

**CENTERVILLE TOWNSHIP
5100 S FRENCH RD
(LEELANAU COUNTY)
CEDAR, MICHIGAN 49621**

SUPERVISOR
JAMES SCHWANTES
PHONE: 920-5204
Email:
centervillesupervisor@gmail.com
TRUSTEE
DANIEL HUBBELL
PHONE: 228-6390
Email: dan@hubbelfarm.com

CLERK
ELIZABETH CHILES
PHONE: 620-2130
Email: clerk.centerville@gmail.com

TRUSTEE
RONALD SCHAUB
PHONE: 256-7127
Email: schaubron@yahoo.com

TREASURER
KATRINA PLEVA
PHONE: 228-5649 FAX: 228-6818
Email: dalekatrina@centurytel.net
ZONING ADMIN:
TIM CYPHER
PO BOX 226
LAKE LEELANAU, MI 49653
CELL: 360-2557 FAX 256-7774
Email: tim@allpermits.com

**AGENDA
Special Township Budget Meeting
Saturday March 18, 2023
(to follow annual meeting)
at Centerville Township Hall
also available on Zoom**

1. Call to order
2. Review, amend and approve agenda
3. Treasurer's Report as of February 28, 2023, Balance Sheet as of March 15, 2023, and FYI 2022-23 Budget and Expenditures
4. Amend FY 2022-23 budget if needed
5. Public Hearing on Proposed Township Budget for Fiscal Year 2023-24
 1. Open Public Hearing
 2. Take Public Input
 3. Close Public Hearing
6. Consider changes to the budget
7. Adopt Centerville Township 2023 General Appropriations Act and Budget (Resolution # 2023-04)
8. Motion to adjourn.

James Schwantes is inviting you to a scheduled Zoom meeting.

Topic: 2023 Annual Meeting and Budget Meeting

Time: Mar 18, 2023 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81790116779?pwd=eXhaYTJOY2xYVFRGcktJU2gyclVwUT09>

Meeting ID: 817 9011 6779

Passcode: 578645

One tap mobile

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Dial by your location

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+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

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+1 689 278 1000 US

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Find your local number: <https://us02web.zoom.us/j/81790116779>

CENTERVILLE TWP TREASURER'S REPORT
As of February 28, 2023

Account Balances:

Chase Tax Fund Cking #9301
 Chase HI Yield Savings #5793
 Chase Business Savings #6868
 Chase Commercial Cking #2769
 Chase Business Cking #1613

\$3,218.98
 \$101,788.02
 \$127,150.66
 \$0.00
 \$379,719.49
\$611,877.15

<u>Receipts</u>	<u>Amount</u>	<u>From</u>	<u>Description</u>
#3199	\$9.96	Chase Bank	Interest for January 2023
#3200	\$250.00	Thad and Nancy Popa	Site Plan Review-DNR Boat Launch Boat Cleaning
#3201	\$61.17	GT Conservation District	Winter Hemlock flyer included w/winter tax bills
#3202	\$100.00	Tim Cypher, ZA	Land Division
#3203	\$50,575.28	K Pleva, Treasurer	Admin Fee-\$1,738.69; Twp-\$9,461.52; Fire/Ambul-\$39,375.07
#3204	\$5,605.40	K Pleva, Treasurer	CARSAD
#3205	\$3,480.04	Charter Communications	Franchise Fee; Nov '22-Dec '22
#3206	\$46,966.85	K Pleva, Treasurer	Admin Fee-\$1,492.82; Twp-\$8,179.83; Fire/Ambul-\$34,041.39; CARSAD-\$3,252.81
#3207	\$8.72	Chase Bank	Interest for February 2023

