

**Resolution 2022-03**  
**General Appropriations Act (Budget)**

**A resolution to establish a general appropriations act for Eaton Township; to define the powers and duties of the Eaton 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 Eaton Township resolves:

**Section 1: Title**

This resolution shall be known as the Eaton 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 a newspaper of general circulation on February 26, 2022 and a public hearing on the proposed budget was held on March 3, 2022.

**Section 5: Estimated Revenues**

Estimated township general fund revenues for fiscal year 2022/23 including ~~an allocated millage~~ and various miscellaneous revenues shall total \$ 690,887. \*Includes ARPA Funds.

**Section 6: Millage Levy**

The Eaton 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 .00 mills as set forth by the Board.

**Section 7: Estimated Expenditures**

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

**APPROPRIATIONS**

<b>Dept 101-TOWNSHIP BOARD</b>	<b>24,948</b>
<b>Dept 102-MICHIGAN TOWNSHIPS ASSOCIATION</b>	<b>3,100</b>

Dept 171-SUPERVISOR	14,100
Dept 209-ASSESSOR	35,770
Dept 215-CLERK	43,108
Dept 223-AUDIT	5,000
Dept 247-BOARD OF REVIEW	3,862
Dept 253-TREASURER	46,304
Dept 261-APPOINTED REPRESENTATIVE	2,600
Dept 262-ELECTIONS	20,600
Dept 265-TOWN HALL BUILDING	152,025
	*Includes special assessment
Dept 266-CONSULTANTS	5,000
Dept 276-CEMETERY	14,900
DEPT 279-CENTER EATON CHURCH	8,650
Dept 336-EMERGENCY SERVICES	234,400
Dept 445-DRAIN	40,000
Dept 449-ROADS	0
Dept 747-COMMUNITY AGREEMENTS	14,000

<b>Dept 751- PARKS/RECREATION</b>	<b>800</b>
<b>Dept 851-INSURANCE AND BONDS</b>	<b>7,500</b>
<b>Dept 899-TAX REFUNDS</b>	<b>0</b>
<b>Dept 901-CAPITAL OUTLAY</b>	<b>5500</b>
<b>TOTAL APPROPRIATIONS</b>	<b>682,167</b>

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

The general fund budget of Eaton Township is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this act.

**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. Any expenditures exceeding \$1000.00 requires prior board notification.

**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 ;
- 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:
  - 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.

ii. 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 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 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 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.

**Section 14: 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: \_\_\_\_\_. \_\_\_\_\_ declared the motion carried and the resolution duly adopted on the Twenty Third day of March 3, 2022.

\_\_\_\_\_  
Danielle Patterson, Clerk