

# Chester Township General Appropriations Act

Resolution #2008-03-01

This resolution establishes a general appropriations act for Chester Township, defines the powers and duties of the Chester Township officers in relation to the administration of the budget, and provides remedies for refusal or neglect to comply with the requirements of this resolution.

**The Board of Trustees of Chester Township ordains:**

## **Section 1: Title**

This resolution shall be known as the Chester 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: Millage Levy**

The Chester 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 mill(s) as set forth by the Tax Allocation Board; and voter authorized millage of 1.5 mills for the Fire Department operations and equipment, and 1.5 mills to be used for road construction and maintenance.

## **Section 5: Public Hearings on the Budget**

Pursuant to MCLA 14.412; MCLA 141.413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on March 11, 2008, and a public hearing on the proposed budget was held on March 18, 2008.

## **Section 6: Estimated Revenues & Expenditures**

(See attachment)

## **Section 7: Adoption of Budget by Reference**

The budgets for the various funds of Chester Township are hereby adopted by reference, with revenues and activity expenditures as indicated in Section 6 of this document.

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

The Board of Trustees of Chester Township adopts the 2008-09 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: Periodic Fiscal Reports**

The Township Clerk shall provide the Township Board at the Board meeting immediately following the end of each fiscal quarter and at the final Board meeting of the fiscal year, a report of fiscal year to date revenues and expenditures compared to the budgeted amounts in the various funds of the Township.

**Section 11: Payment of Bills**

Pursuant to MCLA 41.75, all claims against the Township shall be approved by Chester Township board prior to being paid. The Township Clerk and Treasurer may pay certain bills prior to approval to avoid late penalties, service charges and interest. The Township Board shall receive a list of claims paid prior to approval at the next Board meeting.

**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(s) or employee(s) to disciplinary action as outlined in P.A. 621 (1978).

**Section 15: Board Adoption**

Motion made by E. Kelly, seconded by Goodno to adopt the foregoing resolution. Roll call vote results:

Aye: Berenbrock, J. Kelly, Redding, E. Kelly, Goodno

Nay: None

Motion declared carried and the resolution duly adopted on March 18, 2008.

Janice Redding  
Chester Township Clerk