Centerville Township Balance Sheet					03/15/23
Assets:					
Cash and Cash Equivalents					\$624,093.80
Capital Assets (trucks, land, building)					
Receivables:	Fire Millage:			\$13,177.88	
	Administration Fee:			\$737.60	
	Township Allocation:			\$3,166.46	
	CARSAD:			\$3,802.38	
			Total:		\$20,884.32
Total Assets:					\$644,978.12
Liabilities:					
Accrued Liabilities:					\$0.00
Current Liabilities:					
	2100- Payroll Liabilities				\$426.91
	2200- Offsetting Tax Liability			\$78,118.55	
		For Disbursement		\$74,899.57	
		For Centerville		\$3,218.98	\$74,899.57
Non-current Liabilities					
	Due within current fiscal year (FY22-23)				
	Fire Department (annual payment)				\$0.00
	Chalet Roads (1 of 3 annual payments)				\$0.00
	Due within more than one fiscal year				\$0.00
	Chalet Roads (FY 23-24 & FY 24-25)				\$162,656.00
Total Liabilities					\$237,982.48
Net Assets:					
Invested in Capital Assets, net of related debt					\$0.00
Restricted:					
	Tax Disbursement Funds				\$0.00
	Fire Department (millage)				\$193,318.99
	Metro funds (FY2014 to current FY)				\$0.00
	Tax administration fee				\$0.00
	ARPA				\$100,302.16
	CARSAD				\$0.00
	Total Restricted				\$293,621.15
Unrestricted:					
	Committed:				\$0.00
	Assigned:				
		Roads:			\$108,900.00
		Fire Department Back up Fund			\$97,715.00
		Total Assigned			\$206,615.00
	Unassigned:				\$144,741.97
	Total Unrestricted:				\$351,356.97
Total Net Assets:					\$406,995.64
Total Net Assets and Liabilities					\$644,978.12

Notes:						
Fund Balance Policy Targets:						
Unassigned Balance:						
FY 2022-2023 Expenses:						
Reduced by Fire millage funds: \$269,342.00					\$513,646.32	
					\$244,304.32	
April 1 Unassigned Balance of 50% of Expenses:				% of Target:	118%	
Nov 30 Unassigned Balance of 15% of Expenses:					\$122,152.16	
Assigned Funds:						
Fire Back-up Fund:						
FY 2021-2022 CAFR Liability:						
Fire Back-up Fund Target 50% of Annual Liability					% of Target:	76%
Road Fund:						
Project needs through FY 2024-25 (Chalet Streets)					\$122,000.00	
Specified Projects:						
none					\$0.00	
Restricted Funds Calculations:						
Fire Millage Fund:						
Balance on 11/30/22					\$0.00	
Collected 12/01/22 -11/30/23:					\$257,429.95	

Date paid:		01/12/22	04/12/23	07/12/23	10/11/23	
Paid out since 12/1/21:		\$64,110.96	\$0.00	\$0.00	\$0.00	\$64,110.96
Note: Fire Funds collected and paid on a 12/1 to 11/30 basis					Balance:	\$193,318.99
Tax Administration Fee:						
Balance on 04/01/22					\$0.00	
Collected Since 4/1/22					\$28,905.68	
Paid out since 4/1/22: 12 months					\$31,899.96	
Paid out as Treasurer & Assessor monthly wages: \$2,658.33					Balance:	-\$2,994.28
Metro Fund:						
6-2019, 6-2020, 6-2021, 6-2022		2019-2022				
Revenue Received:		\$17,532.51			\$17,532.51	
Expenditure:		\$17,532.51			\$17,532.51	
		Chalet Roads		-----		
Dates:		12/14/22		Balance:	\$0.00	
CARSAD Fund						
Revenues Collected		FY 22-23	FY 23-24	FY 24-25		
		\$34,764.22			\$34,764.22	
LCRC Payments (50%)		\$40,644.88			\$40,644.88	
Expenditure Date:		12/14/22		-----		
					Balance:	-\$5,880.66
ARPA Fund						
Revenues Collected		FY 21-22	FY 22-23			
		\$67,099.91	\$67,098.38	\$134,198.29		
Expenditures		\$2,947.00	\$4,162.75	\$26,786.38	\$33,896.13	
		Conf Furniture	AV Equip	Roof	-----	
		04/15/22	08/24/22	03/08/23	Balance:	\$100,302.16

CENTERVILLE TOWNSHIP
Profit & Loss Budget vs. Actual
April 1, 2022 through March 14, 2023

