	\$12,700.00

Section 8: Estimated Fund Balance

Estimated year ending fund balances for the fiscal year 2020 are:

For The General Fund:	\$472,363.93
For The Fire & Ambulance Fund:	\$444,236.47
For The Road Fund:	\$54,047.91
For the Metro Act Fund:	\$19,647.01
For the Water Fund:	\$99,289.19
For the HRA Fund:	\$2,003.33

Section 9: Adoption of Budget by Reference

The General, Fire & Ambulance, Road, Metro Act, Water Fund, and HRA budgets of Albert Township are hereby adopted by reference, with revenues and activity expenditures as indicated in sections 5 and 7 of this act.

Section 10: Adoption of Budget by Cost Center

The Board of Trustees of Albert Township adopts the FY 2021 fiscal year budgets by cost center. No transfers of appropriations for items related to personnel or capital outlays may be made without prior board approval by budget amendment.

Section 11: 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 the township board shall not issue any town voucher for expenditures that exceed appropriations.

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 conditions of the various funds 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 current fiscal year; the balance of estimated revenues to be collected in the 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 month for the current 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 may 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 pf 1978, MCLA 141.440 and the Albert Township personnel manual.

Section 16: Board Adoption

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

The following voted nay: _____. The Supervisor declared the motion carried and the resolution duly adopted on the _____ day of _____, 2021.

Laura Schrader
Albert Township Deputy Clerk