

WHITEWATER TOWNSHIP BOARD
Agenda for Special Meeting on Tuesday, February 7, 2017
6:00 p.m. at the Whitewater Township Hall
5777 Vinton Road, Williamsburg, MI 49690
Phone 231-267-5141/Fax 231-267-9020

At this time, the Board invites everyone to silence their electronic devices.

A. Call to Order

B. Roll Call of Board Members

C. Set/Adjust Meeting Agenda

D. Declaration of Conflict of Interest

E. Public Comment

Any person shall be permitted to address a meeting of the township board. Public comment shall be carried out in accordance with the following board rules and procedures:

1. Comments shall be directed to the board, with questions directed to the chair.
2. Any person wishing to address the board shall speak from the lectern and state his or her name and address.
3. Persons may address the board on matters that are relevant to township government issues.
4. No person shall be allowed to speak more than once on the same matter, excluding the time needed to answer board members' questions. The chair shall control the amount of time each person shall be allowed to speak, which shall not exceed five (5) minutes.

F. Agenda Items

1. Budget Work Session

G. Board Comments/Discussion

H. Public Comment

I. Adjournment

Whitewater Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities who are planning to attend. Contact the township clerk at 231-267-5141 or the TDD at 800-649-3777.

BUDGET WORKSHEET

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Month: 1/25/2017

Fund: 101 - GENERAL FUND

Revenues

Dept: 000

	Fiscal Year Actual 2011/2012	Fiscal Year Actual 2012/2013	Fiscal Year Actual 2013/2014	Fiscal Year Actual 2014/2015	Fiscal Year Actual 2015/2016	----- Current Year -----				Requested	Recommend
						Original Budget	Amended Budget	Actual Thru 12/31/2016	Estimated Total		
402 Property Taxes - <i>WWT Allocated</i> <i>197200000.00/1000*.6016 =</i>	106,815	102,663	104,343	110,777	128,927	114,962	114,962	27,815		118,600	
445 Penalties & Interest	3,370	3,135	2,272	1,797	4,395	1,500	1,500	-5		0	
447 Property Tax Admin Fees	53,041	51,158	53,385	58,660	58,691	51,000	51,000	44,091		52,600	
448 Collection Fees	3,576	3,563	3,655	4,085	4,121	3,500	3,500	0		3,850	
451 Franchise Fees	27,444	27,246	30,145	31,319	31,857	26,000	26,000	15,296		30,000	
476 Licenses & Permits	1,455	1,780	3,390	2,520	2,880	2,000	2,000	1,345		1,500	
566 State Grants	640	0	0	0	0	60,000	60,000	0		0	
574 State-Shared Revenues	192,136	159,505	193,060	198,419	195,358	198,000	198,000	95,719		199,349	
575 Swamp Taxes/Comm Forest Distri	13,072	13,751	13,742	20,622	27,531	25,000	25,000	0		25,000	
590 Grants-Private Sources	0	0	0	0	500	0	0	0		0	
607 Service Fees	1,106	3,300	2,450	2,400	1,700	1,000	1,000	300		300	
608 Interment Fees	100	1,450	700	650	1,350	500	500	100		100	
633 Election Reimbursement	4,619	1,426	4,060	0	2,815	1,000	1,000	6,144		1,000	
642 Sale of Cemetery Lots	450	600	150	300	300	300	300	900		300	
643 Miscellaneous Sales	345	683	21	236	10	0	0	27		0	
665 Interest Earned	2,601	2,091	907	2,826	1,434	750	750	1,538		1,200	
668 Oil & Gas Lease	0	0	0	0	0	0	0	0		0	
670 Cell Tower Lease	32,982	36,837	35,076	33,088	37,121	35,400	35,400	22,202		35,400	
671 Other Revenues	265	0	254	0	2,169	0	0	1,264		0	
673 Sale of Fixed Assets	0	0	0	0	0	0	0	0		0	
687 Refunds	0	0	51	234	43	0	0	0		0	
699 Transfer in from other Funds						58,000	58,000	57,906		0	
Total Revenues	444,017	409,188	447,659	467,933	501,202	578,912	578,912	274,642	0	469,199	0