	Apr 1, '22 - Mar 14, 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
101-401 · Revenues				
401-402 · Property Taxes	64,274.47	64,654.00	-379.53	99.4%
401-403 · Fire Operating 1.25 Mills	264,642.84	269,342.00	-4,699.16	98.3%
401-404 · PILT National Park	683.06	600.00	83.06	113.8%
401-451 · Zoning/Permits/Splits	5,565.00	0.00	5,565.00	100.0%
401-452 · PC Zoning (Site Plan Review)	1,000.00	0.00	1,000.00	100.0%
401-477 · Cable Franchise Fee	0.00	0.00	0.00	0.0%
401-574 · State Shared Sales Tax Revenue	114,459.00	119,000.00	-4,541.00	96.2%
401-575 · State Shared Metro Revenue	7,910.91	4,000.00	3,910.91	197.8%
401-607 · Tax Admin Fee	28,905.68	22,000.00	6,905.68	131.4%
401-651 · Charges for Services	3,542.50	3,400.00	142.50	104.2%
401-664 · Interest Earned	491.34	500.00	-8.66	98.3%
401-668 · Rents & Royalties	33.00	0.00	33.00	100.0%
401-676 · Reimbursements	1,524.72	1,300.00	224.72	117.3%
401-812 · Street Improvement SAD	34,764.22	0.00	34,764.22	100.0%
101-401 · Revenues - Other	0.00	0.00	0.00	0.0%
Total 101-401 · Revenues	527,796.74	484,796.00	43,000.74	108.9%
3950 · Other Government Income	0.00	107,495.00	-107,495.00	0.0%
Total Income	527,796.74	592,291.00	-64,494.26	89.1%
Expense				
101-101 · Township Board				
101-449 · Road Improvements	81,289.76	81,328.00	-38.24	100.0%
101-701 · Adm Wages	3,250.01	3,500.00	-249.99	92.9%
101-726 · Office Supplies	0.00	600.00	-600.00	0.0%
101-801 · Legal Fees	19,165.00	20,000.00	-835.00	95.8%
101-802 · Auditing Services	4,000.00	3,700.00	300.00	108.1%
101-900 · Printing & Publishing	1,795.47	1,200.00	595.47	149.6%
101-911 · Memberships & Dues	2,034.12	2,000.00	34.12	101.7%
101-955 · Miscellaneous	1,339.04	1,500.00	-160.96	89.3%
101-101 · Township Board - Other	0.00	0.00	0.00	0.0%
Total 101-101 · Township Board	112,873.40	113,828.00	-954.60	99.2%
101-171 · Township Supervisor				
171-701 · Adm Wages	10,700.03	10,700.00	0.03	100.0%
171-726 · Office Supplies	74.17	100.00	-25.83	74.2%
171-801 · Legal fees	0.00	250.00	-250.00	0.0%
171-860 · Travel	55.87	200.00	-144.13	27.9%
171-955 · Miscellaneous	0.00	0.00	0.00	0.0%
171-960 · Education & Training	390.00	600.00	-210.00	65.0%
101-171 · Township Supervisor - Other	0.00	0.00	0.00	0.0%
Total 101-171 · Township Supervisor	11,220.07	11,850.00	-629.93	94.7%
101-215 · Clerk				
215-701 · Wages	16,599.96	16,600.00	-0.04	100.0%
215-703 · Part Time Wages	1,812.00	3,000.00	-1,188.00	60.4%
215-726 · Office Supplies/Software	1,252.54	1,500.00	-247.46	83.5%
215-802 · Contracted Services	882.10	1,300.00	-417.90	67.9%
215-860 · Travel	16.34	100.00	-83.66	16.3%
215-930 · computer services	130.00	300.00	-170.00	43.3%
215-960 · Education & Training	420.00	550.00	-130.00	76.4%
101-215 · Clerk - Other	0.00	0.00	0.00	0.0%
Total 101-215 · Clerk	21,112.94	23,350.00	-2,237.06	90.4%
101-247 · Board of Review				
247-703 · Part Time Wages	1,110.00	1,400.00	-290.00	79.3%
247-900 · Printing & Publishing	265.30	200.00	65.30	132.7%
247-960 · Education & Training	0.00	600.00	-600.00	0.0%
101-247 · Board of Review - Other	0.00	0.00	0.00	0.0%
Total 101-247 · Board of Review	1,375.30	2,200.00	-824.70	62.5%

CENTERVILLE TOWNSHIP
Profit & Loss Budget vs. Actual
April 1, 2022 through March 14, 2023

