

**WEST BRANCH TOWNSHIP
AGENDA**

MARCH 25th, 2025 7:00 P.M.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. APPROVAL OF AGENDA**
- 5. PUBLIC COMMENT (3 minute per person maximum)**
- 6. ACTION ITEMS**
 - A. APPROVAL OF MINUTES**
 - B. JOB BILLS**
 - C. JOB BUDGET**
 - D. FINANCIAL**
 - E. BUDGET**
 - F. PAYMENT OF BILLS**
- 7. REPORTS**
 - A. ZONING ADMINISTRATOR**
 - B. ASSESSORS REPORT**
 - C. MARQ-TRAN BOARD**
 - D. PLANNING COMMISSION**
 - E. PETER WHITE PUBLIC LIBRARY LIAISON**
 - F. JOINT OPERATIONS**
 - A. MEETING REVIEW**
- 8. RECREATION TEAM**
 - A. RESOLUTION**
- 9. SOA**
- 10. CORRESPONDENCE**
- 11. OLD BUSINESS**
 - A. COPIER**
- 12. NEW BUSINESS**
 - A. MAINTENANCE PERSON**
 - B. AUDITOR**
- 13. EXTENDED PUBLIC COMMENT (3 minute per person maximum)**
- 14. BOARD COMMENT**
- 15. ADJOURNMENT**


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**WEST BRANCH TOWNSHIP
TRUTH-N- TAXATION HEARING
MARCH 25th, 2025 7:00 PM**

1. CALL TO ORDER
2. OPEN PUBLIC HEARING: . A motion to accept the General Appropriations Act as presented was made by and supported by .

ROLL CALL VOTE:

3. ADJOURNMENT:


Submitted by Deena Barnhart, Clerk

**GENERAL APPROPRIATIONS ACT
WEST BRANCH TOWNSHIP**

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

Section 1: Title

This resolution shall be known as the West Branch 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; MCLA 141.413, a notice of a public hearing on the proposed budget was published in a newspaper of general circulation on March 1st, 2nd & 3rd 2025 and a public hearing on the proposed budget was held on March 25, 2025

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2025-2026 including starting fund balance of **\$722,630.92** and an allocated millage of 1.1197 mills; voter-authorized millage of 1.9844 mills; and various miscellaneous revenues shall total **\$ 1,200,830.92**

Section 6: Millage Levy real and personal property within the Township upon the current tax roll an amount equal to 1.1197 as set for by the Tax Allocation Board.

Section 7. Estimated Expenditures

Estimated Township general fund expenditures for fiscal year 2025-2026 for the various Township activities are as follows:

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|---------------------|---------------|
| Township Board | \$ 29,425.00 |
| Joint Operations | \$ 135,625.00 |
| Office Manager | \$ 10,500.00 |
| Supervisor | \$ 13,355.00 |
| Clerk | \$ 16,375.00 |
| Treasurer | \$ 19,805.00 |
| Trustees | \$ 7,775.00 |
| Elections | \$ 2,600.00 |
| Board of Review | \$ 1,200.00 |
| Assessor | \$ 16,015.00 |
| Building & Grounds | \$ 95,550.00 |
| Cemetery | \$ 1,650.00 |
| Planning Commission | \$ 1,500.00 |
| Zoning Activities | \$ 7,050.00 |
| Street Improvements | \$ 200,000.00 |
| Street Lights | \$ 7,000.00 |
| Tipping Fees | \$ 45,000.00 |
| Recreation | \$ 100,000.00 |
| SOA | \$ 1,000.00 |

| | |
|--------------|----------------------|
| Total | \$ 711,425.00 |
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Section 8: Adoption of the Budget by Reference

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

Section 9: Adoption of Budget by Cost Center

The Board of Trustee's of West Branch Township adopts this 2025-2026 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 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 personal or capital outlays may be made without prior Board approval by budget amendments.

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 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 cost center without prior Board approval, if the amount to be transferred does not exceed \$ 1000.00 or 10% 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 transfer 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 12: Allotment of Appropriations

No later than the first day of fiscal year, each department, Board or Commission of West Branch Township shall submit to the Chief Administrative Officer a statement of proposed allotments of appropriations based on expected periodic requirements. The Chief Administrative officer shall review, modify or approve the proposed allotment plan for any cost center.

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 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:
 - I. Expected revenues by major source as estimated in the budget, actual receipts to date for the current fiscal year compared with actual receipt 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 current fiscal year and as compared with the same period in the prior fiscal year. The unencumbered balance of appropriations, and revisions in the estimate of expenditures.

Section 14: Limit on Obligations and Payments

No obligation shall be incurred against, and no payments shall be made from appropriation account unless there is 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 a recommendation to prevent expenditures from exceeding available revenues or appropriation

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 official(s) or employee(s) to disciplinary action as outlined in P.A. 621(1978) and the West Branch Township personnel manual.

Section 17: Board adoption

Motion made by _____, supported _____ by to adopt the foregoing resolution.

Upon roll call voted, the following voted aye: _____. The following voted nay: _____. Roll Call Vote:

The Supervisor declared the motion carried and the resolution duly adopted on the 25^h day of March 2025.

Deena Barnhart, West Branch Clerk