BUDGET WORKSHEET

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Month: 1/25/2017	Fiscal	Fiscal	Fiscal	Fiscal	Fiscal	----- Current Year -----					
	Year Actual 2011/2012	Year Actual 2012/2013	Year Actual 2013/2014	Year Actual 2014/2015	Year Actual 2015/2016	Original Budget	Amended Budget	Actual Thru 12/31/2016	Estimated Total	Requested	Recommended
Fund: 101 - GENERAL FUND											
Expenditures											
Dept: 101 Township Board											
702 Salaries - <i>Trustee 2 meetings/month = 24 Meetings x \$150.00 per meeting x two Trustee = 7200.00 + 10% Payroll Tax + 4.5% Work Comp of + 2.75 % Experience of 8.91 Are not included in this number</i>	6,500	9,180	7,320	8,250	7,650	7,200	7,200	5,400		7,200	
703 Wages - Abandon Building Officer/recording sec.	1,309	100	0	602	603	1,000	1,000	977		200	
727 Office Supplies & Expense 2015	2,174	1,980	1,386	1,860	1,741	1,700	1,700	809		1,700	
728 Postage	261	938	1,281	2,479	535	1,500	1,500	251		1,500	
802 Audit & Accounting Services <i>Annual Audit</i>	5,638	6,239	6,462	6,480	6,475	6,600	6,600	6,476		6,800	
804 Professional Services -	0	0	0	360	0	500	500	0		500	
817 Clean Up Day Services	11,862	6,607	6,579	0	7,590	8,000	8,000	8,050		9,000	
830 Pension Plan - <i>Three new TB Members are refusing to accept pension plan - Two incumbents continue to accept</i>	11,126	7,509	3,204	3,186	2,227	3,300	3,300	2,379		3,300	
840 Dues and Memberships - <i>MTA</i>	3,462	3,161	3,129	3,183	3,193	3,400	3,400	3,250		3,600	
852 Promotional Expenses	0	83	0	0	0	0	0	0		0	
853 Finance Charges -	0	0	0	0	14	0	0	0		0	
854 Late Fees	0	0	0	5	0	0	0	0		0.00	
860 Mileage Reimbursement	51	0	0	40	13	200	200	54		100	

BUDGET WORKSHEET

Month: 1/25/2017	Fiscal	Fiscal	Fiscal	Fiscal	Fiscal	----- Current Year -----				Total Requested	Recommended
	Year Actual 2011/2012	Year Actual 2012/2013	Year Actual 2013/2014	Year Actual 2014/2015	Year Actual 2015/2016	Original Budget	Amended Budget	Actual Thru 12/31/2016	Estimated		
Fund: 101 - GENERAL FUND											
Expenditures											
Dept: 101 Township Board											
865 Meal/Lodging Expense	0	0	0	0	50	300	300	0		100	
880 Education & Training	0	334	349	0	0	750	750	101		500	
901 Publishing	1,309	317	438	436	184	500	500	454		500	
902 Printing	0	0	0	0	0	0	0	0		0	
903 Township Newsletter Expense-1500 units x3 mailings, 2 mailings are covered by treasurer with taxes. 200.00 in paper costs + 300 in copy cost.copies Postatge + .05 per copy	930	765	1,077	154	1,785	2,250	2,250	738		2,250	
940 Equipment Rental	0	0	0	0	865	1,100	1,100	699		1,100	
941 Postage Meter Rental/Fees	1,695	1,134	1,164	1,164	931	1,000	1,000	931		1,600	
956 Miscellaneous Expense	0	0	0	0	0	60,000	60,000	79,118		1,000	
958 Gypsy Moth Program	0	0	0	0	0	0	0	0		0	
959 Scrap Tire Expense-Revnuue is under "other Revnue 671"	667	0	262	0	376	300	300	254		300	
964 Refunds - For tax role MTT	210	138	376	703	78	500	500	109		500	
Fund: 101 - GENERAL FUND											
Expenditures											
Total Dept: 101 Township Board	47,194	38,485	33,027	28,902	34,310	100,100	100,100	110,050		41,750	

BUDGET WORKSHEET

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	Fiscal	Fiscal	Fiscal	Fiscal	Fiscal	----- Current Year -----				Total Requested	Recommended	
	Year Actual 2011/2012	Year Actual 2012/2013	Year Actual 2013/2014	Year Actual 2014/2015	Year Actual 20154/2016	Original Budget	Amended Budget	Actual Thru 12/31/2016	Estimated			
Month: 1/25/2017												

Fund: 101 - GENERAL FUND												
Expenditures												
Dept: 171 Supervisor												
702 Salaries - Annual 26000.00 + 10% Payroll Tax + 1.6% Work Comp + 2.75 % Experience (work Comp)	25,525	26,206	25,000	26,000	26,000	26,780	26,780	19,540		26,780		
727 Office Supplies & Expense	254	223	32	78	11	250	250	0		250		
728 Postage	24	13	2	0	13	25	25	13		25		
860 Mileage Reimbursement	300	500	439	514	924	1,200	1,200	0		1,200		
865 Meal/Lodging Expense	0	0	0	0	0	250	250	0		250		
880 Education & Training	45	190	0	254	0	250	250	101		250		
Fund: 101 - GENERAL FUND												
Expenditures												
Total Dept: 171 Supervisor	26,148	27,132	25,473	26,846	26,948	28,755	28,755	19,654	0	28,755	0	

