

**GENERAL APPROPRIATIONS ACT
SAGOLA TOWNSHIP**

A resolution to establish a general appropriations act for Sagola Township; to define the powers and duties of the Sagola Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of resolution.

The Sagola Township Board Resolves:

SECTION 1: TITLE

This resolution shall be known as the Sagola Township General Appropriations Act.

SECTION 2: CHIEF ADMINISTRATIVE OFFICER

The supervisor shall be 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

Pursuant to MCLA141.412; MCLA 141.413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on 3/20/19 and 3/21/19, and a public hearing on the proposed budget was held on Monday, March 25, 2019.

SECTION 5: ESTIMATED REVENUES

Estimated township general fund revenues for fiscal year 2019 – 2020 including various miscellaneous revenues shall total **\$ 1,039,640.**

SECTION 6: MILLAGE LEVY

The Sagola 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 and amount equal to _____ mills as set forth by the Tax Allocation Board.

SECTION 7: ESTIMATED EXPENDITURES

Estimated township general fund expenditure for fiscal year 2019 – 2020 for various township activities are as follows:

101-101	Township Board:	\$	87,700
101-171	Supervisor:	\$	8,260
101-191	Elections:	\$	9,000
101-209	Assessor:	\$	25,160
101-215	Clerk:	\$	13,760
101-247	Board of Review	\$	2,560
101-253	Treasurer:	\$	15,760
101-265	Township Hall:	\$	143,570

101-276 Cemetery:	\$ 21,060
101-301 Enforcement Off.	\$ 560
101-526 Waste Mgmt:	\$ 54,210
101-805 Planning Comm.	\$ 10,160
208-691 Parks & Rec:	\$ 22,100

SECTION 8: ADOPTION OF BUDGET BY ACTIVITY

The Board of Trustees of Sagola Township adopts the 2019 – 2020 fiscal year general fund budget by activity. 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 activity. No transfers of activity appropriations shall 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 town order for expenditures that exceed appropriations.

SECTION 10: PERIODIC FISCAL REPORTS

The fiscal officer shall transmit to the board at the end of each of the three quarters, 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 end of the fiscal year.

SECTION 11: 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 12: 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 funds 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 13: 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) and the Sagola Township personnel manual.

SECTION 14: BOARD ADOPTION

Moved by J. Roell, supported by R. Rotter
to adopt the foregoing resolution. Upon roll call vote, the following

Voted Aye: M. Kroll, T. Roell, D. Minerick, R. Rotter, J. Roell

Voted Nay: None

The Supervisor declared the motion carried and the resolution duly adopted on the 1st
day of April, 2019.

Julie Roell, Clerk
Sagola Township