

*Hadley Township
4293 Pratt Road
P.O. Box 227
Hadley, Michigan 48440
810-797-2117*

*Ernie Monroe, Supervisor
Cynthia Daly, Clerk
Lisa Schultz, Treasurer*

*Robert Hartwig, Trustee
Richard Brandt, Trustee*

**DEPOSIT OF FUNDS
RESOLUTION #1**

RESOLVED

Whereas, there may now be in and may hereafter from time to time come into the hands of Lisa Schultz, Treasurer of Hadley Township, County of Lapeer, State of Michigan certain public monies belonging to or held for the State, County, or other political units of the State or otherwise held according to law: and

Whereas, under the laws of Michigan, this Board is required to provide by resolution for the deposit of all public monies including tax monies coming into the hands of said Treasurer, in one or more banks, hereafter called depository, to be designated in such resolution.

Now therefore, be it resolved that said Treasurer, hereby be directed to deposit all public monies, including tax monies, now in or coming into her hands as Treasurer, in her name as Treasurer, in the following bank and/or loan institutions:

CHASE BANK (JP MORGAN)
CHOICE ONE BANK
FLAGSTAR BANK
MBIA MICHIGAN CLASS
MSU FEDERAL CREDIT UNION

Motion made by _____, second by _____ to adopt the foregoing ordinance (resolution).

Upon roll call vote, the following voted aye: _____

The following voted nay: None. The Supervisor declared the motion carried and the resolution duly adopted on the 11th day of June, 2024.

Township Clerk

Draft

GENERAL APPROPRIATIONS ACT

Resolution #2

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

The Board of Trustees of Hadley Township ordains (resolves):

Section 1: Title

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

Section 2: Chief Administrative Officer

The Supervisor (or other designated official) 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 (or other designated official) shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in the act.

Section 4: Public Hearings on the Budget

For general law township: Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on May 31, 2024, and a public hearing on the proposed budget was held on June 11, 2024.

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2024-2025, including an estimated allocated millage of 1.2732 mills; various miscellaneous revenues shall total \$1,325,500.

Section 6: Estimated Expenditures

Estimated township general fund expenditures for fiscal year 2024-2025 for the various township activities are as follows:

101-170-000000	Trustees Budget	\$ 16,800.00
101-171-000000	Supervisor	\$ 42,000.00
101-191-000000	Election	\$ 26,000.00
101-209-000000	Assessor	\$ 42,000.00
101-210-000000	Audit	\$ 7,000.00
101-215-000000	Clerk	\$ 63,000.00
101-247-000000	Board of Review	\$ 5,000.00
101-253-000000	Treasurer	\$ 59,000.00
101-265-000000	Town Hall	\$ 120,000.00
101-270-000000	Township office	\$ 120,000.00

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101-276-000000	Cemetery	\$ 0.00
101-332-000000	Ambulance budget	\$ 0.00
101-410-000000	Planning/Zoning	\$ 27,000.00
101-445-000000	Drains-at-Large	\$ 5,000.00
101-448-000000	Street Lights	\$ 12,000.00
101-449-000000	Roads	\$250,000.00
101-530-000000	Recycling	\$ 1,700.00
101-715-000000	FICA	\$ 10,000.00
101-750-000000	Mill	\$ 12,000.00
101-755-000000	Hartwig	\$ 16,000.00
101-790-000000	Library	\$ 1,000.00
101-760-000000	Marston Park	\$ 490,000.00
TOTAL EXPENDITURES		\$1,325,500.00

Section 7: Adoption of Budget by Reference

The general fund budget of Hadley Township is hereby adopted by reference, with revenues and activity expenditures

As indicated in Sections 5 and 6 of this act.

Section 8: Adoption of Budget by cost Center

The Board of Trustees of Hadley Township adopts the 2024-2025 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 town order for expenditures that exceed appropriations.

Section 10: Transfer Authority

The chief Administrative Officer shall have the authority to make transfers among the various cost centers (or line items) without prior board approval, if the amount to be transferred does not exceed \$2,000.00. The Board shall be notified at its next meeting of any such transfers made, and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget be changed without prior board approval.

Section 11: Allotment of Appropriations

No later than the first day of the fiscal year, each department, board or commission of Hadley Township shall submit to the Chief Administrative Officer a statement of proposed allotments of appropriations based on expected periodic requirements. The Chief Administrative Officer shall review, modify or approve the proposed allotment plan for any cost center.

Section 12: 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
- b. A summary statement showing the receipts and expenditures and encumbrances for the previous quarter and for the current fiscal year to the end of the previous quarter.
- c. A detailed list of:
 1. Expected revenues by major source 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 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 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 13: 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 14: 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 15: 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 16: 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 declare the motion carried and the resolution duly be adopted on the 11th day of June 2024.

