

BURT TOWNSHIP – Alger County

P.O. BOX 430

GRAND MARAIS, MI 49839-0430

906-494-2381

Fax: 906-494-2627

www.burttowship.com

2007/2008 General Appropriations Act (Budget)

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

Section 1: Title

This resolution shall be known as the Burt 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 March 1, 2007 and a public hearing on the proposed budget was held on March 3, 2007.

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2007/2008, including an allocated millage (if applicable) of 0.6 mills; and various miscellaneous revenues for township activities (*cost centers*) shall total **\$999,656.00**.

Section 6: Millage Levy

The Burt 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 5.13 mills as authorized under state law and approved by the electorate.

Section 7: Estimated Expenditures

Estimated township general fund expenditures for fiscal year 2007/2008 and for the various township activities (*cost centers*) totals **\$939,945.47** per attached.

Section 8: Adoption of Budget by Reference

The general fund budget of Burt Township is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this act.

Section 9: Adoption of Budget by Cost Center

The Board of Trustees of Burt Township adopts the 2007/2008 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 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 town order for expenditures that exceed appropriations.

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) summary statement of the actual financial condition of the general fund at the end of the previous quarter (*month*);
- 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*);
- 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 (*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 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 Public Act 621 of 1978) and the Burt Township personnel manual.

Section 15: Board Adoption

Motion made by Lois Leavenworth, seconded by Scott Wieting to adopt the foregoing resolution. Upon roll call vote, the following voted aye: 4, the following voted nay: 0. The Moderator declared the motion carried and the resolution duly adopted on the 3rd day of March, 2007. Amended Section 5 and Section 7 per revised budget dated March 30, 2007 on March 31, 2007 on motion by Lois Leavenworth, seconded by Kay Wampler – 5 ayes

STATE OF MICHIGAN)
COUNTY OF ALGER)

I, Kay L. Wampler, Clerk of the Township of Burt, Alger County, Michigan, certify that the above is a true and correct copy of the resolution which was adopted by the Township Board at a meeting held on March 3, 2007.

Signed:

Dated:

Kay L, Wampler, Clerk