

RICHMOND TOWNSHIP

**2018-2019
GENERAL APPROPRIATIONS ACT
&
BUDGET**

Richmond Township 2018-2019 General Appropriations Act

The Richmond Township Board resolves:

SECTION 1: Title--This resolution shall be known as the Richmond Township 2018-2019 General Appropriations Act.

SECTION 2: Public Hearing on the Budget--Pursuant to MCLA 141.412 and .413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on May 2, 2018, and a public hearing on the proposed budget was held .

SECTION 3: Millage Levy—The 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 allocated millage of .77470 mill township operations; and voter authorized millages of .00050 mills for fire protection, and .00285 mills for emergency medical services.

The special assessment for garbage collection will approximate \$217,500.

SECTION 4: Adoption of budget by Activity/Department--Township Board adopts the 2018-2019 fiscal year budgets for the various funds by Activity/Department. 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 Activity/Department.

SECTION 5: Payment of Bills--Pursuant to MCLA 41.75, all claims (bills) against the Township shall be approved by the Township Board prior to being paid. The Township Clerk and Treasurer may pay certain bills prior to approval by the Township Board to avoid late penalties, service charges and interest (primarily utilities) and payroll in accordance with the approved salaries and hourly rates adopted in this appropriations act. The Township Board shall receive a list of claims (bills) paid prior to approval for approval at the next Board meeting.

SECTION 6: Authorized salary, hourly and per diem rates--Included in the various Activities/Departments are amounts of the salary, hourly and per diem rates for the officials and employees of the Township as follows:

Trustee	\$ 6,074
Supervisor	25,265
Deputy Supervisor	6,626
Clerk	25,265
Deputy Clerk	10,756
Treasurer	25,265
Deputy Treasurer	12,500

SECTION 7: Estimated Revenues and Expenditures--Estimated total revenues and expenditures for the various funds of the Township are:

<u>FUND</u>	<u>REVENUE</u>	<u>EXPENDITURES</u>
General	\$1,192,000	\$1,155,000

Township 2018-2019 General Appropriations Act

2018-2019 BUDGET

GENERAL FUND

REVENUES:		
Property Taxes		\$ 529,335
Licenses and Permits		30,000
Federal Grants		-
State Sources		308,006
Interest		-
Garbage Collection		217,500
Other		107,258
		\$ 1,192,099
EXPENDITURES:		
General Government:		
Administration:		
Clerical Salaries		\$ 26,940
Payroll Taxes		13,778
Postage and Supplies		13,990
Attorney		30,000
Audit and Accounting		17,400
Other Professional Services		19,000
Telephone		5,400
Printing and Publishing		7,000
Insurance		15,000
Utilities		7,000
Street Lights		5,500
Miscellaneous		-
Dues and Conferences		14,060
Total Administration		\$ 175,068
Assessor		36,664
Trustees		13,970
Zoning Enforcement Officer		3,000
Equipment and Building Maintenance		26,530
Board of Appeals		380
Elections		5,800
Planning Commission		12,946
Board of Review		1,200
Cemetery		700
Supervisor		29,055
Deputy Supervisor		6,626
Clerk		29,055
Deputy Clerk		10,756
Treasurer		31,855
Deputy Treasurer		12,500
Total General Government		\$ 396,105

Public Safety:		
	Ambulance Service	\$ 325,044
	Building Department	25,900
	Fire Contracts	69,269
	Total Public Safety	\$ 420,213
Public Works:		
	Landfill Services	\$ 217,500
	Sewer and Drain Maintenance	-
	Highways and Streets	23,000
	Total Public Works	\$ 240,500
Recreation and Culture:		
	Senior Program	\$ 13,200
	Capital Outlay	\$ 85,000
	Debt Service	\$ -
	CDBG and Other Passthroughs	\$ -
	Total Expenditures	\$ 1,155,018
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES		\$ 37,081
OTHER FINANCING SOURCES (USES)		-
NET CHANGE IN FUND BALANCE		\$ 37,081

SECTION 8: Specific Appropriations--None.

