

**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 3/27/20, and on the township website and a public hearing on the proposed budget was held on Monday, April 6, 2020.

**SECTION 5: ESTIMATED REVENUES**

Estimated township general fund revenues for fiscal year 2020 – 2021 including various miscellaneous revenues shall total \$ **1,121,455**.

**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 2020 – 2021 for various township activities are as follows:

101-101 Township Board:	\$ 88,300
101-171 Supervisor:	\$ 8,260
101-191 Elections:	\$ 9,000
101-209 Assessor:	\$ 25,160
101-215 Clerk:	\$ 14,360
101-247 Board of Review	\$ 2,560
101-253 Treasurer:	\$ 15,760

101-265	Township Hall:	\$ 155,570
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:	\$ 26,900

**SECTION 8: ADOPTION OF BUDGET BY ACTIVITY**

The Board of Trustees of Sagola Township adopts the 2020 – 2021 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 \_\_\_\_\_ Supported by \_\_\_\_\_  
to adopt the foregoing resolution. Upon roll call vote, the following

Voted Aye:

Voted Nay:

The Supervisor declared the motion carried and the resolution duly adopted on the 6<sup>th</sup>  
day of April, 2020.

\_\_\_\_\_  
Julie Roell, Clerk  
Sagola Township