

**KOCHVILLE TOWNSHIP,
SAGINAW COUNTY, MICHIGAN**

**RESOLUTION NO. 17-07
TOWNSHIP GENERAL APPROPRIATIONS ACT**

A resolution to establish a general appropriations act for Kochville Township; to define the powers and duties of the Kochville Township Officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirement of this resolution.

The Board of Trustees of Kochville Township ordains:

Section 1: Title

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

Section 2: Chief Administrative Officer

The Township Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act. The Township Clerk shall serve as the deputy Chief Administrative Officer as it pertains to the General Appropriations Act and assist the Supervisor in carrying out requirements as necessary.

Section 3: Fiscal Officer

The Township Manager 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 the public hearing on the proposed budget was published in a newspaper of general circulation on March 9, 2017 and a public hearing on the proposed budget was held on March 20, 2017.

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2017-18 are \$751,920. In addition, the Township intends an allocated Fire millage as assessed of 1.00 mills for residential and agriculture, and 2.00 mills for commercial and industrial; a general township operations millage of .9766 mills (one mill allocated); and a DDA millage of two mills to those parcels within that defined district. With various miscellaneous revenues, expected total Township revenues shall equal approximately \$3,565,616.00.

Estimated township fire fund revenues for fiscal year 2017-18 shall total approximately \$614,539.

Estimated township building fund revenues for fiscal year 2017-18 shall total approximately \$160,000.

Estimated DDA revenues for fiscal year 2017-18 shall total approximately \$801,331.

Estimated solid waste refuse collection and disposal revenue from special assessment of eligible

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residential properties for fiscal year 2017-18 is \$112,200.

Estimated water fund revenues for fiscal year 2017-18 shall total approximately \$968,826.

Estimated sewer fund revenues for fiscal year 2017-18 shall total approximately \$929,906.

Estimated Veterans Hall revenues for fiscal year 2017-18 shall total approximately \$28,225.

Section 6: Millage Levy

The Kochville Township Board shall cause to be levied and collected the general property tax on the real and personal property within the township upon the current tax roll an amount equal to .9766 mills (one mill allocated) for residential property as set forth by the Tax Allocation Board.

A special Assessment for fire protection of two mills for improved commercial and industrial premises, and one mill for agricultural, residential, unimproved commercial and industrial and all other premises not otherwise exempt which are located in the Township shall remain the same.

An additional levy of two mills shall be levied and collected on the real and personal property located in the original and expanded DDA District.

Section 7: Estimated Expenditures

Estimated township general fund expenditures for fiscal year 2017-18 for the various township activities are as follows: See Attached Budgets. Total Township expenditures in fiscal year 2017-18 are estimated as \$2,822,979.

Included in the above estimated expenditures, the Township Board establishes the following salaries for the FY 2017-18 budget for elected officials:

- Township Supervisor: \$10,800.
- Township Clerk: \$19,000.
- Township Treasurer: \$19,000.
- Township Trustees: \$3,000.00 plus \$50.00 per special meeting attended
- Deputy Clerk: As established in Resolution 17-08
- Deputy Treasurer: As established in Resolution 17-09
- All other Township employees: See attached budget

Section 8: Adoption of Budget by Reference

The general fund budget of Kochville Township is hereby adopted by reference, with revenues and activity expenditures as indicated in Section 5 and 7 of this act.

Section 9: Adoption of Budget by Cost Center (Activity Center)

The Board of Trustees of Kochville Township adopts the 2017-2018 fiscal year general fund budget by cost center (Activity 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 transfer among the various line items contained in the cost center appropriation. However, no transfer of appropriations for line items related to personnel or capital outlays may be made without prior board approval by budget

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amendment. Fire fund and Building Inspection funds are adopted at the fund level. The DDA fund is adopted by cost center.

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: Allotment of Appropriations

No later than the first day of the fiscal year, each department, board or commission of Kochville Township shall submit to the Chief Administrative Officer, a statement of proposed allotments of appropriations based on expected periodic requirements. The Chief Administrative Officer shall review, modify or approve the proposed allotment plan for any cost center.

Section 12: Periodic Fiscal Reports

The fiscal officer shall transmit to the board at the end of each month 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 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 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.
 2. For each cost center: the amount appropriated; the amount charged to each appropriation in the previous month for the current fiscal year and as compared with the same period in the prior 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

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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 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 P.A. 621 (1978) and the Kochville Township personnel manual.

Section 16: Board Adoption

The foregoing resolution was offered by Board Member Clerk Machata and supported by Supervisor Loiacano.


Upon roll call vote, the following voted:

“Aye” – Supervisor Loiacano, Clerk Machata, Treasurer Brewster, Trustee Ferrell
and Trustee Thon


“Nay” - None

“Abstained” - None

The foregoing Resolution was duly adopted at a regular meeting of the Kochville Township Board held on the 20th day of March, 2017.



James Loiacano
Supervisor of Kochville Township



Kevin Machata
Clerk of Kochville Township

CERTIFICATE

I, Kevin Machata, Clerk of Kochville Township, do hereby certify the foregoing to be a true copy of a resolution adopted by the Kochville Township Board at its meeting held on March 20, 2017.



Kevin Machata
Clerk of Kochville Township