	Apr 1, '22 - Mar 14, 23	Budget	\$ Over Budget	% of Budget
101-253 - Treasurer				
253-701 - Wages & School Col.	16,599.96	16,600.00	-0.04	100.0%
253-703 - Part Time Wages	230.00	2,400.00	-2,170.00	9.6%
253-726 - Office Supplies/Software	1,094.40	2,500.00	-1,405.60	43.8%
253-802 - Contracted Services	4,128.37	3,200.00	928.37	129.0%
253-860 - Travel	72.92	300.00	-227.08	24.3%
253-930 - Computer Services	0.00	200.00	-200.00	0.0%
253-960 - Education & Training	0.00	200.00	-200.00	0.0%
101-253 - Treasurer - Other	0.00	0.00	0.00	0.0%
Total 101-253 - Treasurer	22,125.65	25,400.00	-3,274.35	87.1%
101-257 - Assessor				
257-701 - Wages	15,299.99	15,300.00	-0.01	100.0%
257-726 - Office Supplies/Software	0.00	800.00	-800.00	0.0%
257-802 - Contracted Services	1,105.90	0.00	1,105.90	100.0%
257-860 - Travel	0.00	200.00	-200.00	0.0%
257-900 - Printing & Publishing	858.00	1,000.00	-142.00	85.8%
257-960 - Education & Training	0.00	200.00	-200.00	0.0%
101-257 - Assessor - Other	0.00	0.00	0.00	0.0%
Total 101-257 - Assessor	17,263.89	17,500.00	-236.11	98.7%
101-262 - Elections				
262-701 - Wages-Part time	5,042.51	5,000.00	42.51	100.9%
262-726 - Office Supplies	2,850.47	2,500.00	350.47	114.0%
262-802 - Contractual Fees	2,550.85	3,000.00	-449.15	85.0%
262-860 - Travel	12.17	700.00	-687.83	1.7%
262-900 - Printing & Publishing	181.90	400.00	-218.10	45.5%
262-960 - Education & Training	0.00	800.00	-800.00	0.0%
101-262 - Elections - Other	0.00	0.00	0.00	0.0%
Total 101-262 - Elections	10,637.90	12,400.00	-1,762.10	85.8%
101-265 - Township Hall				
265-931 - Hall Upgrade	7,109.75	9,000.00	-1,890.25	79.0%
265-740 - Operating Supplies	0.00	500.00	-500.00	0.0%
265-760 - Janitorial Services	500.00	800.00	-300.00	62.5%
265-920 - Utilities-Electric	497.39	400.00	97.39	124.3%
265-921 - Internet Services	1,517.78	1,700.00	-182.22	89.3%
265-922 - Utilities-Heat	1,818.78	1,350.00	468.78	134.7%
265-930 - Repairs & Maintenance	3,404.49	4,900.00	-1,495.51	69.5%
101-265 - Township Hall - Other	0.00	0.00	0.00	0.0%
Total 101-265 - Township Hall	14,848.19	18,650.00	-3,801.81	79.6%
101-336 - Fire Department				
336-801 - Administrative Fee	256,443.84	256,443.32	0.52	100.0%
336-970 - Fire Department - Other	395.00	525.00	-130.00	75.2%
336-971 - Fire Station	26,786.38	27,000.00	-213.62	99.2%
336-975 - Future Vehicle Fund	0.00	0.00	0.00	0.0%
101-336 - Fire Department - Other	0.00	0.00	0.00	0.0%
Total 101-336 - Fire Department	283,625.22	283,968.32	-343.10	99.9%
101-448 - Street Lighting				
448-920 - Utilities-Electric	823.96	1,000.00	-176.04	82.4%
101-448 - Street Lighting - Other	0.00	0.00	0.00	0.0%
Total 101-448 - Street Lighting	823.96	1,000.00	-176.04	82.4%
101-721 - Planning				
721-701 - Part Time Wages	4,968.75	5,000.00	-31.25	99.4%
721-801 - Legal Fees & Professional	1,487.50	3,300.00	-1,812.50	45.1%
721-860 - Travel	0.00	200.00	-200.00	0.0%
721-900 - Printing & Publishing	341.41	300.00	41.41	113.8%
721-960 - Education & Training	0.00	750.00	-750.00	0.0%
101-721 - Planning - Other	0.00	0.00	0.00	0.0%
Total 101-721 - Planning	6,797.66	9,550.00	-2,752.34	71.2%
101-722 - Zoning Board of Appeals				
722-701 - Part Time Wages	190.00	600.00	-410.00	31.7%
722-801 - Legal Fees	12,722.00	13,500.00	-778.00	94.2%
722-860 - Travel	0.00	100.00	-100.00	0.0%
722-900 - Printing & Publishing	89.65	200.00	-110.35	44.8%
722-960 - Education & Training	0.00	300.00	-300.00	0.0%
101-722 - Zoning Board of Appeals - Other	0.00	0.00	0.00	0.0%
Total 101-722 - Zoning Board of Appeals	13,001.65	14,700.00	-1,698.35	88.4%

