

**SPRING LAKE TOWNSHIP
GENERAL APPROPRIATIONS ACT
FOR FISCAL YEAR 2018-2019**

A Resolution to establish a General Appropriations Act for Spring Lake Township; to define the powers and duties of the Spring Lake 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 Ordinance.

The Board of Trustees of Spring Lake Township resolves:

Section 1: TITLE.

This resolution shall be known as the Spring Lake Township General Appropriations Act.

Section 2: CHIEF ADMINISTRATIVE OFFICER.

The Township Manager 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 Township 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: MCLA 141.413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on March 1, 2018 and a public hearing on the proposed budget was held on March 12, 2018.

Section 5: ESTIMATED REVENUES.

Estimated Township General Fund revenues for fiscal year beginning April 1, 2018, including an allocated millage of 0.7500 mills, a Fire Department Special Assessment District millage of 1.15 mills, voter authorized millage of 0.1300 mills for streetlights, voter authorized millage of 0.4550 mills for bike paths, and various miscellaneous revenues. The total General Fund revenue will be \$2,754,000.00.

Section 6: MILLAGE LEVY.

The Spring Lake 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 0.7500 mills as set forth by the Tax Allocation Board.

Section 7: ESTIMATED EXPENDITURES.

Estimated Township general fund expenditures for fiscal year 2018/2019 for the various township activities are as follows:

Board	25,900
General Government	108,000
Supervisor	69,700
Manager	168,400
Elections	44,700
Finance	171,900
Assessing	248,800
Clerk	186,200
Treasurer	43,700
Cemetery	178,600
Public Safety	180,700
Building	195,500
Planning	174,700
Drains	80,000
Roads	253,300
Parks & Recreation	319,900
Bond Repayment	257,000
<hr/> Total Appropriations:	<hr/> 2,707,000

Section 8: ADOPTION OF BUDGET BY COST CENTER.

The Board of Trustees of Spring Lake Township adopts the 2018/2019 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. Said officials may further expend up to \$5,000 per cost item without prior board approval and may pay any previously Board contracted expense without Board approval, including but not limited to all insurance payments; HSA contributions; and Payment in Lieu of Health and Dental/ Vision premiums as set in the appropriate cost centers.

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 town order for expenditures that exceed appropriations.

Section 10: TRANSFER AUTHORITY.

The Chief Administrative Office 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 \$5,000 of the appropriation item from which the transfer is to be made. 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 general 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.

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 from the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 14: REIMBURSABLE EXPENSE

Mileage shall be reimbursed at the IRS approved rate. Maximum meal allowance shall be a maximum of \$30.00 per day. Itemized bills shall be provided for reimbursement.

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 employees to disciplinary action as outlined in P.A.621 (1978) and the Spring Lake Township Personnel Policy and Procedures Manual.

Section 16: BOARD ADOPTION.

Motion made by Lindquist, support by Terpstra to adopt the foregoing resolution.

Upon roll call vote the following voted:

Ayes: Nash, Koster, Boersma, Lindquist, Pavick, Rabideau, Terpstra

Nays: None

Absent: None

The Supervisor declared the motion approved and the resolution duly adopted on the 26th day of March 2018.

H. Carolyn Boersma, CMC
Spring Lake Township Clerk