



***SOUTHFIELD
TOWNSHIP***

BUDGET

FISCAL YEAR

2018/2019

Southfield Township

Phillip Schmitt, *Supervisor*
Sharon Tischler, *Clerk*
Janet Mooney, *Treasurer*
Bonnie Cook, *Trustee*
Dan Nelson, *Trustee*
James M. O'Reilly, *Trustee*
Paul Scarcello, *Trustee*

Memo:

To: Southfield Township Board of Trustees
From: Sharon Tischler, Clerk
Re: Fiscal Year 2018/2019 Budget
Date: April 10, 2018



Enclosed you will find the Fiscal Year 2018/2019 Southfield Township Appropriations Act and Budget.

It is intended to be your reference source for the current budget year.

Resolved by Mooney, supported by O'Reilly, to adopt the following Resolution:

TOWNSHIP OF SOUTHFIELD
GENERAL/SPECIAL REVENUE
APPROPRIATIONS ACT
APRIL 1, 2018/2019

A Resolution to establish a General/Special Revenue Appropriations Act for Southfield Township; to define the powers and duties of the Southfield 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 Southfield Township resolves:

Section 1: Title

This Resolution shall be known as the Southfield Township General/Special Revenue 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, notice of a public hearing on the proposed budgets was published in a newspaper of general circulation on **March 4, 2018** and a public hearing on the proposed budgets was held on March 13, 2018.

Section 5: Estimated Revenues

Estimated Township General Fund revenues for Fiscal Year 2018/19, including an allocated millage of 0.60 mills; a General Fund balance reduction of **\$93,236** and various miscellaneous revenues shall total **\$780,330**. Special Revenues Fund revenues for Fiscal Year 2018/19 with various miscellaneous revenues shall total as follows: Capital Improvement - **\$90.00**, Capital Purchases - **\$100.00**, and Internal Service - **\$350.00**.

Section 6: Millage Levy

The Southfield 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 0.60 mills as set forth by state law.

Section 7: Estimated Expenditures

Estimated Township General Fund expenditures for Fiscal Year 2018/19 for the various Township activities (cost centers) are as follows:

<u>GENERAL FUND:</u>		<u>SPECIAL REVENUES FUND:</u>	
Township Board	\$ 15,150	CAPITAL IMPROVEMENT:	
Supervisor	32,375	Site Improvement	\$ 90
Elections	46,600	CAPITAL PURCHASE:	
Assessor	115,400	Interest	100
Clerk	188,850	INTERNAL SERVICE:	
Treasurer	202,300	MESC Payments	<u>350</u>
Buildings/Grounds	29,300		
Animal Control	78,200		
Other Appropriations	<u>72,155</u>		
TOTAL:	\$780,330	TOTAL:	\$ 490
		TOTAL ALL FUNDS	\$780,820

Section 8: Adoption of Budget by Reference

The General Fund/Special Revenue Fund budgets of Southfield Township are hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this Act.

Section 9: 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 Township order for expenditures that exceed appropriations.

Section 10: Periodic Fiscal Reports

The Fiscal Officer shall transmit to the Board, following 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:
 1. 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.
 2. For each department: 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.

Section 11: 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 12: 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 13: 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 PA 621 of 1978 and the Southfield Township personnel manual.

Section 14: Pre-Authorization to Spend Township Funds

The Township Supervisor, Township Clerk, and Township Treasurer are hereby authorized to make the following disbursements on behalf of the Township without further specific additional Board authority, provided that the disbursements are clearly within the approved budget appropriations and no disagreement exists with respect to the amount or recipient of such disbursements.

- a. The payment of bills that are subject to a penalty for late payment where such payment is necessary to take advantage of such discount or to avoid such penalty.
- b. The payment of routine Township expenses regularly incurred in the operation of the Township such as, but not limited to, utility expenses, insurance premiums, publication costs, operating supplies, necessary operating repairs, established salaries and wages of Township employees and officials.
- c. Distribution of escrow funds, trust or agency funds, intra-governmental service funds, enterprise funds or special assessment funds in accordance with the purposes for which such funds have been received and the statutory or local regulations governing the same.
- d. Purchases for the benefit of the Township costing less than \$1,000.00 provided the purchase was specifically approved by line item in the yearly budget.
- e. Purchases made incident to emergency situations.
- f. Purchases made through state or county cooperative purchasing for the benefit of the Township accomplished without the necessity of advertisement for bids providing they are covered as a line item in the approved budget.
- g. Otherwise bids will be solicited for items where the cost is \$10,000.00 or more.