SECTION 9: Periodic Financial Reports--The Township Clerk shall provide the Township Board at the Board meeting immediately following the end of each fiscal quarter and at the final Board meeting of the fiscal year, a report of fiscal year to date revenues and expenditures compared to the budgeted amounts in the General Fund of the Township.

SECTION 10: Budget Monitoring--Whenever it appears to the Township Supervisor 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 will exceed an appropriation, the Township Supervisor shall present to the Township Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues or both.

SECTION 11: Board Adoption--Motion made by _____, second by _____ to adopt the forgoing resolution and General Appropriations Act. Upon roll call vote, the following voted aye:

The following voted nay:

The Supervisor declared the motion carried and the resolution adopted on the day ____ of _____, 20 ____.

Township Clerk

RICHMOND TOWNSHIP						
FY 18/19 PROPOSED BUDGET						
	ACTUAL FY 16/17	BUDGET FY 17/18	ACTUAL 9 MTS 3-18	PROJECTED 3 MTS 6-18	PROJECTED FY 17/18	PROPOSED FY 18/19
REVENUES:						
Property Taxes	\$ 507,352	\$ 545,828	\$ 496,744	\$ 57,000	\$ 553,744	\$ 529,335
Licenses and Permits	55,634	30,000	44,547	14,800	59,347	30,000
Federal Grants	32,234	-	-	9,700	9,700	-
State Sources	292,646	284,000	252,231	40,000	292,231	308,006
Interest	1,648	-	-	-	-	-
Garbage Collection	207,851	217,500	212,273	-	212,273	217,500
Other	143,461	110,000	47,107	66,700	113,807	107,258
	\$ 1,240,826	\$ 1,187,328	\$ 1,052,902	\$ 188,200	\$ 1,241,102	\$ 1,192,099
EXPENDITURES:						
General Government:						
Administration:						
Clerical Salaries	\$ 25,482	\$ 26,400	\$ 19,982	\$ 6,700	\$ 26,682	\$ 26,940
Payroll Taxes	13,083	18,949	11,431	3,800	15,231	13,778
Postage and Supplies	5,091	7,900	9,425	3,100	12,525	13,990
Attorney	28,284	30,000	10,710	3,600	14,310	30,000
Audit and Accounting	16,500	17,000	17,000	5,000	17,000	17,400
Other Professional Services	13,176	10,000	14,934	700	19,934	19,000
Telephone	2,731	3,000	2,248	1,200	2,948	5,400
Printing and Publishing	6,520	5,500	3,597	1,200	4,797	7,000
Insurance	16,590	17,000	14,383	4,800	19,183	15,000
Utilities	6,206	8,000	4,645	1,500	6,145	7,000
Street Lights	5,770	5,500	4,197	1,400	5,597	5,500
Miscellaneous	25,650	-	-	-	-	-
Dues and Conferences	5,473	5,500	5,265	1,800	7,065	14,060
	\$ 170,556	\$ 154,749	\$ 117,817	\$ 33,600	\$ 151,417	\$ 175,068
Total Administration						
Assessor	35,684	35,497	27,187	9,000	36,187	36,664
Trustees	12,111	14,196	10,718	3,600	14,318	13,970
Zoning Enforcement Officer	-	3,500	-	-	-	3,000
Equipment and Building Maintenance	12,951	12,530	13,325	4,400	17,725	26,530
Board of Appeals	260	380	395	100	495	380
Elections	4,996	6,110	4,332	1,400	5,732	5,800
Planning Commission	10,650	12,442	8,614	2,900	11,514	12,946
Board of Review	1,000	1,200	1,100	400	1,500	1,200

