

Victor Township  
 General Appropriations Act for FY 2017-2018  
 Resolution 2017: 03302017-1

A resolution to establish a general appropriations act for Victor Township; to define the powers and duties of the Victor 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 Victor Township resolves:

Section 1: Title

This resolution shall be known as the Victor Township General Appropriations Act for FY 2017-2018.

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 February 16, 2017, and a public hearing on the proposed budget was held on March 14, 2017.

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2017-2018, including an allocated millage of 1.000 mills or less pursuant to Headlee rollback; voter-authorized millage of 1.5000 mills or less pursuant to Headlee rollback, and various miscellaneous revenues shall total \$1,177,680.

<u>Cost Center</u>	<u>Acct. Numbers</u>	<u>Budget</u>
Taxes - General	101-000-410-000 through 101-000-447-000	\$ 158,100
Licenses and Permits	101-100-460-000	\$ 14,000
Revenue Sharing	101-000-574-000	\$ 266,147
Charges for Services	101-000-608-000 through 101-000-629-000	\$ 6,300
Interests and Rents	101-000-665-000 through 101-000-668-000	\$ 5,700
Other Revenue	101-000-687-000 through 101-000-688-000	\$ 1,100
Reserve General Fund	101-000-690-000	\$ 227,102
Total Revenue		\$ 678,449
Restricted Revenue		
Available Revenue		
Other Funds:		
Cemetery	150-000-630.001 through 150-000-690-000	\$ 32,575

Road	204-000-405.000 through 204-000-690.000	\$ 277,956
Fire	206-000-403.000 through 206-000-690.000	\$ 180,000
Round Lake	841-000-672.000	\$ 8,700
Total Revenue	General and Other Funds	\$1,177,680

Section 6: Millage Levy

The Victor 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 2.5 mills or less pursuant to Headlee rollback as set forth under state law.

Section 7: Estimated Expenditures

Estimated township general fund expenditures for fiscal year 2017-2018 for the various township cost centers are as follows:

<u>Cost Center</u>	<u>Acct. Numbers</u>	<u>Budget</u>
Legislative-General	101-000-701-000 through 101-000-980-000	\$ 67,725
Legislative-Trustee	101-101-702-001 through 101-101-955-000	\$ 5,812
General Govt – Supervisor	101-171-702-003 through 101-171-955-000	\$ 15,384
General Govt – Clerk	101-215-702-005 through 101-215-955-000	\$ 17,714
General Govt – Data	101-228-800.000 through 101-228-800.004	\$ 7,000
General Govt – Board of Review	101-247-702-008 through 101-247-800-001	\$ 1,500
General Govt – Treasurer	101-253-702-009 through 101-253-955-000	\$ 17,734
General Govt – Assessor	101-257-702-012 through 101-257-955-000	\$ 23,075
General Govt – Elections	101-262-702-014 through 101-262-980-000	\$ 8,500
General Govt – Building and Grounds	101-265-727-006 through 101-265-970-000	\$ 125,360
Public Safety-Law Enforcement	101-301-801-002	\$ 1,000
Public Works – Drains	101-445-803-000	\$ 10,000
Health and Welfare	101-672-800-002	\$ 500
Community and Economic Development	101-721-727.012 through 101-728-727-013	\$ 1,000
Recreation and Culture	101-751-727-014 through 101-790-800-003	\$ 39,000
Contingency	101-890-999-000	\$ 37,214
	101-890-999.150 To Cemetery Fund	\$ 21,475

	101-890-999.204 To Road Fund	\$277,956
Capital Outlay	101-901-970-000	\$ 0
Transfer In Fire	101-902-931-000	\$ 0
Tax Tribunal Refund	101-899-999-001	\$ 500
<b>TOTAL EXPENDITURES</b>		<b>\$ 678,449</b>
Estimated Expenditures in other funds as follows:		
Cemetery	150-276-801.000 through 150-276-920-005	\$ 32,575
Road	204-446-957.000	\$ 463,270
Fire	206-336-800.000 through 206-902-999.000	\$ 132,626
Round Lake	841-880-800.000	\$ 20,500
	Total Other Funds	\$ 648,971
<b>TOTAL EXPENDITURES</b>	<u>General plus other funds</u>	<b>\$ 1,327,420</b>

**Section 8: Adoption of Budget by Cost Center**

The Board of Trustees of Victor Township adopts the 2017-2018 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. Transfers of appropriations between cost centers may occur with prior board approval by budget amendment. 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 township order for expenditures that exceed appropriations.

**Section 10: 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 summary 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 11: 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 12: 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 13: Violations of this Act

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official or employees to disciplinary action as outlined in P.A. 621 (1978) and the Victor Township Policies and Procedures manual.

Section 14: Board Adoption

Motion made by Wall seconded by Willoughby, to adopt the foregoing resolution. Upon roll call vote, the following voted yes: Malkin, Sayles, Smith, Wall, and Willoughby. The following voted no: None. The supervisor declared the motion carried and the resolution duly adopted on the 4th day of April 2017.

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Kimberly McKinney Smith  
Township Clerk

STATE OF MICHIGAN     )  
  ) ss  
COUNTY OF CLINTON    )

**CERTIFICATION**

I, the undersigned, duly qualified Clerk of Victor Township, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Victor Township Board of Trustees at a regular meeting held on April 4, 2017.

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Kimberly McKinney Smith  
Victor Township Clerk