CENTERVILLE TOWNSHIP
Profit & Loss Budget vs. Actual
April 1, 2022 through March 14, 2023

	Apr 1, '22 - Mar 14, 23	Budget	\$ Over Budget	% of Budget
101-723 · Zoning Administrator				
723-701 · Contracted Services	11,200.00	11,200.00	0.00	100.0%
723-726 · Office Supplies	0.00	0.00	0.00	0.0%
723-860 · Travel	0.00	0.00	0.00	0.0%
723-955 · Miscellaneous	0.00	0.00	0.00	0.0%
723-960 · Education and Training	0.00	0.00	0.00	0.0%
101-723 · Zoning Administrator - Other	0.00	0.00	0.00	0.0%
Total 101-723 · Zoning Administrator	11,200.00	11,200.00	0.00	100.0%
101-751 · Parks				
751-801 · Contracted Services	726.76	1,000.00	-273.24	72.7%
751-930 · Repairs & Maintenance	1,645.99	2,500.00	-854.01	65.8%
101-751 · Parks - Other	0.00	0.00	0.00	0.0%
Total 101-751 · Parks	2,372.75	3,500.00	-1,127.25	67.8%
101-851 · Insurance & Bonds				
851-955 · Insurance & Bonds	5,753.00	6,000.00	-247.00	95.9%
101-851 · Insurance & Bonds - Other	0.00	0.00	0.00	0.0%
Total 101-851 · Insurance & Bonds	5,753.00	6,000.00	-247.00	95.9%
101-861 · Employers Share of Retirement	0.00	0.00	0.00	0.0%
101-862 · FICA & Medicare Taxes	6,926.65	8,500.00	-1,573.35	81.5%
101-871 · Workers Compensation Insurance	760.00	800.00	-40.00	95.0%
101-880 · General Government Misc	0.00	0.00	0.00	0.0%
4000 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
5977 · Capital Outlay				
97014 · Land & Improvements	0.00	0.00	0.00	0.0%
97214 · Buildings & Improvements	0.00	0.00	0.00	0.0%
97714 · Equipment	0.00	0.00	0.00	0.0%
5977 · Capital Outlay - Other	0.00	0.00	0.00	0.0%
Total 5977 · Capital Outlay	0.00	0.00	0.00	0.0%
6999 · Uncategorized Expenses	0.00	0.00	0.00	0.0%
Total Expense	542,718.23	564,396.32	-21,678.09	96.2%
Net Ordinary Income	-14,921.49	27,894.68	-42,816.17	-53.5%
Other Income/Expense				
Other Income				
282-665 · Interest - ARPA	49.55	0.00	49.55	100.0%
Total Other Income	49.55	0.00	49.55	100.0%
Net Other Income	49.55	0.00	49.55	100.0%
Net Income	-14,871.94	27,894.68	-42,766.62	-53.3%