Section 15: Township Depositories

The surplus funds as defined in Michigan Public Act No. 367 of the Public Acts of 1982 require this Board to provide by Resolution for the deposit of all public monies, including tax monies coming into the hands of the Treasurer, in one or more banks and or credit unions, hereinafter called bank(s)/credit unions and to be designated in such Resolution. Therefore, the Treasurer is hereby directed to deposit all public monies, including tax

monies now in or coming into his/her hands as Treasurer in his/her name as Treasurer, in the following bank and funds as listed below:

General Fund

Comerica:

Bank of America:

CIBC:

Certificate of Deposit

J.P. Morgan Chase Bank:

Flagstar Bank:

Checking, Savings

Huntington Bank:

Fifth Third Bancorp:

Independent Bank:

Certificate of Deposit

Level One:

Money Market Account

Charter One Bank:

PNC:

Michigan First Credit Union:

Chemical Bank:

Certificate of Deposit

Main Street Bank:

Tax Fund

Flagstar:

Checking

Capital Purchases Fund

Flagstar:

Savings

Capital Site Improvement

Flagstar:

Savings

MESC

Flagstar:

Savings

Section 16: Authority to enter into Automated Clearing House (ACH) arrangements and Electronic transfers of public funds.

The Township Treasurer and Township Clerk may enter into an ACH arrangement as provided by Public Act 738 of 2002, effective December 30, 2002.

Southfield Township shall not be a party to an ACH arrangement unless the Southfield Township Board of Trustees has adopted a resolution to authorize electronic transactions and the Southfield Township Treasurer has presented a written ACH policy to the Township Board of Trustees.

An ACH arrangement under PA 738 of 2002 is not subject to the Revised Municipal Finance Act, Public Act 34 of 2001 (MCL 141.2101, *et seq.*), or to provisions of law concerning the issuance of debit by a local unit.

Responsibility for ACH agreements.

The Southfield Township Treasurer is responsible for Southfield Township's ACH agreements, including payment approval, accounting, reporting, and generally for overseeing compliance with the ACH policy.

The Treasurer and Township Clerk shall submit to the Township Board of Trustees documentation detailing the goods or services (e.g. federal withholding to IRS, transfers between funds), the date of the payment, and the department levels services by each payment of public funds made by electronic transfer. This report may be contained in the Township's electronic general ledger software system or in a separate report to the Township Board of Trustees.

Internal accounting controls to monitor use of ACH transactions made by Southfield Township.

The following system of internal accounting controls will be used to monitor the use of ACH transactions made by Southfield Township:

- a. The Clerk and/or Treasurer initiates the transaction upon receipt of an invoice included on the authorized ACH list approved by the appropriate Township Official. ACH invoices will be handled as set forth in Southfield Township's Appropriations Act. The Clerk and Treasurer sign the ACH invoice, which then acts as the warrant.
- b. The Clerk presents the warrants and a list of bills for payment. The Board of Trustees approves all transactions. The Township Board of Trustees has established a policy identifying specific payments that have pre-approved authorization (monthly utility bills, payroll). See currently adopted Appropriations Act.
- c. The Treasurer shall retain all ACH transaction documents for audit purposes.
- d. The Clerk shall retain all invoices for audit purposes.

Section 17: Investment Policy

1.0 POLICY

It is the policy of the Township of Southfield to invest public funds in a manner which will provide the highest return with maximum security, while meeting daily cash flow demands of the Township and conforming to all state and local statutes governing the investment of public funds.

2.0 SCOPE

This investment policy applies to the investment activities of the Township of Southfield. These funds are accounted for in the Township Annual Audit Report and include the following funds:

- General Fund
- Intergovernmental Revenues
- Capital Project Funds
- Trust & Agency Funds
- Special Revenue Funds
- Any new fund created by the governing body, unless specifically exempted by the governing body.

This investment policy applies to all transactions involving the financial assets and related activity of all the foregoing funds.

