

Chester Township General Appropriations Act

Resolution #2016-03-01

This resolution establishes a general appropriations act for Chester Township, defines the powers and duties of the Chester Township officers in relation to the administration of the budget, and provides remedies for refusal or neglect to comply with the requirements of this resolution.

The Board of Trustees of Chester Township ordains:

Section 1: Title

This resolution shall be known as the Chester 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: Millage Levy

The Chester 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 mill(s) as set forth by the Tax Allocation Board; and voter authorized millage of 1.75 mills for the Fire Department operations and equipment, 1.5 mills to be used for road construction and maintenance and .125 mills for Senior Services.

Section 5: Public Hearings on the Budget

Pursuant to MCLA 14.412; MCLA 141.413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on February 28, 2016, and a public hearing on the proposed budget was held on March 14, 2016.

Section 6: Estimated Revenues & Expenditures

(See attachment)

Section 7: Adoption of Budget by Reference

The budgets for the various funds of Chester Township are hereby adopted by reference, with revenues and activity expenditures as indicated in Section 6 of this document.

Section 8: Adoption of Budget by Cost Center

The Board of Trustees of Chester Township adopts the 2016-17 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: Periodic Fiscal Reports

The Township Clerk shall provide the Township Board at the Board meeting immediately following the end of each fiscal quarter and at the final Board meeting of the fiscal year, a report of fiscal year to date revenues and expenditures compared to the budgeted amounts in the various funds of the Township.

Section 11: Payment of Bills

Pursuant to MCLA 41.75, all claims against the Township shall be approved by Chester Township board prior to being paid. The Township Clerk and Treasurer may pay employee payroll obligations, and certain bills prior to approval to avoid late penalties, service charges and interest. The Township Board shall receive a list of claims paid prior to approval at the next Board meeting.

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(s) or employee(s) to disciplinary action as outlined in P.A. 621 (1978).

Section 15: Board Adoption

Motion made by Kelly, seconded by Meerman to adopt the foregoing resolution. Roll call vote results:

Aye: Berenbrock, Goodno, Kelly, Meerman and Redding

Nay: None

Absent: None

Motion declared carried and the resolution duly adopted on March 14, 2016.

Janice Redding
Chester Township Clerk

Totals by Fund					
FUND	Est Fund Bal 4/1/16	REVENUES	EXPENDITURES	Est Fund Bal 3/31/17	
101-General	\$ 383,957	\$ 299,707	\$ 333,792	\$ 349,872	
203-Road	\$ 103,533	\$ 124,400	\$ 57,000	\$ 170,933	
206-Fire	\$ 280,620	\$ 142,500	\$ 145,137	\$ 277,983	
Department Budgets					
GENERAL FUND	Revenues			Expenditures	
101-Governing Body	\$ 299,707		101-Governing Body	\$ 24,750	
			103-Trustees	\$ 6,998	
			171-Supervisor	\$ 12,009	
			215-Clerk Dept	\$ 23,181	
			247-Board of Review	\$ 910	
			248-Office Operations	\$ 51,650	
			253-Treasurer Dept	\$ 25,781	
			257-Assessor Dept	\$ 23,543	
			262-Elections	\$ 4,800	
			265-Building & Grounds	\$ 26,250	
			276-Cemetery	\$ 10,100	
			371-Building Dept.	\$ 15,300	
			441-Community Services	\$ 42,100	
			721-Planning & Zoning	\$ 23,700	
			751-Park Operations	\$ 9,820	
			990-Debt Service	\$ 19,000	
			TOTAL	\$ 319,892	
FIRE FUND	142,500.00		265-Building & Grounds	\$ 51,190	
			333-Fire Personnel	\$ 62,047	
			339-Vehicles & Equipment	\$ 24,350	
			340-Operation Supplies	\$ 7,550	
			TOTAL	\$ 145,137	