CENTERVILLE TOWNSHIP FY 2023-24 COST CENTER BUDGET			
DRAFT MARCH 18, 2023			
Income			
	101-401	Revenues	
	401-402	Property Taxes	74,284.00
	401-403	Fire Operating Millage	298,700.00
	401-404	PILT	600.00
	401-451	Zoning/Permits/Splits	0.00
	401-452	PC Zoning (Site Plan Review)	0.00
	401-477	Cable Franchise Fee	12,000.00
	401-574	State Shared Sales Tax Revenue	135,729.00
	401-575	State Shared Metro Revenue	4,200.00
	401-607	Tax Admin Fee	27,000.00
	401-651	Charges for Services	3,500.00
	401-664	Interest Earned	300.00
	401-668	Rents & Royalties	0.00
	401-676	Reimbursements	1,500.00
	401-812	Street Improvement SAD	40,664.00
		Total 101-401 Revenues	598,477.00
Expense			
	101-101	Township Board	109,128.00
	101-171	Township Supervisor	12,650.00
	101-215	Clerk	27,250.00
	101-247	Board of Review	2,200.00
	101-253	Treasurer	27,800.00
	101-257	Assessor	19,000.00
	101-262	Elections	8,750.00
	101-265	Township Hall	19,700.00
	101-336	Fire Department	294,776.15
	101-448	Street Lighting	1,000.00
	101-721	Planning	10,550.00
	101-722	Zoning Board of Appeals	1,750.00
	101-723	Zoning Administrator	9,600.00
	101-751	Parks	3,500.00
	101-851	Insurance & Bonds	6,500.00
	101-862	FICA and Medicare Taxes	8,000.00
	101-871	Workers Compensation Insurance	800.00
		Total Expenses	562,954.15
		Net Revenues	35,522.85
		Assigned Road Funds:	40,600.00
		Adjusted Balance:	76,122.85

CENTERVILLE TOWNSHIP FY 2023-24 DRAFT LINE ITEM BUDGET						
		FY 2022-23 amended thru 03/08/23	FY 2022-23 Actual 03/08/23	FY 2023-24 Proposed 3/18/23		
Income			Actual			
101-401	Revenues					
401-402	Property Taxes (0.53 mill)	64,654.00	64,274.47	74,284.00		FY2023 TaxVal: 139,579,796 (as of 1/31/23 L4022)
401-403	Fire Operating Millage (2.25 mill)	269,342.00	264,642.84	298,700.00		TaxVal * 0.0005322
401-404	PILT	600.00	683.06	600.00		TaxVal *0.00214
401-451	Zoning/Permits/Splits	0.00	5,656.00	0.00		74284.3674312
401-452	PC Zoning (Site Plan Review)	0.00	1,000.00	0.00		298700.76344
401-477	Cable Franchise Fee	0.00	0.00	12,000.00		
401-574	State Shared Sales Tax Revenue	119,000.00	114,459.00	135,729.00		MI Projection: (January 13, 2023) FY 22-23 \$134,700
401-575	State Shared Metro Revenue	4,000.00	7,910.81	4,200.00		
401-607	Tax Admin Fee	22,000.00	28,905.88	27,000.00		
401-651	Charges for Services	3,400.00	3,542.50	3,500.00		
401-664	Interest Earned	500.00	487.46	300.00		
401-668	Rents & Royalties	0.00	33.00	0.00		
401-676	Reimbursements	1,300.00	1,524.72	1,500.00		
401-812	Street Improvement SAD	40,664.00	34,764.22	40,664.00		\$121,993 / 3
401-501	Federal Grant - ARPA Funds	66,831.00	67,099.91	0.00		
	Total 101-401 Revenues	592,291.00	594,983.87	598,477.00		
Expense						
101-101	Township Board					
101-449	Road Improvements	81,328.00	81,289.76	81,328.00		
101-701	Adm Wages	3,500.00	3,250.01	3,500.00		
101-726	Office Supplies	600.00	0.00	600.00		
101-801	Legal Fees	20,000.00	19,165.00	20,000.00		
101-802	Auditing Services	3,700.00	4,000.00	0.00		
101-900	Printing & Publishing	1,200.00	1,795.47	1,200.00		
101-911	Membership & Dues	2,000.00	2,034.12	2,000.00		
101-955	Miscellaneous	1,500.00	1,314.04	500.00		
	Total 101-101 Township Board	113,828.00	112,848.40	109,128.00		
101-171	Township Supervisor					
171-701	Adm Wages	10,700.00	10,700.03	11,500.00		7% increase
171-726	Office Supplies	100.00	74.17	100.00		
171-801	Legal Fees	250.00	0.00	250.00		
171-860	Travel	200.00	55.87	200.00		
171-955	Miscellaneous	0.00	0.00	0.00		
171-960	Education & Training	600.00	390.00	600.00		
	Total 101-171 Township Supervisor	11,850.00	11,220.07	12,650.00		

