

RESOLUTION ADOPTING 2022 GENERAL FUND APPROPRIATIONS ACT

WHEREAS, the Branch County Board of Commissioners has prepared and submitted, in accordance with Public Act 612 of 1978 (MCL 141.421-141.445), a proposed 2022 General Fund Expenditure/Revenue Budget; and

WHEREAS, in accordance with Public Act 43 of 1963 (MCL 141.434), a public hearing was held on December 14, 2021, at 4:00 p.m. for the purpose of reviewing the proposed 2022 General Fund Budget; and

WHEREAS, it is the intent of the Branch County Board of Commissioners to levy property tax millage as follows: County Operating 4.7404, Commission on Aging Operating 0.4891, Commission on Aging Facility 0.2416, 911 Operating 0.9969, BATA 0.3424, Library 1.1012, Veterans Relief 0.0995, and New Jail 1.2461; and

NOW THEREFORE BE IT RESOLVED by the Branch County Board of Commissioners that there is hereby appropriated for the budgetary centers within the General Fund, a total Expenditure/Revenue Budget of \$14,278,964.45 for the fiscal year 2022. All monies herein appropriated shall be expended in conformity with statutory provisions pertaining thereto and rules, regulations and resolutions adopted by this Board where applicable, and all appropriations/transfers out shall be made on a demonstrated need basis on schedules as recommended by the Finance Committee; and

BE IT FURTHER RESOLVED THAT the individual department budgets and budgetary centers are appropriated on a line item basis as approved by this Board; and

BE IT FURTHER RESOLVED THAT effective January 1, 2022, the Branch County Board of Commissioners hereby authorizes the following:

1. That the General Fund Department Heads, with the exception of salary, employee fringe benefits, contractual labor, and capital outlay items, shall have the authority to transfer up to five thousand (\$5,000.00) dollars between line items within the budgetary centers in each fund so as not to over expend total budgetary amounts;
2. That the County Administrator/Controller, with the exception of salary, employee fringe benefits, contractual labor, and capital outlay items, shall have the authority to transfer up to fifteen thousand (\$15,000) dollars between line items within budgetary centers in each fund as not to over expend total budgetary center amounts. Transfers between \$10,000.00 and \$15,000.00 are to be brought before the Board of Commissioners as an item of information explaining the reason for the transfer;
3. That the payment of any bill or charge from any budgetary center line item that will create a line item deficit is prohibited from being processed until such General Fund

Department Head submits a completed transfer sheet to the Accounts Payable Office or gains approval from the Branch County Board of Commissioners;

4. That the General Fund Department Heads shall obtain the approval of the Branch County Board of Commissioners for capital equipment items not previously approved if the cost is equal to or exceeds one thousand (\$1,000.00) dollars;
5. That the County Administrator/Controller shall have the authority to make purchases in amounts up to two thousand five hundred (\$2,500.00) dollars for office equipment from the General Fund #101-175-971.00 capital outlay line;
6. That the County Administrator/Controller shall have the authority to approve requests for advance payment for employees to attend conferences and training where such conferences and training are in the best interests of, or essential to, County operations, subject to the budgetary center's approved budget. All out-of-state travel, conferences, and training must have prior approval from the Branch County Board of Commissioners;
7. That the County Administrator/Controller and County Treasurer shall have the authority to create General Fund and Special Fund line item numbers as needed for the purpose of budgetary and accounting maintenance, with the exception that any additional appropriation to the newly created line items shall require approval from the Branch County Board of Commissioners; and
8. That the County Administrator/Controller and County Treasurer shall have the authority to make appropriate transfers to balance the General Fund and Special Fund budget line items on, or prior to, December 31, 2022.

BE IT RESOLVED THAT this General Fund Appropriations Act is hereby approved on December 21, 2021.

Randall Hazelbaker, Chair
Branch County Board of Commissioners