

2022-23 General Appropriations Act and Budget Resolution

A resolution to establish a general appropriations act for Crystal Lake Township; to define the powers and duties of the Crystal Lake 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 Crystal Lake Township hereby resolves that

Section 1: Title

This resolution shall be known as the Crystal Lake 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

Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published on the township website no later than and in a newspaper of general circulation on January 11, 2022 and a public hearing on the proposed budget held on January 18, 2022, 6:30 PM.

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2022-23, including an allocated millage of 1.2100 mills (minus Headlee Millage Reduction Fraction) for township operations; a voter-authorized of 1.0 mills (minus Headlee Millage Reduction Fraction) for Road Maintenance; a special assessment of .6500 for the Fire/First Responders Services; and various miscellaneous revenues shall total an estimated \$628,418.00

Section 6: Millage Levy

The Crystal Lake 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 estimated amount equal to 2.2471 mills.

Section 7: Estimated Expenditures

Estimated township general fund expenditures for fiscal year 2022-23 for the various township activities are as follows:

100-000-000	General Government	\$ 5,000.00
100-101-000	Township Board	\$15,450.00
100-171-000	Supervisor	\$27,000.00
100-191-000	Accounting Department	\$ 2,500.00
100-215-000	Clerk	\$40,000.00
100-223-000	Audit Services	\$ 6,000.00
100-228-000	Information Technology	\$20,000.00
100-247-000	Board of Review	\$ 4,200.00
100-253-000	Treasurer	\$33,000.00
100-257-000	Assessing	\$38,500.00
100-262-000	Elections	\$16,000.00
100-265-000	Buildings & Grounds	\$50,500.00
100-266-000	Attorney Counsel	\$12,500.00
100-300-00	Public Safety	\$ 3,810.00
100-440-000	Public Works	\$28,500.00
100-700-000	Community & Economic Development	\$28,000.00
TOTAL ESTIMATED GENERAL FUND EXPENDITURES		\$330,960.00

Estimated Cemetery Fund expenditures for the fiscal year 2022-23 are as follows:

567-700-00	Cemetery Fund Expenditures	\$52,000.00
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Estimated Fire & First Responders Fund expenditures for the fiscal year 2022-23 are as follows:

336-700-00	Fire/First Responders Fund Expenditures	\$98,850.00
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Estimated Township Road fund expenditures for the fiscal year 2022-23 are as follows:

446-700-000	Township Road Fund Expenditures	\$45,150.00
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Section 8: Adoption of Budget by Cost Center

The Board of Trustees of Crystal Lake Township adopts the 2022-23 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 township 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 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/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 (or *month*);
- C. a detailed list of:
 1. 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.
 2. for each cost center: the amount appropriated; the amount charged to each appropriation in the previous quarter (or 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 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, the Financial Officer, or other members of 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, that person 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 Public Act 621 of 1978) and, if applicable, the Crystal Lake Township Policies & Procedures Manual.

Section 14: Board Adoption

Motion made by _____ and seconded by _____ to adopt the foregoing resolution.

Roll call vote:

Amy Ferris, Supervisor _____

Richard Nielsen, Trustee _____

William Northway, Trustee _____

Sue Sullivan, Clerk _____

Brooke Popp, Treasurer _____

The Supervisor declared the motion carried and the resolution duly adopted on the 15th day of February, 2022.

Signed,

Township Clerk