

**BLACKMAN CHARTER TOWNSHIP  
GENERAL APPROPRIATIONS ACT  
FISCAL YEAR 2010  
RESOLUTION #23-2009-1207**

A resolution to establish a General Appropriations Act for Blackman Charter Township; to define the powers and duties of the Blackman Charter Township officers in relation to the administration of the budgets; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

The Board of Trustees of Blackman Charter Township resolves:

**Section 1: Title**

This resolution shall be known as the Blackman Charter 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 MCL 42.26, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on November 27, 2009, and a public hearing on the proposed budgets was held on December 7, 2009.

**Section 5: Estimated Revenues**

Estimated township General fund revenues for fiscal year 2010, including a millage of .8313 mills; and various miscellaneous revenues shall total \$2,126,270.

Estimated township Public Safety fund revenues for fiscal year 2010, including a voter-authorized millage of 1.8496 mills; and various miscellaneous revenues and transfers, shall total \$3,396,064.

Estimated township Public Safety Improvement fund revenues for fiscal year 2010 shall total \$12,661.

Estimated township Drug Forfeiture fund revenues for fiscal year 2010, including transfers shall total \$65,147.

Estimated township Criminal Forfeiture fund revenues for fiscal year 2010 shall total \$9,000.

Estimated township Building Department fund revenues and transfers for fiscal year 2010 shall total \$165,840.

Estimated township Community Development Block Grant fund revenues for fiscal year 2010 shall total \$-0-.

Estimated township Street Light fund revenues for fiscal year 2010 shall total \$149,850.

Estimated township Local Development Finance Authority – Debt Service fund revenues for fiscal year 2010 shall total \$-0-.

Estimated township Local Development Finance Authority – Administrative fund revenues for fiscal year 2010 shall total \$125,100.

Estimated township Local Development Finance Authority – Capital Projects fund revenues for fiscal year 2010 shall total \$-0-.

Estimated township Local Development Finance Authority – Smart Zone Debt Service fund revenues and transfers for fiscal year 2010 shall total \$60,000.

Estimated township Local Development Finance Authority – Smart Zone Administrative fund revenues and transfers for fiscal year 2010 shall total \$15,000.

Estimated township Local Development Finance Authority – Smart Zone Construction fund revenues and transfers for fiscal year 2010 shall total \$3,154.

Estimated township Downtown Development Authority – Debt Service fund revenues for fiscal year 2010 shall total \$73,446.

Estimated township Downtown Development Authority – Administrative fund revenues and transfers for fiscal year 2010 shall total \$455,857.

Estimated township Downtown Development Authority – Capital Projects fund revenues and transfers for fiscal year 2010 shall total \$7,768,300.

Estimated township Park fund revenues and transfers for the fiscal year 2010 shall total \$7,750.

### **Section 6: Millage Levy**

The Blackman Charter 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 .8313 mills as authorized under state law for general township operations and 1.8496 mills approved by the electorate for operation, maintenance, and purchase of equipment for the Public Safety fund.

### **Section 7: Estimated Expenditures**

Estimated township General fund expenditures for fiscal year 2010 for various township activities are as follows:

**EXPENDITURES:**

Committees	\$ 4,263
Township Board	30,537
Township Supervisor	246,338
Clerk Elections	36,355
Clerk Staff-General Office	133,801
Retiree Health Insurance	49,000
Board of Review	3,078
Treasurer - General Office	88,552
Cemetery	11,090
Township Hall and Grounds	64,981
Drain at Large	3,167
Highways, Streets & Bridges	5,000
Planning and Zoning	11,277
Zoning Admin/Enforcement Officer	60,933
Technology Improvements	2,000
P.A. 425 Contractual Payments	3,400
Other Uses – Transfers	2,073,442
Tax Tribunal	<u>8,446</u>

**TOTAL EXPENDITURES****\$2,835,660**

Estimated township Public Safety fund expenditures for fiscal year 2010 are \$3,478,116, including \$88,000 for debt services.

Estimated township Public Safety Improvement fund expenditures for fiscal year 2010 are \$12,661.

Estimated township Drug Forfeiture fund expenditures for fiscal year 2010 are \$88,107.

Estimated township Criminal Forfeiture fund expenditures for fiscal year 2010 are \$14,575.

Estimated township Building Department fund expenditures for fiscal year 2010 are \$165,840.

Estimated township Community Development Block Grant fund expenditures for fiscal year 2010 shall total \$-0-.

Estimated township Street Light fund expenditures for fiscal year 2010 are \$149,850.

Estimated township Local Development Finance Authority - Debt Service fund expenditures for fiscal year 2010 for debt service principal are \$-0-, for interest and fees are \$-0-.

Estimated township Local Development Finance Authority - Administrative fund expenditures and transfers for fiscal year 2010 are \$128,154.

Estimated township Local Development Finance Authority - Capital Projects fund expenditures for fiscal year 2010 are \$-0-.