BUDGET WORKSHEET

Month: 1/25/2017	Fiscal	Fiscal	Fiscal	Fiscal	Fiscal	----- Current Year -----				Total Requested	Recommended
	Year Actual 2011/2012	Year Actual 2012/2013	Year Actual 2013/2014	Year Actual 2014/2015	Year Actual 20154/2016	Original Budget	Amended Budget	Actual Thru 12/31/2016	Estimated		
Fund: 101 - GENERAL FUND											
Expenditures											
Dept: 195 Elections											
703 Wages for election workers Annual 5000.00 + 10% Payroll Tax + 1.6% Work Comp + 2.75 % Experience (work Comp)	2,977	5,569	6,903	5,032	4,164	12,000	12,000	8,712		7,000	
727 Office Supplies & Expense	796	1,760	1,602	1,456	1,805	1,600	1,600	2,508		2,000	
728 Postage	938	1,711	1,448	1,508	862	1,250	1,250	1,126		1,600	
847 Software Support - New Equip 2017	0	675	280	399	123	500	500	123		1,000	
860 Mileage Reimbursement	29	318	354	379	76	500	500	342		500	
865 Meals/Lodging Expense			0	0	94	250	250	185		300	
880 Education & Training			0	0	0	800	800	0		500	
901 Publishing	196	471	426	486	219	500	500	328		500	
970 Capital Expenditure New Equip 2017				0	0	2,000	2,000	0		4,000	
Fund: 101 - GENERAL FUND											
Expenditures											
Total Dept: 195 Elections	4,936	10,504	11,013	9,260	7,343	19,400	19,400	13,324	0	17,400	0

2-27-2013 Election board workers get paid 10.00/hour. Chairman gets 12/hour +25.00 flat fee. Add line item 880 education & training, 17 workers need to be trained every year. Do we pay them now? Cheryl to answer. We may also want to add line item 865 Meals and Lodging because the training is often out of town.

2-11-2015 clerk recommends captial expense line item because their will be new voting machines required at 7 to 11 k for the machines starting in 2017

2-3-2017 Line 847 and 970 have been increased because of new equipment for 2017. MTA indicates funds will be available to cover most if not all costs for the new mac

BUDGET WORKSHEET

	Fiscal	Fiscal	Fiscal	Fiscal	Fiscal	----- Current Year -----			Estimated Total	Requested	Recommended
	Year Actual 2011/2012	Year Actual 2012/2013	Year Actual 2013/2014	Year Actual 2014/2015	Year Actual 2015/2016	Original Budget	Amended Budget	Actual Thru 12/31/2016			
Month: 1/25/2017											
Fund: 101 - GENERAL FUND											
Expenditures											
Dept: 209 Assessor											
702 Salaries <i>This money goes to make our Asseser an employee of the Township inaccordance with law Annual 1200.00 + 10% Payroll Tax + 1.6% Work Comp + 2.75 % Experience Are Not Inculded in this number</i>	1,200	1,300	1,100	1,200	1,200	1,200	1,200	900		1,224	
727 Office Supplies & Expense	274	390	341	488	564	300	300	136		300	
728 Postage	899	944	878	891	829	1,000	1,000	0		1,000	
807 Assessing Services Beginning 2015 the agreement value is \$20,800.00. Annual 2% Increases until termination of agreement	19,600	19,600	19,600	19,600	20,200	21,216	21,216	15,704		21,650	
847 Software Support	560	570	580	589	598	700	700	600		800	
880 Education & Training	62	0	0	0	0	0	0	0		0	
901 Publishing	0	0	27	0	0	0	0	0		0	
Fund: 101 - GENERAL FUND											
Expenditures											
Total Dept: 209 Assessor	<u>22,595</u>	<u>22,804</u>	<u>22,526</u>	<u>22,768</u>	<u>23,391</u>	<u>24,416</u>	<u>24,416</u>	<u>17,340</u>	<u>0</u>	<u>24,974</u>	<u>0</u>

2-27-2014 Note Della is also claiming to have \$905.00 dollars of support money to BS&A Dawn to provide RMP with a total annual cost for the support

BUDGET WORKSHEET

Month: 1/25/2017	Fiscal	Fiscal	Fiscal	Fiscal	Fiscal	----- Current Year -----				Requested	Recommended	
	Year Actual 2011/2012	Year Actual 2012/2013	Year Actual 2013/2014	Year Actual 2014/2015	Year Actual 2015/2016	Original Budget	Amended Budget	Actual Thru 12/31/2016	Estimated Total			
Fund: 101 - GENERAL FUND												
Expenditures												
Dept: 210 Attorney												
801 Legal Services	26,442	28,570	1,200	14,733	18,736	30,000	30,000	6,515		30,000		
Fund: 101 - GENERAL FUND												
Expenditures												
Total Dept: 210 Attorney	26,442	28,570	1,200	14,733	18,736	30,000	30,000	6,515		30,000		0