3.0 PRUDENCE

The standard of prudence to be applied by the investment officer shall be the “prudent person” rule which states: “Investments shall be made with judgment and care – under circumstances then prevailing – which persons of prudence, discretion and intelligence exercise in management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived.” The prudent person rule shall be applied in the context of managing the overall portfolio.

Investment officers acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviation from expectations are reported to the Township Supervisor in a timely manner, and appropriate action is taken to control adverse developments.

4.0 INVESTMENT OBJECTIVES

The following investment objectives will be applied in the management of the Township of Southfield funds:

- 4.1 Safety: Each investment transaction shall seek to ensure that capital losses are avoided.
- 4.2 Liquidity: The Township of Southfield investment portfolio will remain sufficiently liquid to meet all operating requirements.
- 4.3 Return on Investment: The Township of Southfield investment portfolio shall be designed to attain a reasonable market rate of return throughout budgetary and economic cycles while protecting and preserving capital.

- 4.4 Support of the Public Trust: All participants in the investment process shall seek to act responsibly as custodians of the public trust. Investment officials shall also avoid any transaction that might knowingly impair public confidence in the Township of Southfield's ability to govern effectively.

5.0 DELEGATION OF AUTHORITY

The Township of Southfield Treasurer is designated as investment officer and is responsible for investment decisions and activities. The Treasurer shall develop and maintain written administrative procedures for the operation of the investment program consistent with the investment policy. No person may engage in investment transactions except as provided under the terms of this policy and the administrative procedures established by the Township of Southfield Treasurer.

6.0 ETHICS AND CONFLICT OF INTEREST

The Township of Southfield Treasurer involved in the investment process shall refrain from personal and business activity that could conflict with proper execution of the investment program, or which could impair the Treasurer's ability to make impartial investment decisions.

7.0 QUALIFIED INSTITUTIONS

The Township of Southfield shall maintain a listing of financial institutions which are approved for investment purposes. Banks and credit unions shall provide their quarterly and annual financial statements to enable the Township of Southfield to determine their credit worthiness as a "Qualified Institution".

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Treasurer with the following: audited financial statements, proof of National Association of Security Dealers Certification, proof of state registration, completed broker/dealer questionnaire, and certification of having read, understood and agreed to the Township of Southfield's Investment Policy.

A current financial statement is required to be on file for each financial institution and broker/dealer through which the Township of Southfield invests. All qualified institutions will be approved by the Board of Trustees.

An annual review of the financial condition and registration of qualified financial bidders will be conducted by the Treasurer and submitted to the Board of Trustees.

8.0 INSTRUMENTS

In accordance with Michigan Public Act 20 of 1943, as amended, MCL 129.91, the surplus funds of the Township of Southfield may be invested as follows:

- a. Bonds, securities and other obligations of the United States or an agency or instrumentality of the United States.
- b. Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, but only if the financial institution is eligible to be a depository of funds belonging to the state under a law or rule of this state or the United States. Authorized depositories shall be designated by the Township of Southfield Board of Trustees annually.
- c. Commercial paper rated at the time of purchase within the two highest classifications by not less than two standard rating services, and which matures not more than 270 days after the date of purchase.
- d. Investment pools organized under the surplus funds Investment Pool Act of 1982, PA #367, MCL 129.111 to 129.118.

8.1 INVESTMENTS NOT AUTHORIZED OR SUITABLE FOR DIRECT INVESTMENT

The Township of Southfield will not directly invest in:

- (1) Repurchase agreements
- (2) Bankers acceptances of United States Banks
- (3) Mutual funds

9.0 SAFEKEEPING & CUSTODY

All securities purchased by the Township of Southfield, under this section, shall be properly designated as an asset of the Township of Southfield, and held in safekeeping. No withdrawal of such securities, in whole or in part, shall be made from safekeeping except by the Township Treasurer, as authorized herein, or by another authorized investment designee.

Securities will be held by a third-party custodian designated by the Treasurer and evidenced by safekeeping receipts.

10.0 INTERNAL CONTROLS

The Treasurer shall establish a system of written internal controls, which shall be reviewed annually by the independent auditor. The controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions.

