

**TOWNSHIP OF SCIO
WASHTENAW COUNTY, MICHIGAN
RESOLUTION #2022-03**

Resolution Amending Standing Budget and Finance Committee Charge

At a Regular Meeting of the Township Board of Scio Township, Washtenaw County, Michigan, held at the Scio Township Hall, 827 N Zeeb Road, in said Township, on January 11, 2022, at 7:00 pm.

Members Present: Hathaway, Flintoft, Courteau, Jerome, Vogel

Members Absent: Knol, Palmer

The following preamble and resolution were offered by Hathaway and supported by Courteau.

WHEREAS, the Township Board has established a Budget and Finance Committee; and

WHEREAS, the Township Board desires to reconfigure the Budget and Finance Committee membership and charge as set forth in the Attached Exhibit A (the "Charge"); and

WHEREAS, the Township Board finds that adoption of the Charge, as amended, is in the best interests of the health, safety, and welfare of the Township residents.

NOW, THEREFORE, BE IT RESOLVED THAT,

1. The Township Board hereby reconfigures the Standing Budget and Finance Committee membership and charge as set forth in the attached Exhibit A to this Resolution.
2. The Township Clerk shall sign the statement recording the Township Board of Trustees' approval of the Charge.
3. Any resolution inconsistent with this Resolution is hereby repealed, but only to the extent to give this Resolution full force and effect.

ROLL CALL VOTE:


YES: Hathaway, Flintoft, Courteau, Jerome, Vogel

NO: None.

ABSENT: Palmer, Knol

ABSTAIN: None.

RESOLUTION DECLARED ADOPTED.



Jessica M. Flintoft, Clerk
Scio Township

DATED: 1/11/22

CERTIFICATE

I, Jessica M. Flintoft, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of Scio Township, County of Washtenaw, State of Michigan, at a Regular Meeting held on January 11, 2022, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.



Jessica M. Flintoft, Clerk
Scio Township

DATED: 2/14/22

"Exhibit A"

STANDING BUDGET AND FINANCE COMMITTEE CHARGE

Therefore, be it resolved by the Board of Trustees of the Township of Scio as follows:

1. STANDING BUDGET AND FINANCE CREATION:

The Township Board does hereby establish the Scio Township Budget and Finance Committee.

2. MEMBERSHIP:

- a. The Scio Township Budget and Finance Committee shall consist of four (4) members: the Treasurer, the Clerk, the Supervisor, and the Township Administrator. The Township Administrator shall serve as a non-voting ex-officio member.
- b. The Budget and Finance Committee shall be chaired by the Administrator. The Chairperson presides at the public meetings of the Committee and performs other duties as may be ordered by the Committee.
- c. The Budget and Finance Committee shall be vice-chaired by the Supervisor. The vice chairperson is authorized to serve as chairperson if the chairperson is absent.
- d. The Budget and Finance Committee must select a Secretary. The secretary is responsible for the minutes of each meeting and must provide for keeping of all documents of the Committee at the Township Hall. All communication and reports addressed to the Committee must be delivered or mailed to the secretary (or the secretary's authorized designate).

3. MEETINGS:

- a. Meeting Dates - The Standing Budget and Finance Committee shall set its meeting dates & times.
- b. Open Meetings Act - Meetings of the Committee shall be held in compliance with the Open Meetings Act. Notice of all public meetings must be posted pursuant to the Open Meetings Act.
- c. Minutes - The Secretary shall be responsible for keeping formal minutes of all meetings and providing copies to all members, to the Township Clerk, and to others as stated in the charge. At a minimum, each set of minutes must include attendance, approval of past minutes, and all formal motions of the committee.

- d. Quorum - A majority of the members, including the ex-officio member, is required at a meeting to conduct business and approve action and recommendations.

4. AUTHORITY:

- a. The fundamental purpose of the Budget and Finance Committee is to advise and assist the Township Board in matters related to the Township's financial matters including, but not limited to, those matters set forth in Section 6.
- b. The Budget and Finance Committee serves in merely an advisory role and is only capable of making recommendations concerning the exercise of Township functions.
- c. The Budget and Finance Committee, acting as a whole, shall not have the power or authority to bind or otherwise obligate the Township in any manner whatsoever.
- d. The Budget and Finance Committee shall not impede or otherwise usurp any statutory duties or responsibilities of any Township official.

5. EXPENDITURES:

The Budget and Finance Committee shall have no authority to obligate or expend funds, unless the Committee has an expenditure approved in advance by the Township Board.

6. CHARGE:

This committee will be charged with advising the Township Board on activities to continue the sound financial policies and practices of the Township including, but not limited to:

- a. Financial Planning Policies including budget policy, long range planning policy, asset inventory, long range planning for pension and other post-employment benefit costs, reserve or other fund balances;
- b. Revenue Policies such as regular review of fee levels, and limited purpose revenues;
- c. Expense Policies such as Financial Reporting, Debt Financing, and Purchasing/Procurement, and Credit Card Use;
- d. The Budget and Finance Committee shall recommend an annual series of regular reports and actions for the Township Board calendar to carry out these responsibilities. Such regular reports and actions may include but not be limited to: Issuance of annual budget instructions to staff on key priorities; Mid-Year and Year-end reports on actual to estimated revenues and expenditures; Adoption of annual budget;

Adoption of annual list of employee positions; report from Assessor when rolls are set; report on annual financial audit; ~~and as-needed analyses from Chief Financial Officer or Accountant on issues before the Township Board.~~

- e. Any other functions and responsibilities that the Township Board may delegate from time to time.

7. **AMENDMENT:**

Amendments to this charge shall require an affirmative vote of a majority of the Township Board of Trustees.

8. **ADOPTION:**

Adopted at a regular meeting of the Scio Township Board of Trustees held on January 11, 2022.

PRESENT: Hathaway, Flintoft, Courtean, Jerome, Vogel

ABSENT: Palmer, Knol

I, the undersigned, Clerk of The Township of Scio, do hereby certify proceedings taken by the Board of Trustees of Scio Township and its regular meeting held on January 11, 2022.



Jessica Flintoft, Township Clerk