BUDGET WORKSHEET

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Month: 1/25/2017	Fiscal	Fiscal	Fiscal	Fiscal	Fiscal	----- Current Year -----				Requested	Recommended
	Year Actual 2011/2012	Year Actual 2012/2013	Year Actual 2013/2014	Year Actual 2014/2015	Year Actual 2015/2016	Original Budget	Amended Budget	Actual Thru 12/31/2016	Estimated Total		
Fund: 101 - GENERAL FUND											
Expenditures											
Dept: 215 Clerk											
702 Salaries	25,525	26,706	25,481	26,500	26,500	27,295	27,295	19,916		27,295	
<i>Annual 26500.00 + 10% Payroll Tax + 1.6% Work Comp + 2.75 % Experience. Are Not Incuded in this number</i>											
703 Wages	2,694	5,451	3,888	5,976	6,178	7,866	7,866	4,660		8,100	0
<i>Based on \$13.50 Hr 12 hrs per week x 50 week = Annual 8100 + 10% Payroll Tax + 1.6% Work Comp + 2.75 % Experience are not included.</i>											
727 Office Supplies & Expense	1,539	2,102	774	1,415	579	1,200	1,200	825		1,300	
728 Postage	619	821	166	77	58	300	300	66		300	
840 Dues and Memberships	50	50	50	110	120	100	100	120		250	
847 Software Support	1,594	1,734	1,816	1,845	1,938	2,000	2,000	2,034		2,250	
860 Mileage Reimbursement	0	368	330	231	416	400	400	410		750	
865 Meal/Lodging Expense	0	0	194	414	383	250	250	0		250	
880 Education & Training	57	969	390	254	600	800	800	202		800	
901 Publishing Minute Synopsis			0	0	542	2,500	2,500	808		2,500	
Fund: 101 - GENERAL FUND											
Expenditures											
Total Dept: 215 Clerk	32,078	38,201	33,089	36,822	37,314	42,711	42,711	29,041	0	43,795	0

2-27-2014 Er new charges \$126.00/1/4 page. The meeting synopsis can also be sold by the inch.

2015 - 901 Publishing begin synopsis of meeting minutes in newspaper.

2015 education and training was raised because of a three year grant to receive special training in mt. pleasant with a schollaroship.

2017 Deputy wage raised according to Graded Wage Scale

BUDGET WORKSHEET

Month: 1/25/2017	Fiscal	Fiscal	Fiscal	Fiscal	Fiscal	----- Current Year -----					
	Year Actual	Year Actual	Year Actual	Year Actual	Year Actual	Original	Amended	Actual Thru	Estimated	Requested	Recommended
	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	Budget	Budget	12/31/2016	Total		
Fund: 101 - GENERAL FUND											
Expenditures											
Dept: 247 Board of Review											
702 Salaries <i>Based on March BOR 3 meetings</i> <i>Organizational at one hour \$50.00 x 3 people = \$150.00 +</i> <i>two reviews at 6 hours \$60.00 each multiply by 3 for each</i> <i>member = \$330.00 July & December Meetings \$150.00</i> <i>each + 10% Payroll Tax + 1.6% Work Comp + 2.75 %</i> <i>Experience Are not included in this number</i>	518	498	552	180	687	950	950	150		950	
727 Office Supplies & Expense	0	0	0	0	58	50	50	0		50	
728 Postage	0	0	0	0	0	0	0	0	0	0	
860 Mileage Reimbursement - Other than Training	112	161	34	0	49	100	100	0		100	
865 Meal/Lodging Expense	107	82	97	79	58	200	200	0		200	
880 Education & Training - <i>Required annual training 3</i> <i>member 8 hours each = 24 man hours x 10.00/ hr. = 240.00</i> <i>+ 100 miles for each at .60 per mile = 180.00 for a total of</i> <i>420.00</i>	237	140	140	0	0	500	500	0	0	500	
901 Publishing	23	27	0	42	164	400	400	0	0	400	
Fund: 101 - GENERAL FUND											
Expenditures											
Total Dept: 247 Board of Review	997	908	823	301	1,016	2,200	2,200	150	0	2,200	0