		FY 2022-23 amended thru 03/08/23	FY 2022-23 Actual 03/08/23	FY 2023-24 Proposed 3/18/23	
101-215	Clerk				
	215-701 Adm Wages	16,600.00	16,599.96	17,700.00	7% increase
	215-703 Part Time Wages	3,000.00	1,812.00	3,000.00	
	215-726 Office Supplies/Software	1,500.00	1,252.54	1,500.00	
	215-802 Contracted Services	1,300.00	882.10	3,000.00	Includes \$1500 for Gabridge for F-65 report
	215-860 Travel	100.00	16.34	1,200.00	Detroit for Clerk Course
	215-930 Computer Services	300.00	130.00	300.00	
	215-960 Education & Training	550.00	420.00	550.00	
	Total 101-215 Clerk	23,350.00	21,112.94	27,250.00	
101-247	Board of Review				
	247-703 Part Time Wages	1,400.00	1,110.00	1,400.00	
	247-900 Printing & Publishing	200.00	265.30	200.00	
	247-960 Education & Training	600.00	.00	600.00	
	101-247 Board of Review Other	0.00	.00	0.00	
	Total 101-247 Board of Review	2,200.00	1,375.30	2,200.00	
101-253	Treasurer				
	253-701 Wages	16,600.00	16,599.96	17,700.00	7% increase
	253-703 Part Time Wages	2,400.00	230.00	2,400.00	
	253-726 Office Supplies/Software	2,500.00	1,094.40	2,500.00	
	253-802 Contracted Services	3,200.00	4,128.37	4,500.00	
	253-860 Travel	300.00	72.92	300.00	
	253-930 Computer Services	200.00	.00	200.00	
	253-960 Education & Training	200.00	.00	200.00	
	Total 101-253 Treasurer	25,400.00	22,125.65	27,800.00	
101-257	Assessor				
	257-701 Wages	15,300.00	15,299.99	16,800.00	10% raise to about \$12 per parcel from \$11
	257-726 Office Supplies/Software	800.00	.00	800.00	
	257-802 Contracted Services	0.00	1,105.90	0.00	
	257-860 Travel	200.00	.00	200.00	
	257-900 Printing & Publishing	1,000.00	858.00	1,000.00	
	257-960 Education & Training	200.00	.00	200.00	
	Total 101-257 Assessor	17,500.00	17,263.89	19,000.00	
101-262	Elections				
	262-701 Wages Part Time	5,000.00	5,042.51	3,500.00	Current pay for election worker: \$16.00, Chair: \$18.50
	262-726 Office Supplies/Software	2,500.00	2,850.47	1,300.00	Off year for elections
	262-802 Contracted Services	3,000.00	2,550.85	3,000.00	
	262-860 Travel	700.00	12.17	350.00	
	262-900 Printing and Publishing	400.00	181.90	200.00	
	262-960 Education & Training	800.00	.00	400.00	
	Total 101-262 Elections	12,400.00	10,637.90	8,750.00	

