

# ROME TOWNSHIP GENERAL APPROPRIATIONS ACT

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

## **Section 1: Title**

This resolution shall be known as the **Rome** 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; MCLA 141.413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on March 1, 2007, and a public hearing on the proposed budget was held on March 14, 2007 at 7:00 p.m.

## **Section 5: Estimated Revenues**

Estimated township general fund revenues for fiscal year 2007-08, including an allocated millage of .8791 mills; voter-authorized millage of 1.4596 mills; and various miscellaneous revenues shall total \$332,857.00.

## **Section 6: Millage Levy**

The **Rome** 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 and amount equal to 2.3387 mills, or as authorized under state law and as approved by the electorate.

## **Section 7: Estimated Expenditures**

Estimated township general fund expenditures for fiscal year 2007-08 for the various township activities (cost centers) are as follows: See attached budget copy. Total estimated expenditures of \$271,023.00.

## **Section 8: Adoption of Budget by Cost Center**

The Board of Trustees of **Rome** Township adopts the 2007-08 fiscal year general 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 or 75% of the appropriation item from which the transfer is to be made, whichever is less, with one exception; during the 4<sup>th</sup> or final quarter of the fiscal year, the remaining 25% of unused funds may be transferred. The Board shall be notified at its next meeting of any such transfers. Under no circumstances may the total general fund budget be changed without prior board approval.

**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 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.

**Section 13: Board Adoption**

Motion made by H. Warrick, seconded by A. Boggs to adopt the foregoing resolution. Upon roll call vote, the following voted aye: R. Previch, H. Warrick, A. Boggs, D. Harrison. The following voted nay: (0). The Supervisor declared the motion carried and the resolution duly adopted on the 21<sup>st</sup> day of March, 2007.

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Rome Township Clerk