BUDGET WORKSHEET

Month: 1/25/2017	Fiscal	Fiscal	Fiscal	Fiscal	Fiscal	----- Current Year -----				Total Requested	Recommended
	Year Actual 2011/2012	Year Actual 2012/2013	Year Actual 2013/2014	Year Actual 2014/2015	Year Actual 2015/2016	Original Budget	Amended Budget	Actual Thru 12/31/2016	Estimated		
Fund: 101 - GENERAL FUND											
Expenditures											
Dept: 253 Treasurer											
702 Salaries Annual 26000.00 + 10% Payrol Tax of 2600.00 + 1.6% Work Comp of 416.00 + 2.75 % Experience of 11.44. Are Not Included in this number	25,525	26,206	25,000	26,000	26,000	26,780	26,780	19,540		26,780	
703 Wages 400 hours @ \$13.50/hour = 5400.00 + 10% Payroll Tax + 1.6% Work Comp + 2.75 % Experience Are Not included in this number	3,497	4,848	5,079	4,833	4,449	5,400	5,400	3,822		5,400	
727 Office Supplies & Expense	1,355	994	899	2,414	1,058	1,600	1,600	413		1,600	
728 Postage	2,117	2,197	2,005	2,142	2,160	2,256	2,256	975		2,256	
804 Professional Services	0	0	0	0	0	0	0	0		0	
840 Dues and Memberships	0	50	50	50	0	100	100	0	0	100	
847 Software Support	660	1,170	1,185	1,213	1,233	1,400	1,400	1,237		1,400	
860 Mileage Reimbursement .575 per mile. New banking do not have to travel as much	1,035	1,166	1,123	842	946	1,000	1,000	834		1,200	
865 Meal/Lodging Expense	0	0	30	0	60	350	350	149		350	
880 Education & Training	707	439	582	0	134	650	650	556		650	
901 Publishing Summer deferments Er news				0	0	125	125	11		125	
Fund: 101 - GENERAL FUND											
Expenditures											
Total Dept: 253 Treasurer	34,896	37,070	35,952	37,494	36,040	39,661	39,661	27,537	0	39,861	0

2-27-2014 Della requested Deputy wage be raised to \$12.73/hour consistant with township wage scale
 2-8-2016 Deputy wage raised according to Graded wage scale.
 2-3-2017 Deputy wage rasied according to Graded Wage Scale

BUDGET WORKSHEET

Month: 1/25/2017	Fiscal	Fiscal	Fiscal	Fiscal	Fiscal	----- Current Year -----				Total Requested	Recommended
	Year Actual 2011/2012	Year Actual 2012/2013	Year Actual 2013/2014	Year Actual 2014/2015	Year Actual 2015/2016	Original Budget	Amended Budget	Actual Thru 12/31/2016	Estimated		
Fund: 101 - GENERAL FUND											
Expenditures											
Dept: 265 Township Hall & Grounds											
703 Wages					0	2,500	2,500	97		2,500	
740 Operating Expense & Supplies <i>Culligan Water = 180.00 Paper Towels for bathroom 20.00 Misc Staples supplies</i>	1,261	1,759	812	658	477	1,600	1,600	863		1,300	
809 Lawn Maintenance Services	1,185	1,275	772	827	390	1,200	1,200	485		10,000	
810 Janitorial Services <i>Contracted Services Ask Kim to Mop Floor once per month</i>	1,425	1,325	1,175	1,345	1,275	1,500	1,500	875		1,200	
811 Waste Removal Services	221	180	180	180	588	200	200	135		240	
845 Snowplowing Services	885	1,215	1,361	1,735	992	1,500	1,500	40		1,500	
851 Internet/Website <i>Charter Cable @80.00 permonth x 12 = 840.00 + 350.00 to host web site</i>	1,137	1,098	814	840	875	1,500	1,500	585		1,500	
922 Electricity	2,049	2,082	1,825	1,758	1,700	2,250	2,250	1,267		2,250	
923 Electric Heat	2,491	2,735	3,177	3,368	2,979	3,000	3,000	1,237		3,000	
924 Telephone	2,164	2,161	2,154	2,160	2,036	2,250	2,250	1,784		2,250	
930 Facility Repairs & Maintenance <i>Pest Control 250.00, Septic Tanks 500.00, Irrigation 250.00, + 3,000 for building Maintenance.</i>	8,566	5,823	6,260	4,514	1,652	5,000	5,000	863		4,000	
931 Office Equipment Repairs/Maintenance			0	2,643	1,141	2,500	2,500	2,324		3,000	
Fund: 101 - GENERAL FUND											
Expenditures											
Total Dept: 265 Township Hall & Grounds	21,384	19,653	18,529	20,028	14,105	25,000	25,000	10,555	0	32,740	0

