

**RESOLUTION TO ADOPT THE  
FY2024-2025 Village of Elberta Budget**

**WHEREAS** the Uniform Budgeting and Accounting Act ("UBAA"), Public Act 621 of 1978, as amended, requires that each local unit of government adopt a balanced budget for all required funds; and,

**WHEREAS** the Budget, Grant, Finance, and Audit Committee (BGFAC) has received input from officials responsible for providing mandated services to determine serviceable levels and the funds to sustain such levels, and has reported these requests to the Village Council along with recommended funding levels,

**NOW, THEREFORE, BE IT RESOLVED**, by the Council of the Village of Elberta that

1. this budget reflects a reasonable allocation of available resources to the various Village of Elberta ("Village") departments and functions and allows for all mandated services and activities to be performed at reasonable, necessary, and serviceable levels.

**BE IT FURTHER RESOLVED**,

2. that the appropriations for the General Fund and Special Revenue Funds are adopted at the Fund level, and that the amounts indicated in the accompanying detail are hereby appropriated from the appropriate funds of the Village of Elberta according to the activities and accounts contained in that detail, incorporated herein by reference, and that such appropriations shall be restricted in accordance with Village and Council policies to the purpose described in the title of the accounts specified in the detail and by the provisions of this Budget.

**BE IT FURTHER RESOLVED**,

3. that the following restrictions and obligations shall apply to these appropriations and anyone who accepts funds pursuant to this budget or otherwise incurs expenditures in expectation of Village funding shall be deemed to have agreed to these restrictions and obligations:

- a) All terms in this Budget shall have the meaning assigned to them by the Uniform Budgeting and Accounting Act (UBAA)
- b) The Village Council President shall serve as the Chief Administrative Officer and the Fiscal Officer, as defined in the UBAA.
- c) All departments receiving funds herein shall abide by the UBAA and the Uniform Chart of Accounts referenced therein. Each department head shall promptly provide the Fiscal Officer with all information that the Fiscal Officer considers necessary and essential to the preparation of a Village budget for the ensuing fiscal period.
- d) The amounts appropriated herein shall be paid from the Village bank accounts at the time and in the manner provided by law, in this Resolution, and other applicable policies or resolutions of the Village Council, whether enacted to date or subsequently adopted. No Village money is to be paid unless accompanied by an invoice, printed receipt, or approved timesheet along with supplemental documentation, as necessary, to detail the goods or services received and for what purpose.

- e) Expenditures and revenues shall be recorded and reported in the manner provided by law. Fees and other money received shall be forwarded promptly to the Village Clerk/Treasurer and credited to the appropriate Fund.
- f) Each department shall limit expenditures within the appropriations authorized herein and shall not attempt to expend funds at a rate which will eventually result in a deficit in any account without prior approval of the Council, except as otherwise provided by law. All expenditures of Village funds shall be expended only for the purposes attached to the accounts and within the various policies of the Council, including personnel policies and Employee Handbook that are approved by the Village Council. The Village of Elberta shall only be responsible for the payment of purchases made in accordance with the provisions of MCLA 46.13b, Act 58 of 1909, the UBAA, and any policies or resolutions of the Council, whether enacted to date or subsequently adopted.
- g) Only essential travel will be permitted. Conferences must be in the best interest of the Village. The Village will not reimburse employees for the expenses incurred by the employee's spouse or family members attending a conference.
- h) All memberships and dues shall be paid out of the appropriate accounts.
- i) The Village President shall be authorized to transfer appropriations between line items within a department under the following limitations:
  - A. Funds may not be transferred from supplies and services to wages and benefits to create permanent positions.
  - B. Such transfers shall be reported in writing to the BGFAC and Village Council.
- j) The Village President shall be authorized to transfer appropriations among departments within a fund according to the following limitations:
  - A. Funds may not be transferred from supplies and services to wages and benefits to create permanent positions.
  - B. No account shall allocate or receive more than \$10,000 in any transfer.
  - C. Such transfers shall be reported in writing to the BGFAC and Village Council.
- k) The Village Council President shall be authorized to make year-end transfers among activities or funds or with such amounts that may be available in the remainder of the General Fund, as may be necessary to ensure that activities or funds do not end the fiscal year in a deficit condition. All such transfers shall be recorded in the official financial records of the Village through the normal accounting process.

**BE IT FURTHER RESOLVED,**

4. The Village Council authorizes the following individuals or appointed boards to incur obligations and expend funds within the limits of the Budget and as stated herein.

- a) The Village Clerk-Treasurer may incur budgeted obligations for printing services, office equipment, supplies, and miscellaneous budgeted items under the General Fund up to a limit of \$5,000 per obligation. Budgeted obligations exceeding \$5,000 from the Village Clerk-Treasurer must be approved by the BGFAC Committee and reported to the Village Council.
- b) The DPW Superintendent may incur budgeted obligations for the Streets, Garage, Parks, Water, and Sewer operations and maintenance up to a limit of \$5,000 per obligation.

February 15, 2024

Budgeted obligations exceeding \$5,000 from the DPW Superintendent must be approved by the Village President and BGFAC and reported to the Village Council.

- c) All unbudgeted obligations shall be pre-approved by the Village Council in accordance with Village Ordinance 1124 and Village Policy 2014-006.

**BE IT FURTHER RESOLVED,**

5. in event of conflict between this Resolution and any enacted Village, State, or Federal law, ordinance, or regulation, the enacted Village, State, or Federal law, ordinance, or regulation shall take precedence.

**BE IT FURTHER RESOLVED,**

6. this Resolution shall become effective March 1, 2024. The Council may amend this Resolution at any time and any appropriation made hereunder may be increased or decreased at the Council's discretion.

Motion to adopt the resolution approving the proposed Fiscal Year 2024-2025 Budget made by

**Ken Holmes**

Motion seconded by **Emily Votruba**

Vote:

Brett McGregor	<b>Aye</b>
Ryan Fiebing	<b>Aye</b>
Ken Holmes	<b>Aye</b>
Emily Votruba	<b>Aye</b>
Jennifer Wilkins	<b>Aye</b>

Attested this 15th day of February 2024.

(village seal)

  
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Katherine Ralston, Village Clerk-Treasurer