

Prairieville Township
General Appropriations Act
March 30, 2009

A resolution to establish a General Appropriations Act for Prairieville Township; to define the powers and duties of the Prairieville 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 Prairieville Township resolves:

Section 1: Title

This resolution shall be known as the Prairieville 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 Hearing on the Budget

For general law townships; Pursuant to MCLA 141.412; MCLA 141.413, notice of public hearing on the proposed budget was published in a newspaper of general circulation on March 19, 2009 and a public hearing on the proposed budget was held on March 30, 2009.

Section 5: Estimated Revenues

Estimated township General Fund Revenues for fiscal year 2009/2010, including an allocated millage of 1.0000 mills and various miscellaneous revenues shall total \$460,170.00 and voter-authorized renewal millage of 3.0435 mills for fire, roads and police shall total \$387,578 under the maximum allowable by general law.

Section 6: Millage Levy

The Prairieville 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 1.0000 mills as set forth by the Tax Allocation Board under the maximum allowable by general law.

Section 7: Estimated Expenditures

Estimated township General Fund Expenditures for fiscal year of 2009/2010 for the various township activities are as follows: see attached proposed budget.

Section 8: Adoption of Budget by Reference

The General Fund Budget of Prairieville 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 Centers

The Board of Trustees of Prairieville Township adopts the 2009/2010 fiscal year General Fund Budget by cost centers. 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. No transfers of cost center appropriations shall 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 township 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 \$500.00 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. Under no circumstances may the total General Fund Budget be changed without prior Board approval.

Section 12: Allotment of Appropriations

No later than the first day of the fiscal year, each department, board or commission of Prairieville 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 13: 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 (month) and for the current fiscal year to the end of the previous quarter (month);
 - i. 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.
 - ii. 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 fiscal year; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.

Section 14: 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 15: 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 any 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 16: 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 17: Board Adoption

Motion made by Trustee Ritchie, seconded by Trustee Miller to adopt the foregoing resolution. Upon roll call vote, the following voted aye: Trustee Miller, Trustee Ritchie, Supervisor Stoneburner, Treasurer Nottingham and Clerk Owens. The following voted nay: none. The Supervisor declared the motion carried and the resolution duly adopted on the 30 day of March, of 2009.

Jill Owens,
Prairieville Township Clerk