

DANBY TOWNSHIP SPECIAL MEETING

March 26, 2020

The regular meeting was called to order at 7:47 P.M.

**Present:** Supervisor Platte, Trustee Nurenberg, Trustee Schafer, Treasurer Kolarik, Clerk Platte,

**Approval of Agenda-**

MOTION by Kolarik

Seconded by K. Platte

CARRIED

Motion to approve the agenda as presented.

**Public Comment** – none

**NEW BUSINESS:**

**Budget Adoption-2020/2021 by General Appropriation Act by Resolution-  
General Appropriations Act**

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

**Section 1: Title**

This resolution shall be known as the Danby 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**

For general law townships: Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on March 1, 2020 and a public hearing on the proposed budget was held on March 26, 2020.

**Section 5: Estimated Revenues**

Estimated township general fund revenues for fiscal year 2020/2021, revenues shall total \$647,263.57.

**Section 6: Millage Levy**

The Danby 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 2.54 mills as set forth by the Tax Allocation Board (*or as authorized under state law and approved by the electorate*).

**Section 7: Estimated Expenditures**

Estimated township general fund expenditures for fiscal year 2020/2021 for the various township activities are as follows: (refer to printed 2020/2021 budget); expenditures shall total \$647,263.57.

## DANBY TOWNSHIP SPECIAL MEETING

March 26, 2020

### **Section 8: Adoption of Budget by Reference**

The general fund budget of Danby 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 Line Item**

The Board of Trustees of Danby Township adopts the 2020/2021 fiscal year general fund budget by line item. 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 line item. No transfers of line item appropriations shall 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: Transfer Authority** *(if desired)*

The Chief Administrative Officer shall have the authority to make transfers among the line items without prior board approval, if the amount to be transferred does not exceed (\$5000.00) or (25 %) of the appropriation item from which the transfer is to be made, whichever is less. 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 12: Allotment of Appropriations** *(if desired)*

No later than the first day of the fiscal year, each department, board or commission of Danby 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. Any board member that has just cause to purchase office items pertaining to their job/job duties may be reimbursed within 5 days of the purchase by the Danby Township Board out of the appropriate general fund account.

### **Section 13: 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 (*month*);
- c. a detailed list of:
  - i. 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.

DANBY TOWNSHIP SPECIAL MEETING

March 26, 2020

- ii. for each cost center: the amount appropriated; the amount charged to each appropriation in the previous quarter (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 14: 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 15: 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 16: 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 17: Board Adoption**

Motion made by K. Platte, seconded by Kolarik to adopt the foregoing (*resolution*). Upon roll call vote, the following voted aye: Nurenberg, Schafer, D. Platte, Kolarik, K. Platte. The following voted nay: none . The Supervisor declared the motion carried and the resolution duly adopted on the 26th day of March, 2020.

Kristina Platte  
Township Clerk

**Meeting Dates**-Supervisor Platte presented the following proposed 2020-2021 meeting dates:

April 30, 2020	August 27, 2020	December 17, 2020
May 28, 2020	September 24, 2020	January 28, 2021
June 18, 2020	October 29, 2020	February 25, 2021
July 30, 2020	November 19, 2020	March 18, 2021

March 25, 2021 Annual Meeting

Motion by K. Platte                      Seconded by Nurenberg                      CARRIED

Approve the 2020/2021 meeting dates as presented.

The meetings begin at 7:00 P.M. at the Danby Township Hall, 13122 Charlotte Hwy.

Please go online to [www.danbytwp.org](http://www.danbytwp.org) for a printable copy of board member contact information and meeting dates.

**Allocation Report**-Clerk Platte needs to submit an annual allocation report to the Equalization Board in order to get our allocation. It needs to be signed by the clerk and the supervisor.

MOTION by K. Platte                      Seconded by D. Platte                      CARRIED

Move to authorize the clerk and supervisor to sign and submit the annual allocation report to the Equalization Board.