11.0 PERFORMANCE STANDARDS

The investment portfolio will be designed to obtain a market average rate of return during budgetary and economic cycles commensurate with the investment risk constraints and cash flow needs of the Township of Southfield.

12.0 REPORTS

The Township of Southfield Treasurer shall generate investment reports listing the investment institution, maturity date and rate of interest. A quarterly report to the Board of Trustees shall be provided, or more often if requested.

13.0 INVESTMENT POLICY ADOPTION

The Township of Southfield Investment Policy shall be adopted by Resolution by the Township of Southfield Board of Trustees. The policy will be reviewed annually by the Board of Trustees and any modifications made thereto must be approved by the Township of Southfield Board.

14.0 EFFECTIVE DATE AS AMENDED

This policy became effective on July 15, 1998, the day following adoption by the Township of Southfield Board of Trustees.

Section 18: Board Adoption

ROLL CALL:

Ayes:	Nelson, O'Reilly, Schmitt, Tischler, Mooney, Cook
Nays:	None
Absent:	Scarcello

FINAL BUDGET

2018/19

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Southfield Township

	2017/18	2018/19	2018/19		
	Prior Year Actual	Current Yr Amended Budget	Current Year Estimate	Next Year Adopted Budget	Budget Percent Change
Fund Type: 1.1 General fund					
Fund: 101 - GENERAL FUND					
Revenues					
401.000 Current Property Tax	613,438	630,000	630,000	0	-100.00
407.000 Delinquent Property Tax	2,185	1,000	1,000	0	-100.00
445.000 Interest	8,633	6,000	6,000	0	-100.00
445.101 Penalties	15,796	10,000	10,000	0	-100.00
445.104 Sweep Acct. Service Chrgs.	0	0	0	0	0.00
477.000 Dog License Fees	4,973	5,000	5,000	0	-100.00
550.000 Election Reimbursement	0	0	0	0	0.00
574.000 State Revenue Sharing	1,572	1,539	1,539	0	-100.00
574.100 State Shared Rev.-Metro Author	0	0	0	0	0.00
574.200 State Liquor Control	55	55	55	0	-100.00
627.000 School Tax Collection Fee	29,819	28,000	28,000	0	-100.00
665.000 Treasury Bond - Interest	0	0	0	0	0.00
671.000 Misc. Revenue - General Fund	23,716	3,000	3,000	0	-100.00
677.000 Stabilization Acct.	3,138	2,500	2,500	0	-100.00
699.000 General Operating Reserve	0	93,236	93,236	0	-100.00
Total Revenues	703,325	780,330	780,330	0	-100.00

