

**Cross Village Township
Resolution # 2023-003
FY 2023-2024**

General Appropriations Act

A resolution to establish a general appropriations act for Cross Village Township; to define the powers and duties of the Cross Village 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.

Whereas: The Cross Village Township Board is the elected governing body for the Township of Cross Village, and

Whereas: it is the governing body with the ability to establish the operating budget for the township fiscal year 2023-2024, so therefore

BE IT RESOLVED:

Section 1: Title

This resolution shall be known as the Cross Village 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; MCLA 141.413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on March 1, 2023, and a public hearing on the proposed budget was held on March 07, 2023.

Section 5: Estimated Revenues

Estimated township revenues for fiscal year 2023-2024, including an allocated millage of 1 Mill; voter authorized milage of 1.25 Mills, and various miscellaneous revenues will total \$206,206.00

Section 6: Millage Levy

The Cross Village 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 2.25 mills as authorized under state law and approved by the electorate.

Section 7: Estimated Expenditures

Estimated township general fund expenditures for fiscal year 2022-2023 for the various cost centers are as follows:

101 Township:	\$17,694.00
171 Supervisor:	\$7,705.00
191 Accounting:	\$5,000.00
215 Clerk:	\$8,305.00
247 Board of Review:	\$750.00
253 Treasurer:	\$10,105.00
257 Assessor:	\$16,210.00
262 Elections:	\$1,200.00
265 Community Center:	\$11,500.00
266 Attorney:	\$3,000.00
276 Cemetery:	\$1,600.00
336 Fire Hall:	\$4,100.00
446 Highways and Streets:	\$5,000.00
448 Street Lights:	\$2,300.00
751 Park:	\$8,550.00
970 Town Hall:	\$900.00
971 Cross Lot:	\$15,300.00
901 Capital Outlay	\$7,000.00

Total estimated expenditures: \$126,219.00

Section 8: Adoption of Budget by Reference

The general fund budget of Cross Village 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 Cross Village Township adopts the 2023-2024 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 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: Transfer Authority

The Chief Administrative Officer 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 \$500 or 10% of the appropriation item from which the transfer is to be made, whichever is less. 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 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; 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 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).

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 7th day of March, 2023.

I, Diana Keller, the duly elected and acting Clerk of Cross Village Township, hereby certify that the foregoing resolution was adopted by the Township Board by a roll call vote at a meeting of the Board held on the seventh day of March, 2023, at which meeting a quorum was present; and that this resolution was ordered to take immediate effect

Township Clerk _____ Date: _____

Diana Keller