Estimated township Local Development Finance Authority - Smart Zone Debt Service fund expenditures for fiscal year 2010 are \$60,000.

Estimated township Local Development Finance Authority - Smart Zone Administrative fund expenditures for fiscal year 2010 are \$15,000.

Estimated township Local Development Finance Authority - Smart Zone Construction fund expenditures for fiscal year 2010 are \$4,800.

Estimated township Downtown Development - Debt Service fund expenditures for fiscal year 2010 are \$140,538, including debt service principal \$60,000, interest \$12,488 and transfers and other \$68,050.

Estimated township Downtown Development Finance Authority - Administrative fund expenditures and transfers for fiscal year 2010 are \$973,892.

Estimated township Downtown Development Authority - Capital Projects fund expenditures for fiscal year 2010 are \$7,929,355.

Estimated township Park fund expenditures for fiscal year 2010 are \$19,486.

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

The General fund, Public Safety fund, Public Safety Improvement fund, Drug Forfeiture fund, Criminal Forfeiture fund, Building Department fund, Community Development Block Grant fund, Street Light fund, Local Development Finance Authority – Debt Service fund, Local Development Finance Authority – Administrative fund, Local Development Authority – Capital Projects fund, Local Development Authority - Smart Zone Debt Service fund, Local Development Authority - Smart Zone Administrative fund, Local Development Authority - Smart Zone Construction fund, Downtown Development Authority – Debt Service fund, Downtown Development Authority – Administrative fund and Downtown Development Authority – Capital Projects fund and Park fund budgets of Blackman Charter Township are 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 Activity (Cost Center)**

The Board of Trustees of Blackman Charter Township adopts the 2010 fiscal year General fund, Public Safety fund, Public Safety Improvement fund, Drug Forfeiture fund, Criminal Forfeiture fund, Building Department fund, Community Development Block Grant fund, Street Light fund, Local Development Finance Authority – Debt Service fund, Local Development Finance Authority – Administrative fund, Local Development Authority – Capital Projects fund, Local Development Authority - Smart Zone Debt Service fund, Local Development Authority - Smart Zone Administrative fund, Local Development Authority - Smart Zone Construction fund, Downtown Development Authority – Debt Service fund, Downtown Development Authority – Administrative fund and Downtown Development Authority – Capital Projects fund and Park fund budgets by activity. Subject to the township policy requiring township board authorization for certain expenditures, township officials responsible for the expenditures authorized in the budgets may expend township funds up to, but not to exceed, the total appropriation authorized for each activity. The Chief Administrative Officer may make transfers among the various line items contained in the activity 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. All expenditures authorized and all warrants issued shall include the general ledger account number(s). 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**

The Chief Administrative Officer shall have the authority to make transfers among the various activities without prior board approval, if the amount to be transferred does not exceed \$5,000. 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 or the total of any other funds' budget, as listed above, be changed without prior board approval.

### **Section 12: Preauthorization of Advance Payments for Certain Claims**

All claims shall be approved by Blackman Charter Township board prior to payment, except for the following:

1. Payroll (including election workers compensation) and related payroll taxes, payroll service cost, transfers to payroll checking account and employee benefits.
2. Utility, phone and insurance bills.
3. Invoices with penalties or discounts that would be incurred if payment is not received prior to the board meeting where claims will be approved, including, but not limited to, credit card payments.

These claims shall be post-audited at the next board meeting.

The supervisor may authorize emergency expenditures when deemed essential to the imminent threat to the health, safety, and welfare of the township.

### **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, Public Safety fund, Drug Forfeiture fund, Criminal Forfeiture fund, Building Department fund, Street Light fund, Local Development Finance Authority – Debt Service fund, Local Development Finance Authority – Administrative fund, Local Development Authority – Capital Projects fund, Downtown Development Authority – Debt Service fund, Downtown Development Authority – Administrative fund and Downtown Development Authority – Capital Projects fund and Park 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:

- i. expected revenues by major source as estimated in the budget; actual receipts to date for the current 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 activity, the amount appropriated; the amount charged to each appropriation in the previous quarter for the current 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 officer(s) or employee(s) to disciplinary action as outlined in Public Act 621 (1978) and the Blackman Charter Township personnel manual, if applicable.

#### **Section 17: Board Adoption**

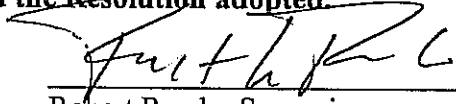
At a special meeting of the Blackman Charter Township Board of Trustees, County of Jackson, State of Michigan, held in the Township Hall on December 7, 2009, at 6:00 p.m., this Resolution was presented by Board Member Rando. Support was offered by Board Member Brockie.

Upon a roll call vote, the following voted "AYE": Rando, Brockie, Thomas, Clingerman, Barrett, Sercombe and DeBruler.

The following voted "NAY": None

Absent: None

**The Supervisor Declared the Resolution adopted**

  
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Robert Rando, Supervisor

  
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Michael Thomas, Clerk