FINAL BUDGET

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Southfield Township

	2017/18	2018/19	2018/19		
	Prior	Current Yr	Current	Next Year	Budget
	Year	Amended	Year	Adopted	Percent
	Actual	Budget	Estimate	Budget	Change
Fund Type: 1.1 General fund					
Fund: 101 - GENERAL FUND					
Expenditures					
Dept: 100 TOWNSHIP BOARD					
701.000 Personal Services	3,726	4,800	4,800	0	-100.00
701.100 Overtime - Staff	406	600	600	0	-100.00
715.000 Social Security	316	450	450	0	-100.00
717.000 Life Insurance	0	0	0	0	0.00
801.400 Planning Com/Zoning Board	0	200	200	0	-100.00
803.000 Dues & Memberships	6,560	6,600	6,600	0	-100.00
860.000 Transportation	0	0	0	0	0.00
900.000 Legal Notices Publishing	706	2,000	2,000	0	-100.00
956.000 Miscellaneous	0	500	500	0	-100.00
957.000 Education	0	0	0	0	0.00
Total TOWNSHIP BOARD	11,713	15,150	15,150	0	-100.00
Dept: 171 SUPERVISOR					
701.000 Personal Services	23,510	25,100	25,100	0	-100.00
715.000 Social Security	1,991	2,200	2,200	0	-100.00
717.000 Life Insurance	222	275	275	0	-100.00
726.000 Supplies	0	100	100	0	-100.00
801.200 Board of Review	2,520	3,500	3,500	0	-100.00
803.000 Dues & Memberships	125	300	300	0	-100.00
850.000 Telephone	225	300	300	0	-100.00
860.000 Transportation	267	300	300	0	-100.00
956.000 Miscellaneous	0	100	100	0	-100.00
956.100 Supervisor Expenses	0	0	0	0	0.00
957.000 Education	100	200	200	0	-100.00
960.000 Board of Review Meals	0	0	0	0	0.00
Total SUPERVISOR	28,959	32,375	32,375	0	-100.00
Dept: 191 ELECTIONS					
701.000 Personal Services	0	21,000	21,000	0	-100.00
701.100 Overtime - Staff	0	3,000	3,000	0	-100.00
715.000 Social Security	50	700	700	0	-100.00
726.000 Supplies	681	4,000	4,000	0	-100.00
726.100 Computer Supplies	0	500	500	0	-100.00
727.000 Postage	1,425	2,500	2,500	0	-100.00
801.500 Equipment - Computer Support	0	3,000	3,000	0	-100.00
804.000 Custodian	655	6,000	6,000	0	-100.00
900.000 Legal Notices Publishing	0	1,200	1,200	0	-100.00
930.000 Repairs & Maintenance	0	200	200	0	-100.00
941.000 Contingent	0	0	0	0	0.00
955.000 Moving Voting Equipment	274	2,500	2,500	0	-100.00
956.000 Miscellaneous	86	2,000	2,000	0	-100.00
Total ELECTIONS	3,171	46,600	46,600	0	-100.00
Dept: 209 ASSESSOR					
726.000 Supplies	0	0	0	0	0.00
727.000 Postage	3,017	3,300	3,300	0	-100.00
801.100 Legal Fees	4,107	7,000	7,000	0	-100.00
801.500 Equipment - Computer Support	0	0	0	0	0.00
801.502 Real Property Assessing Serv	91,597	92,000	92,000	0	-100.00
801.503 Pers. Property Assessing Servi	11,046	11,100	11,100	0	-100.00
801.504 Real Property Reappraisal	0	0	0	0	0.00
805.000 Data Processing	0	0	0	0	0.00
900.000 Legal Notices Publishing	217	400	400	0	-100.00
956.000 Miscellaneous	0	100	100	0	-100.00
964.000 Tax Appeals	53	1,500	1,500	0	-100.00
Total ASSESSOR	110,037	115,400	115,400	0	-100.00
Dept: 215 CLERK					

