

**CLEARWATER TOWNSHIP
GENERAL APPROPRIATIONS ACT
RESOLUTION 2-2021**

A resolution to establish a General Appropriations Act for Clearwater Township, Kalkaska County; to define the powers and duties of the Clearwater 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 Clearwater Township resolves:

Section 1: Title This resolution shall be known as the Clearwater 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 March 25, 2021, and a public hearing on the proposed budget was held on March 31, 2021.

Section 5: Adoption of Budget by Cost Center The Board of Trustees of Clearwater Township adopts the 2021-2022 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 6: 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 7: 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 8: 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 9: 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 Clearwater Township personnel manual.

Section 10: Board Adoption

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

Upon roll call vote, the following voted:

“Aye”:

“Nay”:

The Township Supervisor declared the motion carried and the resolution duly adopted on March 31, 2021.

_____, Clerk