2016 Window Repair Treasurer's office
2017 Treasurers window repair, wash exterior of building

BUDGET WORKSHEET

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	Fiscal	Fiscal	Fiscal	Fiscal	Fiscal	----- Current Year -----				Requested	Recommended	
	Year Actual 2011/2012	Year Actual 2012/2013	Year Actual 2013/2014	Year Actual 2014/2015	Year Actual 2015/2016	Original Budget	Amended Budget	Actual Thru 12/31/2016	Estimated Total			
Month: 1/25/2017												
Fund: 101 - GENERAL FUND												
Expenditures												
Dept: 276 Cemetery												
703 Wages	79	0	0	0	0	1,000	1,000	65		1,000		
740 Operating Expense & Supplies	60	222	365	323	317	1,000	1,000	240		1,000		
808 Cemetery Sexton <i>Annual estimate 2,000.00 + 10% Payrol Tax of 200.00 + 7.0% Work Comp of 140.00 + 2.75 % Experience of 3.85. Are Not Included in this number</i>	70	1,450	700	650	1,350	2,000	2,000	100		2,000		
809 Lawn Maintenance Services New Contract 2017	7,660	9,376	5,900	6,405	1,640	6,000	6,000	2,030		4,000		
847 Software Support	581	581	0	0	0	0	0	0		0		
922 Electricity	229	261	283	285	279	300	300	181		300		
930 Repairs & Maintenance	0	965	20	2,008	1,087	4,000	4,000	840		4,000		
Fund: 101 - GENERAL FUND												
Expenditures												
Total Dept: 276 Cemetery	8,679	12,855	7,268	9,671	4,673	14,300	14,300	3,456	0	12,300		0

2014 Possible create new account to "save" unspent money in from year to year.

2016 The Cemeteries need much work on clean up and bush trimming/removal. Should the 2014 sinking fund idea be implemented?

2017 line 703, 809, 930 were left "overfunded" to facilitate additional grooming needs and a general elevation in the appearances of the cemeterys

BUDGET WORKSHEET

Month: 1/25/2017 Fund: 101 - GENERAL FUND Expenditures Dept: 400 Planning Commission	Fiscal	Fiscal	Fiscal	Fiscal	Fiscal	----- Current Year -----					
	Year Actual 2011/2012	Year Actual 2012/2013	Year Actual 2013/2014	Year Actual 2014/2015	Year Actual 2015/2016	Original Budget	Amended Budget	Actual Thru 12/31/2016	Estimated Total	Requested	Recommended
702 Salaries 6 members @ 50.00 + 1 @ 80.00 = 380.00 x 34 meetings (22 PC meetings plus 10 sub committee)= 12,920.00 + 10% Payroll Tax + 1.6% Work Comp +2.75 % Workman Comp Experience adder Are Not included in this number	3,620	2,380	5,000	3,990	5,200	9,880	9,880	1,600		12,900	
703 Wages Recording Sec'y 34 meeting 2 hours each @ 50.00 per hour = 3400.00 + 10% Payroll Tax+ 1.6% Work Comp +2.75 % Experience Are Not Included in this number	2,100	1,350	1,700	1,000	1,600	2,600	2,600	600	0	3,400	
727 Office Supplies & Expense				0	255	3,000	3,000	7		2,000	
728 Postage	0	0	0	0	0	2,325	2,325	0		2,300	
804 Professional Services Includes contract services and money for member involvement above & beyond the call	0	0	130	788	105	20,000	20,000	437		20,000	
840 Dues and Memberships Planning & Zoning Publication	945	320	185	0	0	500	500	0		500	
860 Mileage Reimbursement	0	2	0	0	0	250	250	0		250	
865 Meal/Lodging Expense	0	0	0	0	30	1,250	1,250	0		1,250	
880 Education & Training Planner moments & Michigan Assoc of planning	59	745	0	395	45	500	500	0		500	
901 Publishing	171	56	0	0	78	1,000	1,000	0		1,000	
902 Printing	0	0	0	0	255	1,000	1,000	0		1,000	
Fund: 101 - GENERAL FUND Expenditures Total Dept: 400 Planning Commission	6,895	4,853	7,015	6,173	7,568	42,305	42,305	2,644	0	45,100	0

2014 Possible create New account of save unspent money in from year to year

2016 PC Chairman Budget Recommendation. 12 Regular Meetings, 10 extra meeting of the PC, 10 Sub-committee Meetings, 3 postcard mailings(.35 x 1500 X3 = 1575), 3 hall rentals 300 each see meals and lodging. 1 survey mailing @ 1.00 ea., Printing 1,000 professional fees of 20K