FINAL BUDGET

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Southfield Township	2017/18	2018/19	2018/19		
	Prior Year Actual	Current Yr Amended Budget	Current Year Estimate	Next Year Adopted Budget	Budget Percent Change
Fund Type: 1.1 General fund					
Fund: 101 - GENERAL FUND					
Expenditures					
Dept: 215 CLERK					
701.000 Personal Services	115,476	122,900	122,900	0	-100.00
701.500 Part Time Clerical	0	0	0	0	0.00
715.000 Social Security	8,773	9,700	9,700	0	-100.00
716.000 Hospitalization	29,501	29,000	29,000	0	-100.00
716.100 Health Deductable	0	0	0	0	0.00
717.000 Life Insurance	909	1,000	1,000	0	-100.00
718.000 Retirement	11,936	12,300	12,300	0	-100.00
719.000 MESC - Contribution	0	0	0	0	0.00
720.000 Longevity	3,400	3,500	3,500	0	-100.00
726.000 Supplies	502	1,500	1,500	0	-100.00
727.000 Postage	310	500	500	0	-100.00
801.000 Audit	4,250	4,750	4,750	0	-100.00
801.500 Equipment - Computer Support	0	200	200	0	-100.00
803.000 Dues & Memberships	430	500	500	0	-100.00
850.000 Telephone	517	600	600	0	-100.00
860.000 Transportation	827	600	600	0	-100.00
900.000 Legal Notices Publishing	0	0	0	0	0.00
930.000 Repairs & Maintenance	0	100	100	0	-100.00
956.000 Miscellaneous	129	200	200	0	-100.00
957.000 Education	1,436	1,500	1,500	0	-100.00
Total CLERK	178,396	188,850	188,850	0	-100.00
Dept: 253 TREASURER					
701.000 Personal Services	101,055	108,600	108,600	0	-100.00
701.500 Part Time Clerical	2,135	5,000	5,000	0	-100.00
715.000 Social Security	7,864	9,050	9,050	0	-100.00
716.000 Hospitalization	25,391	35,500	35,500	0	-100.00
717.000 Life Insurance	832	900	900	0	-100.00
718.000 Retirement	10,510	10,900	10,900	0	-100.00
719.000 MESC - Contribution	0	0	0	0	0.00
720.000 Longevity	3,800	4,100	4,100	0	-100.00
721.000 Sweep Acct. Service Chrgs.	1,896	2,000	2,000	0	-100.00
726.000 Supplies	3,434	4,000	4,000	0	-100.00
727.000 Postage	5,004	6,000	6,000	0	-100.00
801.000 Audit	4,250	4,750	4,750	0	-100.00
801.500 Equipment - Computer Support	0	1,000	1,000	0	-100.00
803.000 Dues & Memberships	325	600	600	0	-100.00
805.000 Data Processing	0	0	0	0	0.00
818.000 Micro Filming	0	0	0	0	0.00
850.000 Telephone	1,460	1,600	1,600	0	-100.00
860.000 Transportation	492	700	700	0	-100.00
900.000 Legal Notices Publishing	130	100	100	0	-100.00
930.000 Repairs & Maintenance	0	500	500	0	-100.00
956.000 Miscellaneous	130	200	200	0	-100.00
957.000 Education	158	800	800	0	-100.00
980.000 Equipment - Office	0	6,000	6,000	0	-100.00
Total TREASURER	168,866	202,300	202,300	0	-100.00
Dept: 266 BUILDING & GROUNDS					
804.000 Custodian	3,080	3,700	3,700	0	-100.00
920.000 Utilities - Elec. & Water	3,244	3,800	3,800	0	-100.00
922.000 Heat	634	800	800	0	-100.00
930.000 Repairs & Maintenance	7,532	7,000	7,000	0	-100.00
935.000 Maintenance Agreements	10,846	14,000	14,000	0	-100.00
Total BUILDING & GROUNDS	25,336	29,300	29,300	0	-100.00
Dept: 430 ANIMAL CONTROL					

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Southfield Township

	2017/18	2018/19	2018/19		
	Prior Year Actual	Current Yr Amended Budget	Current Year Estimate	Next Year Adopted Budget	Budget Percent Char
Fund Type: 1.1 General fund					
Fund: 101 - GENERAL FUND					
Expenditures					
Dept: 430 ANIMAL CONTROL					
726.000 Supplies	0	300	300	0	-100.00
726.200 Dog License Notices	142	200	200	0	-100.00
726.300 Dog Tags & Forms	486	500	500	0	-100.00
727.000 Postage	0	0	0	0	0.00
801.300 Veterinary Services	682	1,000	1,000	0	-100.00
801.505 ACO - Contract Services	65,375	76,000	76,000	0	-100.00
956.000 Miscellaneous	0	200	200	0	-100.00
Total ANIMAL CONTROL	66,685	78,200	78,200	0	-100.00
Dept: 895 OTHER APPROPRIATIONS					
801.100 Legal Fees	20,630	12,000	12,000	0	-100.00
941.000 Contingent	0	0	0	0	0.00
941.100 Road Maintenance	259	500	500	0	-100.00
941.200 Liquor Control Expenses	55	55	55	0	-100.00
954.000 Insurance	8,501	10,000	10,000	0	-100.00
970.000 Employee Retirement Benefit Con	0	0	0	0	0.00
970.100 ACTUARY/CODIFICATION EXPENSES	2,550	8,000	8,000	0	-100.00
975.000 Capital Expenditures	36,281	30,000	30,000	0	-100.00
975.100 CAPITAL EXP. - ELECTIONS	12,345	10,000	10,000	0	-100.00
993.000 Drain Maintenance	0	1,600	1,600	0	-100.00
Total OTHER APPROPRIATIONS	80,620	72,155	72,155	0	-100.00
Total Expenditures	673,783	780,330	780,330	0	-100.00
Total GENERAL FUND	29,543	0	0	0	0.00
Total General fund	29,543	0	0	0	0.00