	850	700	600	200	800	700
Cemetery						
Supervisor	28,230	29,481	22,466	7,500	29,966	29,055
Deputy Supervisor	6,731	6,496	4,743	1,600	6,343	6,626
Clerk	29,126	30,466	22,526	7,500	30,026	29,055
Deputy Clerk	10,482	10,545	7,704	2,600	10,304	10,756
Treasurer	30,067	33,755	25,359	8,400	33,759	31,855
Deputy Treasurer	10,388	10,545	7,908	2,600	10,508	12,500
Total General Government	\$ 364,082	\$ 362,592	\$ 274,794	\$ 85,800	\$ 360,594	\$ 396,105
Public Safety:						
Ambulance Service	\$ 296,130	\$ 295,000	\$ 295,000	\$ -	\$ 295,000	\$ 325,044
Building Department	39,516	16,500	40,688	13,550	54,238	25,900
Fire Contracts	66,390	65,954	65,954	-	65,954	69,269
Total Public Safety	\$ 402,036	\$ 377,454	\$ 401,642	\$ 13,550	\$ 415,192	\$ 420,213
Public Works:						
Landfill Services	\$ 216,620	\$ 217,500	\$ 181,563	\$ 36,000	\$ 217,563	\$ 217,500
Sewer and Drain Maintenance	-	-	-	-	-	-
Highways and Streets	21,960	23,000	21,960	7,300	29,260	23,000
Total Public Works	\$ 238,580	\$ 240,500	\$ 203,523	\$ 43,300	\$ 246,823	\$ 240,500
Recreation and Culture:						
Senior Program	\$ 12,000	\$ 13,200	\$ 9,000	\$ 3,000	\$ 12,000	\$ 13,200
Capital Outlay	\$ 15,788	\$ 58,000	\$ 14,608	\$ 43,000	\$ 57,608	\$ 85,000
Debt Service	\$ 65,439	\$ -	\$ -	\$ -	\$ -	\$ -
CDBG and Other Passthroughs	\$ 32,234	\$ -	\$ -	\$ 9,700	\$ 9,700	\$ -
Total Expenditures	\$ 1,130,159	\$ 1,051,746	\$ 903,567	\$ 198,350	\$ 1,101,917	\$ 1,155,018
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ 110,667	\$ 135,582	\$ 149,335	\$ (10,150)	\$ 139,185	\$ 37,081
OTHER FINANCING SOURCES (USES)						
NET CHANGE IN FUND BALANCE	\$ 110,667	\$ 135,582	\$ 149,335	\$ (10,150)	\$ 139,185	\$ 37,081

	FY 16/17	FY 17/18	YTD THRU 3/31/18	FY 18/19 Proposed
Clerical				
	\$ 25,949.00	\$ 26,411.00		
Office Manager	\$ 18,669.00	\$ 18,949.00	\$ 13,836.00	\$ 19,328.00
Secretary	\$ 7,280.00	\$ 7,462.00	\$ 5,446.00	\$ 7,612.00
	\$ 25,949.00	\$ 26,411.00	\$ 19,282.00	\$ 26,940.00
Payroll Taxes	\$ 12,402.00	\$ 13,032.00	\$ 7,655.00	\$ 13,104.00
Office Manager	\$ 1,429.00	\$ 1,450.00	\$ 1,059.00	\$ 1,479.00
Secretary	\$ 560.00	\$ 571.00	\$ 416.00	\$ 582.00
Trustee	\$ 898.00	\$ 912.00	\$ 684.00	\$ 930.00
Supervisor	\$ 1,865.00	\$ 1,893.00	\$ 1,420.00	\$ 1,931.00
Dep. Sup.	\$ 490.00	\$ 496.00	\$ 363.00	\$ 506.00
Clerk	\$ 1,865.00	\$ 1,893.00	\$ 1,420.00	\$ 1,931.00
Dep. Clerk	\$ 800.00	\$ 807.00	\$ 589.00	\$ 823.00
Treas.	\$ 1,865.00	\$ 1,893.00	\$ 1,420.00	\$ 1,391.00
Dep. Treas	\$ 800.00	\$ 807.00	\$ 605.00	\$ 823.00
Bld. Dept.	\$ 1,147.00	\$ 1,530.00	\$ 2,900.00	\$ 1,912.00
P/Zon. Asst.	\$ 683.00	\$ 780.00	\$ 555.00	\$ 796.00
	\$ 12,402.00	\$ 13,032.00	\$ 11,431.00	\$ 13,104.00
Postage and Supp.	\$ 7,800.00	\$ 7,900.00	\$ 9,425.00	\$ 10,990.00
GF. Postage	\$ 2,300.00	\$ 2,400.00	\$ 2,980.00	\$ 2,400.00
GF. Supp.	\$ 5,500.00	\$ 5,500.00	\$ 3,467.00	\$ 5,000.00
Culligan Water				
Mailing Solutions				
Printall				
CDW Government				
Mi. Office Solutions				
Staples				
The Voice				
Copier Lease			\$ 2,978.00	\$ 3,350.00
Postage Meter Lease			\$ 9,425.00	\$ 240.00
	\$ 7,800.00	\$ 7,900.00	\$ 9,425.00	\$ 10,990.00

