

**RESOLUTION 11-001
GENERAL APPROPRIATIONS RESOLUTION
FISCAL YEAR ENDING March 31, 2012
CHARTER TOWNSHIP OF BRIGHTON**

A RESOLUTION ESTABLISHING THE GENERAL APPROPRIATIONS FOR THE CHARTER TOWNSHIP OF BRIGHTON; DEFINING POWERS AND DUTIES IN RELATION TO THE ADMINISTRATION OF THE BUDGET; AND PROVIDING REMEDIES FOR NON-COMPLIANCE WITH REQUIREMENTS.

The Board of Trustees of the Charter Township of Brighton hereby resolves:

Section 1: Title

This resolution shall be the Charter Township of Brighton General Appropriations and Budget Authorization for the fiscal year April 1, 2011 to March 31, 2012.

Section 2: Chief Administrative Officer

The Township Superintendent (known as the Manager) is designated as the Chief Administrative Officer under the Uniform Budgeting and Accounting Act and per section 2-76 (10) of the Township Code and is the responsible party for the administration of the Township budget.

Section 3: Fiscal Officer

The Accountant shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this resolution.

Section 4: Public Hearings on the Budget

Pursuant to MCLA 141.412 and MCLA 141.413, notice of public hearing on the proposed budget was published in a newspaper of general circulation on February 25, 2011, the proposed budget has been available for public inspection in advance of the hearing, and a public hearing on the proposed budget was held on Monday, March 7, 2011.

Section 5: Estimated Revenues and Expenditures

Be it resolved, the expenditures for the fiscal year commencing April 1, 2011 and ending March 31, 2012, are hereby appropriated on a departmental and activity basis as follows:

General Fund

Legislative – Township Board	\$ 98,495
Supervisor	\$ 36,482
Administration – Manager	\$147,575
Elections	\$ 70,119
Assessor	\$182,649
Township Clerk	\$224,192
Treasurer	\$192,250
Township Hall/Grounds	\$147,930
Cemetery	\$ 8,000
Other Charges and Services	\$196,726
Fire Department	\$ 50,450
Planning	\$116,415
Code Enforcement	\$ 14,179
Emergency Preparedness	\$ 54,400
Drains	\$ 16,738
Roads	\$ 60,000
Municipal Refuse Collection	\$ 2,500
Sewer and Water	\$ 21,700
Parks & Recreation	\$ 90,000
Contingent Liability	\$285,000
Transfers	\$362,200
Total Expenditures	\$2,378,000

And be it further resolved, revenues for the 2011-2012 fiscal year are estimated as follows:

General Fund

Taxes (Local)	\$801,732
License & Permits	\$ 5,400
Intergovernmental	\$1,089,000
Charges for Services	\$275,587
Interest & Rent	\$158,245
Other Financing Services	\$318,680
Total Revenue	\$2,648,644

And be it further resolved, the Township Board hereby approves budgets for the period of April 1, 2011 through March 31, 2012 for the following funds in the amounts set forth below:

	REVENUE	EXPENDITURES
Parks	\$ 1,800	\$0
Cemetery	\$ 50	\$0
Liquor Law Enforcement	\$ 7,600	\$22,000
Building Department	\$11,500	\$28,645
Budget Stabilization Fund	\$1,400	\$700
Water Debt Service	\$111,673	\$111,673
Municipal Water	\$1,500	\$115,148
Sewer Capital Reserve	\$70,400	\$30,000
Sewer O+M Fund	\$634,940	\$619,700
Sewer Debt Service	\$1,015,716	\$1,563,059
Spencer Sewer Debt Service	\$27,141	\$24,418
Pathways	\$1,210	\$0
Future Road Improvement	\$353,000	\$0

Section 6: Millage Levy

The Charter Township of Brighton Board shall cause to be levied and collected as the general property tax on all real and personal property within the township upon the current tax roll, an amount equal to .9073 mills being within the limit as set forth by the Tax Allocation Board and as authorized under State law. This rate is subject to reduction based upon current year millage reduction (Headlee) requirements.

Section 7: Adoption of Budget by Reference

The Board of Trustees hereby adopts the general fund budget and budgets for other funds of the Charter Township of Brighton by reference, with revenues and expenditures as indicated in Section 5 of this resolution.

Section 8: Adoption of Budget by Cost Center

The Board of Trustees of the Charter Township of Brighton hereby adopts the 2011/12 budgets by activity cost center. Township officials and appointed staff responsible for the expenditures of cost centers authorized in the budget may expend funds up to, but not to exceed, the total appropriation authorized for the sum total of each activity, 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

Approved appropriations will be deemed maximum authorizations to incur expenditures. The Township Manager shall exercise supervision and control to ensure that all expenditures are within approved appropriations, and shall not issue a purchase order for expenditures that exceed appropriations.