FINAL BUDGET

2018/19

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1:27 pm

Southfield Township

	2017/18	2018/19	2018/19		
	Prior	Current Yr	Current	Next Year	Budget
	Year	Amended	Year	Adopted	Percent
	Actual	Budget	Estimate	Budget	Change
Fund Type: 1.3 Capital projects funds					
Fund: 401 - CAPITAL IMPROVEMENT FUND					
Revenues					
445.000 Interest	107	90	90	0	-100.00
671.100 REVENUE TRANSFER IN FROM G/F	0	0	0	0	0.00
699.200 CAPITAL IMPROVEMENT RESERVE	0	0	0	0	0.00
Total Revenues	107	90	90	0	-100.00

FINAL BUDGET

2018/19

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Southfield Township

	2017/18	2018/19	2018/19		
	Prior Year Actual	Current Yr Amended Budget	Current Year Estimate	Next Year Adopted Budget	Budget Percent Char .
Fund Type: 1.3 Capital projects funds					
Fund: 401 - CAPITAL IMPROVEMENT FUND					
Expenditures					
Dept: 900 CAPITAL PURCHASES					
982.000 Capital Site Improvement	0	90	90	0	-100.00
Total CAPITAL PURCHASES	0	90	90	0	-100.00
Total Expenditures	0	90	90	0	-100.00
Total CAPITAL IMPROVEMENT FUND	107	0	0	0	0.00
Total Capital projects funds	107	0	0	0	0.00

FINAL BUDGET

2018/19

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Southfield Township

2017/18

2018/19

2018/19

Next Year
Adopted
BudgetPrior
Year
ActualCurrent Yr
Amended
BudgetCurrent
Year
EstimateBudget
Percent
Change

Fund Type: 403 CAPITAL PURCHASE FUND

Fund: 403 - CAPITAL PURCHASE FUND

Revenues

445.000 Interest

671.100 REVENUE TRANSFER IN FROM G/F

699.100 CAPITAL PURCHASE RESERVE

Total Revenues

154

100

100

0

-100.00

5,000

3,000

3,000

0

-100.00

0

0

0

0

0.00

5,154

3,100

3,100

0

-100.00

FINAL BUDGET

2018/19

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Southfield Township

2017/18

2018/19

2018/19

Prior
Year
Actual

Current Yr
Amended
Budget

Current
Year
Estimate

Next Year
Adopted
Budget

Budget
Percent
Char

Fund Type: 403 CAPITAL PURCHASE FUND

Fund: 403 - CAPITAL PURCHASE FUND

Expenditures

Dept: 900 CAPITAL PURCHASES

980.000 Equipment - Office

Total CAPITAL PURCHASES

Total Expenditures

Total CAPITAL PURCHASE FUND

Total CAPITAL PURCHASE FUND

0

3,100

3,100

0

-100.00

0

3,100

3,100

0

-100.00

0

3,100

3,100

0

-100.00

5,154

0

0

0

0.00

5,154

0

0

0

0.00

FINAL BUDGET

2018/19

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Southfield Township	2017/18	2018/19	2018/19		
	Prior Year Actual	Current Yr Amended Budget	Current Year Estimate	Next Year Adopted Budget	Budget Percent Change
Fund Type: 2.2 Internal service funds					
Fund: 601 - INTERNAL SERVICE FUND					
Revenues					
445.000 Interest	0	0	0	0	0.00
445.102 INTEREST EARNED - MESC	453	350	350	0	-100.00
671.100 REVENUE TRANSFER IN FROM G/F	0	0	0	0	0.00
699.000 General Operating Reserve	0	0	0	0	0.00
Total Revenues	453	350	350	0	-100.00

FINAL BUDGET

2018/19

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Southfield Township

2017/18

2018/19

2018/19

1:27 pm

Prior
Year
Actual

Current Yr
Amended
Budget

Current
Year
Estimate

Next Year
Adopted
Budget

Budget
Percent
Char:

Fund Type: 2.2 Internal service funds

Fund: 601 - INTERNAL SERVICE FUND

Expenditures

Dept: 870 MI EMPLOY SECT COMM

832.000 MESC - Payments

Total MI EMPLOY SECT COMM

Total Expenditures

Total INTERNAL SERVICE FUND

Total Internal service funds

0

350

350

0

-100.00

0

350

350

0

-100.00

0

350

350

0

-100.00

453

0

0

0

0.00

453

0

0

0

0.00