

CENTERVILLE TOWNSHIP

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Cedar, MI 49621

DRAFT

SUPERVISOR

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Special Township Budget Meeting Following Annual Meeting March 14, 2020 Centerville Township Hall

Call to Order: Schwantes called the meeting to order at 11:46 AM

Members Present: James Schwantes, Katrina Pleva, Ron Schaub, Beth Chiles, Daniel Hubbell

Others Present: Patty Ray, Patricia Soutas-Little

Review Agenda/Additions: Motion to approve agenda by Schaub. Seconded by Hubbell.

Ayes = 5, No = 0. Motion Carried

Treasurer's Report and Balance Sheet as of March 14, 2020

The Treasurer's report and balance sheet was unchanged since being reviewed at the March 11, 2020 regular board meeting.

Motion to Amend the 2019-20 budget to reconcile account

Jim Schwantes moves to amend the 2019-20 budget by moving \$2400 of unused wage, legal, and printing funds from the Township Board expense line (101-101) and \$3460 of unused supply funds from the elections expense line (101-262) in order to increase the Fire Department (101-336) Expense line by \$5,000, the Insurance and Bonds expense line (101-851) by \$100, the Worker's Compensation Insurance expense line (101-871) by \$300 and fund the Equipment expense line (97714) with \$460. Seconded by Pleva.

Ayes - 5 Nays - 0

Public Comments

The question was asked as to why no income is estimated for Zoning permits and site plans. The answer is that there is no way to predict those revenues so they are not included. Patricia Soutas-Little commented that she appreciates Supervisor Schwantes' hard work in creating the budget, allowing for better prediction on revenues and expenditures. There were no changes to consider.

Resolution

Centerville Township 2020 General Appropriations Act, Resolution #2020-03.

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.

See attached for full text of Resolution #2020-03 and the adopted 2020 Budget by Cost Center.

Motion made by Schwantes. Seconded by Pleva

Roll Call vote:

Chiles - y, Hubbell - y, Pleva - y, Schaub - y, Schwantes - y

Upon roll call vote, the following voted aye: 5

The following voted nay: 0

The Supervisor declared the motion carried and the resolution duly adopted on the 14th day of March 2020.

Motion to Adjourn - Jim Schwantes moves to adjourn. Seconded by Daniel Hubbell.

Ayes - 9 Nays - 0

Meeting Adjourned: 12:10.

CENTERVILLE TOWNSHIP FY 2020-21 BUDGET

Income			
	101-401	Revenues	
	401-402	Property Taxes	63,718.00
	401-403	Fire Operating Millage	199,687.00
	401-404	PILT	600.00
	401-451	Zoning/Permits/Splits	0.00
	401-452	PC Zoning (Site Plan Review)	0.00
	401-574	State Shared Sales Tax Revenue	111,000.00
	401-575	State Shared Metro Revenue	4,000.00
	401-607	Tax Admin Fee	20,000.00
	401-651	Charges for Services	3,400.00
	401-664	Interest Earned	1,600.00
	401-668	Rents & Royalties	0.00
	401-676	Reimbursements	1,300.00
		Total 101-401 · Revenues	405,305.00
Expense			
	101-101	Township Board	19,000.00
	101-171	Township Supervisor	11,350.00
	101-215	Clerk	20,000.00
	101-247	Board of Review	2,200.00
	101-253	Treasurer	23,250.00
	101-257	Assessor	17,000.00
	101-262	Elections	11,000.00
	101-265	Township Hall	19,500.00
	101-336	Fire Department	221,498.03
	101-448	Street Lighting	750.00
	101-721	Planning	7,500.00
	101-722	Zoning Board of Appeals	750.00
	101-723	Zoning Administrator	13,000.00
	101-751	Parks	3,200.00
	101-851	Insurance & Bonds	5,200.00
	101-862	FICA & Medicare Taxes	5,600.00
	101-871	Workers Compensation Insurance	1,100.00
		Total Expense	381,898.03
		Net Income	23,406.97

Unrestricted Funds: 0.00

Adjusted balance: 23,406.97

Centerville Township 2020 General Appropriations Act

Resolution # 2020 - 03

(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 2020 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 20, 2020, and a public hearing on the proposed budget was held on March 14, 2020.

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2020-21, including an allocated millage of 0.56 mills; voter-authorized millage of 1.75 mills; and various miscellaneous revenues shall total \$ 405,305.00

Section 6: Estimated Expenditures

Estimated township general fund expenditures for fiscal year 2020-21 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 2020-21 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 James Schwantes, seconded by Kathy KA to adopt the foregoing resolution.

Roll call vote:

Chiles: y Hubbell: y Pleva: y Schaub: y Schwantes: y

Upon roll call vote, the following voted aye: 5. The following voted nay: 0.

The Supervisor declared the motion carried and the resolution duly adopted on the 14th day of March, 2020.

Brent Hulse
Township Clerk