Section 10: Transfer Authority

The Chief Administrative Officer is hereby authorized to make budgetary transfers within the activity centers established throughout this budget, and that all transfers between activity centers may be made only by further action of the Township Board pursuant to Section 19.2 of the Michigan Uniform Accounting and Budget Act. Under no circumstances may the total budget of any fund be changed or personnel be added without board approval.

Section 11: Periodic Fiscal Reports

The Chief Administrative Officer shall transmit to the board at the end of each quarter a report of financial operations, including but not limited to:

- a. a cash balance report showing the amount of funds available in each of the various accounts
- b. a revenue and expenditure report which shows for each line item and cost center in the various funds the original, the amended budget, the year to date actual amounts, the current month actual amount, any encumbered amounts, the unencumbered balance and the percent of budget revenue received or expenditures made.

Section 12: Limit on Obligations and Payments

No obligation shall be incurred against, and no payments 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 13: 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 14: Violations of This Resolution

Any obligation incurred or payment authorized in violation of this resolution shall be void and may subject any responsible official or employees to disciplinary action as outlined in P.A. 621 (1978) and the Charter Township of Brighton Personnel Policies and Procedures.

Section 15: Board Adoption

Motion made by A. Bollin, seconded by C. Doughty, **to adopt the General Appropriations Resolution for the 2011/12 Fiscal Year.**

Upon roll call vote, the following members voted:

AYE: J. Kovitz, C. Doughty, M. Slaton, L. Theis, A. Bollin, T. Murphy
NAY: None
ABSENT: J. Rogers

RESOLUTION WAS DECLARED ADOPTED.

The motion carried and the above resolution was duly adopted by the Board of Trustees of the Charter Township of Brighton at a regular meeting on the 21st day of March, 2011.

Thomas E. Murphy, Supervisor

Ann M. Bollin, CMC, Clerk

Certification

I, Ann M. Bollin, duly elected Clerk, hereby certify that the foregoing is a true and complete copy of the Resolution adopted by the Township Board of the Charter Township of Brighton, 4363 Buno Road, Brighton, Michigan, at a regular meeting held on March 21, 2011, and public notice of said meeting was given and minutes of said meeting were kept and will be or have been made available as required.

In witness hereof, I have hereunto affixed my official seal this 24th day of March, 2011.

Ann M. Bollin, CMC, Clerk

Section 5A
 Estimated Revenues, Expenditures and Fund Balance
 2011/12

General
 Fund 101

Fund Balance	03/31/10	\$8,208,855
Estimated Revenue	2010/11	\$2,631,819
Estimated Funds Available	2010/11	\$10,840,674
Estimated Expenditures	2010/11	\$2,490,643
Estimated Fund Balance	03/31/11	\$8,350,031
Estimated Revenue	2011/12	\$2,648,644
Estimated Funds Available	2011/12	\$10,998,675
Estimated Expenses	2011/12	\$2,378,000
Estimated Fund Balance	03/31/12	\$8,620,675

(Unreserved \$4,563,529, Reserved General Fund \$2,573,254 bond repayment reserves)
 (Collette Dump Reserved \$557,395 remaining)
 (Tax Appeals \$130,000)
 (Sewer Bond Reserve \$400,000)
 (Election Equipment \$40,000)

Section 5B
 Estimated Revenues, Expenditures and Fund Balance
 2011/12

Parks
 Fund 208

Fund Balance	03/31/10	\$662,957
Estimated Revenue	2010/11	\$ 51,734
Estimated Funds Available	2010/11	\$714,691
Estimated Expenditures	2010/11	\$0
Estimated Fund Balance	03/31/11	\$714,691
Estimated Revenue	2011/12	\$ 1,800
Estimated Funds Available	2011/12	\$716,491
Estimated Expenses	2011/12	\$0
Estimated Fund Balance	03/31/12	\$716,491

Section 5C
 Estimated Revenues, Expenditures and Fund Balance
 2011/12

Cemetery
 Fund 209

Fund Balance	03/31/10	\$30,204
Estimated Revenue	2010/11	\$10,051
Estimated Funds Available	2010/11	\$40,255
Estimated Expenditures	2010/11	\$0
Estimated Fund Balance	03/31/11	\$40,255
Estimated Revenue	2011/12	\$ 50
Estimated Funds Available	2011/12	\$40,305
Estimated Expenses	2011/12	\$0
Estimated Fund Balance	03/31/12	\$40,305

