

Waterloo Township General Appropriations Act (Budget)

Resolution 11-6-21-01

A resolution to establish a general appropriations act for Waterloo Township; to define the powers and duties of the Waterloo 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 Waterloo Township ordains (resolves):

Section 1: Title

This resolution shall be known as the Waterloo 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 and a public hearing on the proposed budget was held on 21 June 2011, 7:00 p.m.

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year July 1, 2011 to June 30, 2012, including an allocated millage (if applicable) of .8464 mills; voter-authorized millage of .4261 mills for Police Fund; and various miscellaneous revenues if applicable.

Section 6: Millage Levy

The Waterloo 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 1.2725 mills as set forth by the Tax Allocation Board.

Section 7: Estimated Expenditures

Estimated township general fund, Police Fund and Drug Forfeiture expenditures for fiscal year July 1, 2011 to June 30, 2012 for the various township activities (*cost centers*) are as follows: **Please see attached complete budget report for July 1, 2011 through June 30, 2012.**

Section 8: Adoption of Budget by Reference

The general fund budget of Waterloo 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 Waterloo Township adopts the July 1, 2011 to June 30, 2012 fiscal year general fund budget, Police Fund and Drug Forfeiture Fund 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: Periodic Fiscal Reports

The fiscal officer shall transmit to the board at each monthly meeting:

- a. a summary statement of the actual financial condition of the general fund monthly
- b. a summary statement showing the receipts and expenditures and encumbrances monthly.
- i. 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 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 16: 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) and the Waterloo Township personnel manual.

Section 17: Board Adoption

Motion made by Sadler, seconded by Lance to adopt the foregoing Resolution 11-06-21-01. Upon roll call vote, the following voted aye: Lance, Kitley, Sadler, Walz, Richardson. The following voted nay: None. The Supervisor declared the motion carried and the resolution duly adopted on the 21st day of June, 2011.

Jarice Kitley 6/21/2011
Jarice Kitley, Township Clerk Date