Attorney		\$ 25,000.00		\$ 30,000.00	\$ 10,710.00	\$	30,000.00
Audit and Accounting		\$ 16,500.00		\$ 17,000.00	\$ 17,000.00	\$	17,400.00
Other Prof. Serv.		\$ 15,500.00		\$ 32,200.00	\$ 12,759.00	\$	17,200.00
Engineer		\$ 3,500.00		\$ 10,000.00	\$ 4,885.00	\$	5,000.00
Planner		\$ 9,000.00		\$ 7,200.00	\$ 5,400.00	\$	7,200.00
Web Serv.		\$ 3,000.00		\$ 15,000.00	\$ 846.00	\$	3,000.00
	Constant Contact				\$ 96.00		
	Website Hosting				\$ 500.00		
	Rob Miller				\$ 882.00	x	
	Pro Softnet Corp.				\$ 150.00		
Payroll Services					\$ 12,759.00		
	ADP				\$ 1,090.00	\$	2,000.00
		\$ 15,500.00		\$ 32,200.00	\$ 14,934.00	\$	17,200.00
Telephone		\$ 3,000.00		\$ 3,000.00	\$ 2,248.00	\$	3,300.00
Cable & Internet					\$ 1,446.00	\$	1,750.00
Cable Surcharge					\$ 264.00	\$	350.00
Print/Publishing		\$ 5,500.00		\$ 5,500.00			
GF Print/Pub.		\$ 5,500.00		\$ 5,500.00	\$ 3,597.00	\$	5,000.00
Insurance		\$ 16,000.00		\$ 17,000.00	\$ 14,383.00	\$	17,000.00
Nickel & Saph					\$ 11,809.00		
Accident Fund / WC					\$ 2,574.00		
Utilities		\$ 8,000.00		\$ 8,000.00	\$ 4,645.00	\$	8,000.00
Electricity		\$ 5,000.00		\$ 5,000.00	\$ 3,648.00	\$	
Gas/Nat Gas		\$ 3,000.00		\$ 3,000.00	\$ 997.00	\$	
Street Lights		\$ 5,500.00		\$ 5,500.00	\$ 4,197.00	\$	5,500.00