		FY 2022-23 amended thru 03/08/23	FY 2022-23 Actual 03/08/23	FY 2023-24 Proposed 3/18/23	
101-265	Township Hall				
	265-931 Hall Upgrade	10,000.00	7,109.75	10,000.00	Upper Hall new windows
	265-740 Operating Supplies	500.00	.00	500.00	
	265-760 Janitorial Services	800.00	500.00	1,200.00	\$75*12 (1x a month)+\$300 (upper hall)
	265-920 Utilities-Electric	400.00	497.39	500.00	
	265-921 Internet Services	1,700.00	1,517.78	1,700.00	
	265-922 Utilities-Heat	1,350.00	1,818.78	1,800.00	\$300 x 6 heating months
	265-930 Repairs & Maintenance	4,900.00	3,404.49	4,000.00	Mowing, snow plowing
	Total 101-265 Township Hall	19,650.00	14,848.19	19,700.00	
101-336	Fire Department				
	336-801 Administrative Fee	256,443.32	256,443.84	294,176.15	Operations: 270978.79 + Capital: 23197.36
	336-970 Fire Department - Other	525.00	395.00	600.00	Hazmat Participation Fee
	101-366 Fire Station - Other Roof	27,000.00	26,786.38	0.00	
	Total 101-336 Fire Department	283,968.32	283,625.22	294,776.15	
101-448	Street Lighting				
	448-920 Utilities-Electric	1,000.00	823.96	1,000.00	
	Total 101-448 Street Lighting	1,000.00	823.96	1,000.00	
101-721	Planning				
	721-701 Part Time Wages	5,000.00	4,968.75	5,300.00	Increase to \$100 for members, \$115 for chair
	721-801 Legal Fees & Professional	3,300.00	1,487.50	4,000.00	7 scheduled meetings, 2 extra, 3hrs each for secretary
	721-860 Travel	200.00	.00	200.00	
	721-900 Printing & Publishing	300.00	341.41	300.00	LF&P: \$1000 Legal, \$3000 Planner
	721-960 Education & Training	750.00	.00	750.00	
	101-721 Planning-Other		.00	0.00	
	Total 101-721 Planning	9,550.00	6,797.66	10,550.00	
101-722	Zoning Board of Appeals				
	722-701 Part Time Wages	600.00	190.00	300.00	
	722-801 Legal Fees	13,500.00	12,722.00	1,000.00	
	722-860 Travel	100.00	.00	100.00	
	722-900 Printing & Publishing	200.00	89.65	50.00	
	722-960 Education & Training	300.00	.00	300.00	
	Total 101-722 Zoning Board of Appeals	14,700.00	13,001.65	1,750.00	
101-723	Zoning Administrator				
	723-701 Contracted Services	11,200.00	11,200.00	9,600.00	reduced duties
	723-860 Travel	0.00	0.00	0.00	
	723-955 Miscellaneous	0.00	0.00	0.00	
	Total 101-723 Zoning Administrator	11,200.00	11,200.00	9,600.00	

		FY 2022-23 amended thru 03/08/23	FY 2022-23 Actual 03/08/23	FY 2023-24 Proposed 3/18/23	
101-751	Parks				
	751-801	1,000.00	726.76	1,000.00	
	751-930	2,500.00	1,645.99	2,500.00	New tree? \$1000.00
	Total 101-751 Parks	3,500.00	2,372.75	3,500.00	
101-851	Insurance & Bonds				
	851-955	6,000.00	5,753.00	6,500.00	FY23-24 Operations Costs
	Total 101-851 Insurance & Bonds	6,000.00	5,753.00	6,500.00	Minus Fire Millage Funds, Road Fund
101-862	FICA and Medicare Taxes	7,500.00	6,935.83	8,000.00	223654.15
101-871	Workers Compensation Insurance	800.00	760.00	800.00	50% Unassigned FY starting balance target
101-880	Gen Government Misc				111,827.08
	Total Expenses:	564,396.32	542,702.41	562,954.15	
	Net Revenues:	27,894.68	52,281.46	35,522.85	
	Revenue Adjustment for ARPA Funds:	66,831.00	67,099.91		
	Expense Paid from ARPA Funds:	33,996.13	33,896.13	40,600.00	:Assigned Road Fund
	Expense Paid from Restricted Metro Funds:	17,500.00	17,500.00		
	Adjusted Balance:	12,559.81	36,577.68	76,122.85	:Adjusted Balance

Centerville Township 2023 General Appropriations Act

Resolution # 2023-4

(To be adopted along with the budget)

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

Section 1: Title

This resolution shall be known as the Centerville 2022 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

For general law townships: Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on February 17, 2022, and a public hearing on the proposed budget was held on March 19, 2022.

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2022-23, including an allocated millage of 0.54 mills; voter-authorized millage of 2.25 mills; and various miscellaneous revenues shall total \$571,959.00.

Section 6: Estimated Expenditures

Estimated township general fund expenditures for fiscal year 2022-23 for the various township activities are as follows: See Attached Budget Document.

Section 7: Adoption of Budget by Reference

The general fund budget of Centerville Township is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 6 of this act.

Section 8: Adoption of Budget by Cost Center

The Board of Trustees of Centerville Township adopts the 2022-23 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 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 order for expenditures that exceed appropriations.

Section 10: 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 \$1,500.00 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 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 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;
- c. a detailed list of:
 - 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 quarter 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 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 for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 14: 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 employee to disciplinary action as outlined in Public Act 621 of 1978.

Section 15: Board Adoption

Motion made by _____, seconded by _____ to adopt the foregoing resolution.

Roll call vote:

Chiles: Hubbell: Pleva: Schaub: Schwantes:

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 18th day of March , 2023.

Township Clerk