

**Township of Kimball
County of St Clair
Resolution 18- 04
Building Fund Appropriations**

Appropriations Act (Budget)

A resolution to establish a building fund appropriations act for Kimball Township; to define the powers and duties of the Kimball 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 Kimball Township resolves:

Section 1: Title

This resolution shall be known as the Kimball Township Building Fund 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 Treasurer shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4: Estimated Revenues

Estimated township building fund revenues for fiscal year 2018-19, including an allocated millage (if applicable) of _____mills; voter-authorized millage (*if applicable*) of n/a mills; and various miscellaneous revenues shall total \$ 123,000.00

Section 5: Estimated Expenditures

Estimated township general fund expenditures for fiscal year 2018-19 for the various township activities (*cost centers*) are as follows:

371 Building	\$ 100,423.11
372 Plumbing	\$ 10,775.00
373 Electrical	\$ 18,175.00
374 Mechanical	\$ 18,400.00
TOTAL	\$ 147,773.11
Increase in Fund Balance	\$ 226.89
Estimated Fund Balance beg	\$11,659.42
Estimated Fund Balance End	\$11,886.31

Section 6: Adoption of Budget by Cost Center

The Board of Trustees of Kimball Township adopts the 2018-19 fiscal year building 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 7: 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 8: 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 (\$500.00) or (5% %) 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 9: 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.
 - 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 10: 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 11: 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 12: 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) and the Kimball Township personnel manual.

Section 13: 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 _____ day of _____, 20_____.

Township Clerk