Cemetery	\$ 640.00	\$ 700.00	\$ 600.00	\$ 700.00
Cemetery	\$ 640.00	\$ 700.00	\$ 600.00	\$ 700.00
Supervisor	\$ 29,031.00	\$ 29,481.00	\$ 22,466.00	\$ 30,055.00
Wages	\$ 24,375.00	\$ 24,770.00	\$ 18,555.00	\$ 25,265.00
Retirement	\$ 3,656.00	\$ 3,711.00	\$ 3,711.00	\$ 3,790.00
Dues/Conf.	\$ 1,000.00	\$ 1,000.00		\$ 1,000.00
MC Sup. Asso.			\$ 200.00	
	\$ 29,031.00	\$ 29,481.00	\$ 22,466.00	\$ 30,055.00
Deputy Sup.	\$ 6,400.00	\$ 6,496.00	\$ 4,743.00	\$ 6,626.00
Wages	\$ 6,400.00	\$ 6,496.00	\$ 4,743.00	
Clerk	\$ 29,576.00	\$ 30,446.00	\$ 22,526.00	\$ 31,450.00
Wages	\$ 24,375.00	\$ 24,740.00	\$ 18,555.00	\$ 25,265.00
Retirement	\$ 3,656.00	\$ 3,711.00	\$ 3,711.00	\$ 3,790.00
Dues/Conf.	\$ 845.00	\$ 845.00		\$ 1,845.00
			\$ 160.00	
Misc.	\$ 100.00	\$ 100.00		
Deputy Clerk Conf.	\$ 600.00	\$ 600.00		
			\$ 100.00	\$ 100.00
Lodging/Conf.		\$ 450.00		\$ 450.00
	\$ 29,576.00	\$ 30,446.00		\$ 31,450.00
Deputy Clerk	\$ 10,390.00	\$ 10,545.00	\$ 7,704.00	\$ 10,756.00
wages	\$ 10,390.00	\$ 10,545.00	\$ 7,704.00	
Treasurer	\$ 32,331.00	\$ 33,755.00	\$ 25,359.00	\$ 36,855.00
Wages	\$ 24,375.00	\$ 24,740.00	\$ 18,555.00	\$ 25,265.00
BS&A Support	\$ 500.00	\$ 500.00		\$ 500.00
BS&A on Web.			\$ 2,228.00	\$ 2,300.00

Retirement		\$ 3,656.00		\$ 3,711.00	\$	3,711.00	\$	3,790.00
Dues/Conf.		\$ 750.00		\$ 750.00	\$		\$	750.00
MC Treas. Asso.					\$	20.00		
Mi. Mun. Treas. Asso.					\$	50.00		
Dep. Dues/Conf.		\$ 750.00		\$ 750.00	\$		\$	750.00
Postage		\$ 2,300.00		\$ 2,000.00				
Winter Tax Bills					\$	795.00	\$	2,000.00
Printing/Pub.					\$	1,304.00	\$	1,500.00
		\$ 32,331.00		\$ 33,755.00	\$	25,359.00	\$	36,855.00
Deputy Treas.		\$ 10,390.00		\$ 10,545.00	\$	7,908.00	\$	10,756.00
Wages		\$ 10,390.00		\$ 10,545.00	\$	7,908.00		
PUBLIC SAFETY		\$ 377,454.00			\$		\$	421,713.00
EMS		\$ 295,000.00			\$		\$	325,044.00
Building.Dept.		\$ 16,500.00	#####		\$	40,688.00	\$	27,400.00
Wages	\$ 15,000.00		#####		\$	39,593.00	\$	25,000.00
Mileage	\$ 100.00		#####		\$		\$	100.00
Dues/Conf.	\$ 500.00		#####		\$	135.00	\$	1,400.00
International Code Council								
Misc.	\$ 100.00		#####		\$	160.00	\$	100.00
Comp.Sup	\$ 800.00		#####		\$	800.00	\$	800.00
Repay EMS			#####					
	\$ 16,500.00		#####		\$	40,688.00	\$	27,400.00
Fire Contracts		\$ 65,954.00			\$		\$	69,269.00
		\$ 377,454.00						
Public Works		\$ 245,200.00		\$ 240,500.00	\$	203,523.00	\$	245,700.00
Garbage PU		\$ 222,700.00		\$ 217,500.00	\$	181,563.00	\$	222,700.00
Roads		\$ 22,500.00		\$ 23,000.00	\$	21,960.00	\$	23,000.00
		\$ 245,200.00		\$ 240,500.00	\$	203,523.00	\$	