Section 5D
 Estimated Revenues, Expenditures and Fund Balance
 2011/12

Liquor Law
 Fund 212

Fund Balance	03/31/10	\$60,825
Estimated Revenue	2010/11	\$ 7,828
Estimated Funds Available	2010/11	\$68,653
Estimated Expenditures	2010/11	\$ 4,837
Estimated Fund Balance	03/31/11	\$63,816
Estimated Revenue	2011/12	\$ 7,600
Estimated Funds Available	2011/12	\$71,416
Estimated Expenses	2011/12	\$22,000
Estimated Fund Balance	03/31/12	\$49,416

Section 5E
 Estimated Revenues, Expenditures and Fund Balance
 2011/12

Building Department
 Fund 249

Fund Balance	03/31/10	\$17,363
Estimated Revenue	2010/11	\$762
Estimated Funds Available	2010/11	\$18,125
Estimated Expenditures	2010/11	\$980
Estimated Fund Balance	03/31/11	\$17,145
Estimated Revenue	2011/12	\$11,500
Estimated Funds Available	2011/12	\$28,645
Estimated Expenses	2011/12	\$28,645
Estimated Fund Balance	03/31/12	\$0

Section 5F
 Estimated Revenues, Expenditures and Fund Balance
 2011/12

Budget Stabilization
 Fund 257

Fund Balance	03/31/10	\$264,616
Estimated Revenue	2010/11	\$696
Estimated Funds Available	2010/11	\$265,312
Estimated Expenditures	2010/11	\$0
Estimated Fund Balance	03/31/11	\$265,312
Estimated Revenue	2011/12	\$1,400
Estimated Funds Available	2011/12	\$266,712
Estimated Expenses	2011/12	\$700
Estimated Fund Balance	03/31/12	\$266,012

Section 5G
 Estimated Revenues, Expenditures and Fund Balance
 2011/12

Building Authority
 Fund 369

Building Authority Bond paid off in 2010.

Section 5H
 Estimated Revenues, Expenditures and Fund Balance
 2011/12

Water Debt Service
 Fund 395

Fund Balance	03/31/10	\$64,317
Estimated Revenue	2010/11	\$108,461
Estimated Funds Available	2010/11	\$172,778
Estimated Expenditures	2010/11	\$108,328
Estimated Fund Balance	03/31/11	\$64,450
Estimated Revenue	2011/12	\$111,673
Estimated Funds Available	2011/12	\$176,123
Estimated Expenses	2011/12	\$111,673
Estimated Fund Balance	03/31/12	\$64,450

Section 5I
 Estimated Revenues, Expenditures and Fund Balance
 2011/12

Municipal Water
 Fund 405

Fund Balance	3/31/10	\$254,523
Estimated Revenue	2010/11	\$42,074
Estimated Funds Available	2010/11	\$296,597
Estimated Expenditures	2010/11	\$112,786
Estimated Fund Balance	3/31/11	\$183,811
Estimated Revenue	2011/12	\$1,500
Estimated Funds Available	2011/12	\$185,311
Estimated Expenditures	2011/12	\$115,148
Estimated Fund Balance	3/31/12	\$70,163

Section 5J
 Estimated Revenues, Expenditures and Cash Balance
 2011/12

Sewer Operations and Maintenance
 Fund 590

Cash Balance		03/31/10	\$105,028
Estimated Revenue		2010/11	\$604,220
Estimated Funds Available		2010/11	\$709,248
Estimated Expenditures		2010/11	\$622,050
Administration	\$24,400		
O&M	\$589,850		
Cap Outlay	\$3,500		
Debt Service	\$4,300		
Estimated Fund Balance		03/31/11	\$87,198
Estimated Revenue		2011/12	\$634,940
Estimated Funds Available		2011/12	\$722,138
Estimated Expenses		2011/12	\$619,700
Administration	\$23,800		
O&M	\$573,600		
Cap Outlay	\$15,000		
Debt Service	\$4,300		
Estimated Cash Balance		03/31/12	* \$102,438

*Unreserved Retained Earnings

Section 5K
 Estimated Revenues, Expenditures and Cash Balance
 2011/12

Sewer Debt Service
 Fund 592

Cash Balance		03/31/10	\$1,573,004
Estimated Revenue		2010/11	\$986,022
Estimated Cash Available		2010/11	\$2,559,026
Estimated Expenditures		2010/11	\$1,612,183
Estimated Cash Balance		03/31/11	\$946,843
Estimated Revenue		2011/12	\$1,015,716
Estimated Cash Available		2011/12	\$1,962,559
Estimated Expenses		2011/12	\$1,563,059
Estimated Cash Balance		03/31/12	\$399,500