BUDGET WORKSHEET

Month: 1/25/2017	Fiscal	Fiscal	Fiscal	Fiscal	Fiscal	----- Current Year -----				Total Requested	Recommended
	Year Actual 2011/2012	Year Actual 2012/2013	Year Actual 2013/2014	Year Actual 2014/2015	Year Actual 2015/2016	Original Budget	Amended Budget	Actual Thru 12/31/2016	Estimated		
Fund: 101 - GENERAL FUND											
Expenditures											
Dept: 405 Zoning Administrator/Planning											
702 Salaries Annual 29796. (\$19.10 (3% Raise)/hr x 30 hoursx 52 weeks) + 10% Payroll Tax + 1.6% Work Comp +2.75 % Experience Are Not Included in this number	50,052	35,785	13,461	12,323	11,978	29,000	29,000	7,470		30,000	
703 Wages	192	0	0	0	0	0	0	0			
727 Office Supplies & Expense	930	362	245	556	317	300	300	36		300	
728 Postage	29	56	15	22	496	150	150	8		150	
803 Medical Professional Services	0	0	170	0	125	150	150	0		150	
804 Professional Services	0	200	0	0	0	1,250	1,250	437		1,250	
830 Pension Plan	0	0	0	0	0	0	0	0		0	
847 Software Support Arc - GIS	400	400	0	0	0	0	0	0		0	
860 Mileage Reimbursement	677	548	415	193	233	300	300	140		300	
865 Meal/Lodging Expense	0	0	0	0	0	250	250	0		250	
880 Education & Training	658	891	0	55	0	250	250	0		250	
Fund: 101 - GENERAL FUND											
Expenditures											
Total Dept: 405 Zoning Administrator/Planning	52,938	38,242	14,307	13,149	13,149	31,650	31,650	8,091	0	32,650	0

2017 - Line 803 has a zero value - The ZA new hire should have undergone a medical review as part of the hiring process

BUDGET WORKSHEET

Month: 1/25/2017	Fiscal	Fiscal	Fiscal	Fiscal	Fiscal	----- Current Year -----				Total Requested	Recommended
	Yer Actual 2011/2012	Year Actual 2012/2013	Year Actual 2013/2014	Year Actual 2014/2015	Year Actual 2015/2016	Original Budget	Amended Budget	Actual Thru 12/31/2016	Estimated		
Fund: 101 - GENERAL FUND											
Expenditures											
Dept: 410 Zoning Board of Appeals											
702 Salaries 1 Board Member @ 0, 3 members @ \$50.00 + Chair @ \$80.00 = 230.00 per meeting x 12 = 2760.00 + 10% Payrol Tax of 276.00 + 1.6% Work Comp of 44.16 +2.75 % Experience of \$1.21. Are Not Included in this number	160	780	770	790	1,070	1,680	1,680	230		3,360	
703 Wages Recording Sec'y 12 meeting each 2 hours = 1200.00 +10% Payrol Tax of 120.00 + 1.6% Work Comp of 19.20 +2.75 % Experience of \$.53. Are Not Included in this number	100	300	300	300	400	600	600	100		1,200	
728 Postage	0	27	21	44	12	25	25	9		25	
860 Mileage Reimbursement	0	0	30	0	0	50	50	0		50	
865 Meal/Lodging Expense	0	0	0	0	0	100	100	0		100	
880 Education & Training	0	0	165	110	15	250	250	0		250	
901 Publishing	66	351	256	375	381	600	600	209		600	
Fund: 101 - GENERAL FUND											
Expenditures											
Total Dept: 410 Zoning Board of Appeals	326	1,458	1,542	1,619	1,878	3,305	3,305	548	0	5,585	0

BUDGET WORKSHEET

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	Fiscal	Fiscal	Fiscal	Fiscal	Fiscal	----- Current Year -----				Requested	Recommended	
	Year Actual 2011/2012	Year Actual 2012/2013	Year Actual 2013/2014	Year Actual 2014/2015	Year Actual 2015/2016	Original Budget	Amended Budget	Actual Thru 12/31/2016	Estimated Total			
Month: 1/25/2017												
Fund: 101 - GENERAL FUND												
Expenditures												
Dept: 803 Historical Society												
703 Wages - 12 meetings each 2 hours long recording sec'ty = 1200 + 10% Payrol Tax of 120.00 + 1.6% Work Comp of 20.00 +2.75 % Experience of .53. Are Not Included in this number	0	0	950	1,050	1,050	1,200	1,200	750		1,200		
727 Office Supplies & Expense	300	75	0	360	40	300	300	0		400		
728 Postage	0	0	0	0	0	25	25	0		25		
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25</u>	<u>25</u>	<u>0</u>		<u>25</u>		
Fund: 101 - GENERAL FUND												
Expenditures												
Total Dept. 803 Historical Society	<u>300</u>	<u>75</u>	<u>950</u>	<u>1,410</u>	<u>1,090</u>	<u>1,525</u>	<u>1,525</u>	<u>750</u>	0	<u>1,625</u>		0

