

ST JAMES TOWNSHIP
BEAVER ISLAND, MICHIGAN
FY21 General Appropriations Act
April 1, 2020 – March 31, 2021

A resolution to establish a general appropriations act for St James Township; to define the powers and duties of the St James 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 St James Township ordains (resolves):

Section 1: Title

This resolution shall be known as the St James 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 in the March 21, 2020, edition of the Petoskey News-Review, a newspaper of general circulation, at least six days prior to the public hearing, and a public hearing on the proposed budget was held on March 28, 2020.

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2021, including an allocated millage of .9 mills; voter-authorized millage of 3.2 mills; and various miscellaneous revenues shall total \$548,000.00.

REVENUE

Taxes	245,963
Licenses & Permits	4,400
State	46,400
Interest & Rentals	42,450
Local Contributions (Peaine)	40,000
Local Contributions (Other)	23,000
Other Revenue	36,000
Grants	150,000
Total Revenue	588,213

Section 6: Millage Levy

The St James 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 4.1 mills as set forth by the Tax Allocation Board.

Section 7: Estimated Expenditures

Estimated township general fund expenditures for fiscal year 2020-2021 for the various township activities by cost center are as follows:

EXPENDITURES

101 Legislative	47,850
171 Supervisor	23,000
262 Elections	5,350
209 Assessor	17,510
215 Clerk	25,250
247 Board of Review	2,050
253 Treasurer	23,850
265 Building & Grounds	127,000
301 Second Deputy	7,000
276 Cemetery	1,700
410 Zoning & Planning	23,700
751 Parks & Recreation	78,500
751 Campground Improve.	180,000
Total Expenditures	562,760

Section 8: Adoption of Budget by Reference

The general fund budget of St James 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 St James Township adopts the 2021 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 a monthly financial update including, but not limited to:

- a. a summary statement of the actual financial condition of the general fund at the end of the previous month;
- b. a summary statement showing the receipts and expenditures and encumbrances for the previous month;
- c. a detailed list of expected revenue by major source as estimated in the budget; and, for each cost center: the amount appropriated; the amount charged to each appropriation in the previous month.

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).

Section 15: Board Adoption

Motion made by _____, seconded by _____ to adopt the foregoing ordinance (*resolution*). Upon roll call vote, the following voted aye: _____. The following voted nay: _____. The Supervisor declared the motion carried and the resolution duly adopted on the 28th day of March, 2020.

RESOLUTION DECLARED ADOPTED

By: _____ Date: _____

The above signed, Julie Gillespie, hereby certifies that she is the duly elected and acting clerk of the Township of St James and further certifies that the foregoing resolution was duly adopted at a meeting of the Township board held on March 28, 2020.