(The Sewer Bond account may require a short term cash advance from the General Fund to cover the September bond payment and the General Fund would be refunded when the SAD's come in the March)

Section 5L
 Estimated Revenues, Expenditures and Fund Balance
 2011/12

Pathways
 Fund 702

Fund Balance		03/31/10	\$169,304
Estimated Revenue		2010/11	\$1,285
Estimated Funds Available		2010/11	\$170,589
Estimated Expenditures		2010/11	\$0
Estimated Fund Balance		03/31/11	\$170,589
Estimated Revenue		2011/12	\$1,210
Estimated Funds Available		2011/12	\$171,799
Estimated Expenses		2011/12	\$0
Estimated Fund Balance		03/31/12	\$171,799

Section 5M
 Estimated Revenues, Expenditures and Fund Balance
 2011/12

Future Road Improvement
 Fund 792

Fund Balance	03/31/10	\$1,963,335
Estimated Revenue	2010/11	\$156,500
Estimated Funds Available	2010/11	\$2,119,835
Estimated Expenditures	2010/11	\$1,445,248
Estimated Fund Balance	03/31/11	\$674,587
Estimated Revenue	2011/12	\$353,000
Estimated Funds Available	2011/12	\$1,027,587
Estimated Expenses	2011/12	\$0
Estimated Fund Balance	03/31/12	\$1,027,587

Section 5N
 Estimated Revenues, Expenses and Fund Balance
 2011/12

Lakeshore Water Improvement Fund

Fund 805

Project completed in 2010. Now accounted for in General Fund.

Section 5O
 Estimated Revenues, Expenditures and Fund Balance
 2011/12

SAD Road Maintenance
 Fund 812

Fund Balance	03/31/10	\$65,689
Estimated Revenue	2010/11	\$26,706
Estimated Funds Available	2010/11	\$92,395
Estimated Expenditures	2010/11	\$20,000
Estimated Fund Balance	03/31/11	\$72,395
Estimated Revenue	2011/12	\$ 5,195
Estimated Funds Available	2011/12	\$77,590
Estimated Expenses	2011/12	\$77,590
Estimated Fund Balance	03/31/12	\$ 0

Section 5P
 Estimated Revenues, Expenditures and Fund Balance
 2011/12

Road Projects
 Fund 814

Fund Balance	03/31/10	(\$101,492)
Estimated Revenue	2010/11	\$74,078
Estimated Funds Available	2010/11	(\$27,414)
Estimated Expenditures	2010/11	\$0
Estimated Fund Balance	03/31/11	(\$27,414)
Estimated Revenue	2011/12	\$62,280
Estimated Funds Available	2011/12	\$34,866
Estimated Expenses	2011/12	\$0
Estimated Fund Balance	03/31/12	\$34,866

(Three outstanding loans from Future Roads totaling \$149,926)

Section 5Q
 Estimated Revenues, Expenditures and Fund Balance
 2011/12

Streetlight
 Fund 865

Fund Balance	03/31/10	\$20,073
Estimated Revenue	2010/11	\$16,919
Estimated Funds Available	2010/11	\$36,992
Estimated Expenditures	2010/11	\$16,919
Estimated Fund Balance	03/31/11	\$20,073
Estimated Revenue	2011/12	\$16,920
Estimated Funds Available	2011/12	\$36,993
Estimated Expenses	2011/12	\$17,350
Estimated Fund Balance	03/31/12	\$19,643

Section 5R
 Estimated Revenues, Expenditures and Fund Balance
 2011/12

Municipal Refuse
 Fund 871

Fund Balance	03/31/10	\$83,266
Estimated Revenue	2010/11	\$95,393
Estimated Funds Available	2010/11	\$178,659
Estimated Expenditures	2010/11	\$95,393
Estimated Fund Balance	03/31/11	\$83,266
Estimated Revenue	2011/12	\$72,545
Estimated Funds Available	2011/12	\$155,811
Estimated Expenses	2011/12	\$89,665
Estimated Fund Balance	03/31/12	\$66,146

Section 5S
 Estimated Revenues, Expenditures and Fund Balance
 2011/12

Aquatics
 Fund 880

Fund Balance	03/31/10	\$136,976
Estimated Revenue	2010/11	\$70,969
Estimated Funds Available	2010/11	\$207,945
Estimated Expenditures	2010/11	\$179,756
Estimated Fund Balance	03/31/11	\$28,189
Estimated Revenue	2011/12	\$60,025
Estimated Funds Available	2011/12	\$88,214
Estimated Expenses	2011/12	\$88,214
Estimated Fund Balance	03/31/12	\$ 0