

TOWNSHIP OF BIRCH RUN  
SAGINAW COUNTY, MICHIGAN

BIRCH RUN TOWNSHIP  
BUDGET ADOPTION FOR FISCAL YEAR 2022 RESOLUTION  
NO. 2021-08

At a Regular Meeting of the Birch Run Township Board, Township of Birch Run, Saginaw County, Michigan, held at the Township Meeting Room on the 9<sup>th</sup> day of March, 2021, at 7 o'clock Eastern Standard Time.

PRESENT: Letterman, C. Trinklein, Parlberg, Sheridan, Kiessling, D. Trinklein Jr, Watts  
ABSENT: None

The following resolution was made by Sheridan and seconded by D. Trinklein Jr:

**Section 1: Title**

This resolution shall be known as the Birch Run 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 17, 2021, and a public hearing on the proposed budget was held on March 9, 2021.

**Section 5: Estimated Revenues**

Estimated township general fund revenues for fiscal year 2022, including an allocated millage of .9211 mills and various miscellaneous revenues shall total \$1,087,350.00.

**Section 6: Millage Levy**

The Birch Run 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 2.7889 mills as set forth by the Tax Allocation Board.

**Section 7: Estimated Expenditures**

Estimated township general fund expenditures for fiscal year 2022 for the various township cost centers are as follows:

Dept 101 - Township Board:	\$16,110.00
Dept 171 - Supervisor:	\$20,500.00
Dept 191 - Accounting:	\$2,500.00
Dept 215 - Clerk:	\$40,625.00
Dept 223 - Audit:	\$8,100.00
Dept 247 - Board of Review:	\$2,580.00
Dept 253 - Treasurer:	\$59,335.00
Dept 257 - Assessor:	\$41,550.00
Dept 262 - Elections:	\$18,075.00
Dept 265 - Building and Grounds:	\$91,250.00

Dept 266 - Attorney:	\$17,000.00
Dept 267 - General Office Administration:	\$58,186.00
Dept 301 - Police Protection:	\$1,500.00
Dept 330 - Liquor Law Enforcement:	\$7,500.00
Dept 401 - Other Public Safety:	\$11,500.00
Dept 441 - Department of Public Works:	\$74,000.00
Dept 445 - Drains at Large:	\$12,000.00
Dept 446 - Highways, Streets, & Bridges:	\$159,389.00
Dept 448 - Street Lighting:	\$14,500.00
Dept 521 - Sanitation:	\$280,000.00
Dept 567 - Cemetery:	\$68,200.00
Dept 701 - Planning Commission:	\$21,250.00
Dept 702 - Zoning Dept.:	\$11,200.00
Dept 751 - Recreation/Parks:	\$26,000.00
Dept 966 - Other financing uses:	\$102,000.00

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

The general fund budget of Birch Run 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 Cost Center**

The Board of Trustees of Birch Run Township adopts the 2022 fiscal year general 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 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 checks for expenditures that exceed appropriations.

### **Section 11: Transfer Authority**

The Fiscal Officer shall have the authority to make transfers among the various cost centers without prior board approval, if the amount to be transferred does not exceed \$5,000. Under no circumstances may the total general fund budget be changed without prior board approval.

### **Section 12: Periodic Fiscal Reports**

The Fiscal Officer shall transmit to the board at the end of each month, 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 month;
- b. A summary statement showing the receipts and expenditures and encumbrances for the previous month and for the current fiscal year to the end of the previous 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 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.