2014 Possible create New account ot save unspent money in from year to year

BUDGET WORKSHEET

Month: 1/25/2017	Fiscal	Fiscal	Fiscal	Fiscal	Fiscal	----- Current Year -----					
	Year Actual 2011/2012	Year Actual 2012/2013	Year Actual 2013/2014	Year Actual 2014/2015	Year Actual 2015/2016	Original Budget	Amended Budget	Actual Thru 12/31/2016	Estimated Total	Requested	Recommended
Fund: 101 - GENERAL FUND											
Expenditures											
Dept: 852 Employee Health Insurance											
714 Health Insurance	0	0	0	0	0	0	0	0	0	0	
Fund: 101 - GENERAL FUND											
Expenditures											
Total Dept. 852 Employee Health Insurance											
	0	0	0	0	0	0	0	0	0	0	
Fund: 101 - GENERAL FUND											
Expenditures											
Dept: 862 Soc Sec/Medicare (Employer)											
715 Social Security (Employer) 6.2% 168,489.00	9,828	8,484	7,507	7,408	7,502	9,615	9,615	5,453	0	10,446	
716 Medicare (Employer) 1.45%	2,298	1,985	1,756	1,733	1,755	2,249	2,249	1,276	0	2,443	
Fund: 101 - GENERAL FUND											
Expenditures											
Total Dept. 862 Soc Sec/Medicare (Employer)											
	12,126	10,469	9,264	9,141	9,257	11,864	11,864	6,729	0	12,889	0
Fund: 101 - GENERAL FUND											
Expenditures											
Dept: 865 Insurance											
820 Liability Insurance 3% Increase 2017	10,000	10,842	11,746	12,208	12,619	13,500	13,500	11,597	0	13,905	
821 Workers Compensation This Does not include Ambulance, Fire, or Park Personnel. It bases all wages	10,000	8,434	6,608	10,541	3,204	10,000	10,000	597	0	3,039	
Fund: 101 - GENERAL FUND											
Expenditures											
Total Dept. 865 Insurance											
	20,000	19,276	18,354	22,749	15,823	23,500	23,500	12,194	0	16,944	0
Fund: 101 - GENERAL FUND											
Expenditures											
Dept: 890 Contingency											
890 Contingency	0	0	0	0	2,505	25,000	25,000	2,649	0	25,000	
Fund: 101 - GENERAL FUND											
Expenditures											
Total Dept 890 Contingency											
	0	0	0	0	2,505	25,000	25,000	2,649	0	25,000	0

Here Calculating total payroll for taxes.

BUDGET WORKSHEET

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Month: 1/25/2017	Fiscal	Fiscal	Fiscal	Fiscal	Fiscal	----- Current Year -----					
	Year Actual 2011/2012	Year Actual 2012/2013	Year Actual 2013/2014	Year Actual 2014/2015	Year Actual 2015/2016	Original Budget	Amended Budget	Actual Thru 12/31/2016	Estimated Total	Requested	Recommended
Fund: 101 - GENERAL FUND											
Expenditures											
Dept. 901 Capital Expenditure											
970 Capital Expenditure	15,208	12,518	4,191	1,691	3,853	4,000	4,000	400	0	5,000	
971 Land	0	0	0	0	0	0	0	0	0	0	0
Fund: 101 - GENERAL FUND											
Expenditures											
Total Capital Expenditure	15,208	12,518	4,191	1,691	3,853	4,000	4,000	400	0	5,000	0
Fund: 101 - GENERAL FUND											
Expenditures											
Dept: 966 Transfers Out											
999 Transfers To Other Funds - 100K to Ambulance Fund. 10K to Road Fund, 30K to Rec Fund, 100K to Road Replacement Fund	91,500	54,000	68,500	105,500	165,000	198,000	198,000	57,906	0	240,000	
Fund: 101 - GENERAL FUND											
Expenditures											
Total Dept. 966 Transfers Out	91,500	54,000	68,500	105,500	165,000	198,000	198,000	57,906	0	240,000	0
Total Expenditures	424,642	377,073	313,023	368,257	423,999	667,692	667,692	329,533	0	658,568	0
GENERAL FUND Change in Balance	19,375	32,115	134,637	99,676	77,203	-88,780	-88,780	-54,891	0	-189,369	0

11/12 Capital Expenditure: BS&A software 7670 & Computer -Treasure & Clerk 2000
 11/12 Transfers to Other Funds: Recreation 15,000-Ambulance 39,070-Ambulance Replacement Fund 10,000
 12/13 52K to Ambulance Fund. 10K to Road Fund, 25K to Rec Fund, 10K to Ambulance Replacement Fund, 3500 to Road Replacement Fund
 15/16 52K to Ambulance fund, 10 K to Road Fund, 15K to Rec Fund, 10 K to Ambulance Replacement Fund, 100K to Road Replacement Fund.
 Residual Funds 11/12 25K, 12/13 45K, 13/14 134K, will pay for the above expenditures
 16/17 52K to ambulance, 10K to Road Brining, 25K to park and rec, 100K road replacment. 14/15 budget savings of 99K will offset some of the expense.
 16/17 Capital Expenditure is for computer hardware.
 17/18 Capital Expenditure is for screening/fencing around recycle bins, computer upgrades
 17/18 Transfers to other funds 100K to ambulance fund to support temporary building