Township Clerk

Designated Funds for General Fund 2024-2025

Revenue

101-945-697000 Designated Funds \$ 1,581,165.00

Designated Expenditures

101-945-697 Designated Funds Expenses
Proposed

Designated Funds Breakdown

20% Mandated Funds	\$ 316,233.00
Road Contingency Funds	\$ 500,000.00
Future Pedestrian/Bike Trail	\$ 350,000.00
Park Improvement(2024-25)	\$ 360,000.00
Undesignated funds	\$ <u>54,932.00</u>
	\$ 1,581,165.00

Draft

FIRE FUND APPROPRIATIONS ACT

Resolution #3

A resolution to establish a Fire Fund Appropriations Act for Hadley Township; to define the powers and duties of the Hadley Township Officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of the resolution.

The Board of Trustees of Hadley Township ordains (resolves):

Section 1: Title

This resolution shall be known as the Hadley Township Fire Fund Appropriations Act.

Section 2: Chief Administrative Officer

The Supervisor (or other designated official) 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 (or other designated official) shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in the act.

Section 4: Public Hearings on the Budget

For general law township: Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on May 31, 2024, and a public hearing on the proposed budget was held on June 11, 2024.

Section 5: Estimated Revenues

Estimated township fire fund revenues for fiscal year 2024-2025, including an estimated allocated millage of .9867 mill; various miscellaneous revenues shall total an estimate of \$279,500.

Section 6: Estimated Expenditures

Estimated township fire fund expenditures for fiscal year 2024-2025 for the various township activities are as follows:

206-336-702000	Salaries & Wages	\$ 90,000.00
206-336-727000	Office supplies	\$ 400.00
206-336-740000	Operating Supplies	\$ 4,000.00
206-336-745000	Computer Maint.	\$ 1,200.00
206-336-775000	Repairs Vehicles	\$ 3,000.00
206-336-840000	Medical/Physicals	\$ 1,000.00
206-336-850000	Telephone	\$ 1,700.00
206-336-860000	Mileage Reimburs.	\$ 1,000.00
206-336-870000	Education/training	\$ 3,000.00
206-336-871000	Public Education	\$ 2,000.00
206-336-875000	Training Equipment	\$ 700.00
206 336 900000	Printing & Publishing	\$ 500.00

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206-336-910000	Insurance & bonds	\$ 21,000.00
206-336-920000	Utilities	\$ 5,000.00
206-336-930000	Repairs & Maint	\$ 4,500.00
206-336-958000	Dues & Subscrip.	\$ 500.00
206-336-961000	Uniforms	\$ 8,000.00
206-336-975000	Bldg. add. & imp	\$ 5,500.00
206-336-977000	Fire Equipment	\$ 10,000.00
206-336-801000	Attorney Fee	\$ 300.00
206-336-715000	Employer FICA	\$ 10,000.00
206-336	Misc. expense	\$ 0.00
TOTAL EXPENDITURES		\$173,300.00

Section 7: Adoption of Budget by Reference

The fire fund budget of Hadley Township is hereby adopted by reference, with revenues and activity expenditures

As indicated in Sections 5 and 6 of this act.

Section 8: Adoption of Budget by cost Center

The Board of Trustees of Hadley Township adopts the 2024-2025 fiscal year fire 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 town order for expenditures that exceed appropriations.

Section 10: Transfer Authority

The chief Administrative Officer shall have the authority to make transfers among the various cost centers (or line items) without prior board approval, if the amount to be transferred does not exceed \$2,000.00. The Board shall be notified at its next meeting of any such transfers made, and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget be changed without prior board approval.

Section 11: Allotment of Appropriations

No later than the first day of the fiscal year, each department, board or commission of Hadley Township shall submit to the Chief Administrative Officer a statement of proposed allotments of appropriations based on expected periodic requirements. The Chief Administrative Officer shall review, modify or approve the proposed allotment plan for any cost center.

Section 12: 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 fire fund at the end of the previous quarter
- b. A summary statement showing the receipts and expenditures and encumbrances for the previous quarter and for the current fiscal year to the end of the previous quarter.
- c. A detailed list of:
 - 1. Expected revenues by major source 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 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 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 13: 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.

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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 15: 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 16: 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 declare the motion carried and the resolution duly be adopted on the 11th day of June 2024.

_____ Township Clerk

Designated Funds for Fire 2024- 2025

Revenue

206-945-697000 Designated Funds - Estimated \$ 94,410.00

Designated Expenditures

206-945-697000 Designated Funds Expenses
Proposed

Designated Funds Breakdown

20% Mandated Funds \$ 18,882.00
Loan Repayment to General Fund \$ 75,528.00
\$ 94,410.00

Draft

