

ST JAMES TOWNSHIP GENERAL FUND BUDGET FOR PUBLIC REVIEW AMENDED BUDGET 2018 – 2019 & PROPOSED BUDGET 2019 – 2020

March 18, 2019, Prepared by K. McNamara

The budget summary below is a proposed draft for public review at the township's annual Budget Review Hearing on March 30, 2019 at 11:00am at the St James Township Hall.

Notes

2018-19 Amended:

Overall **revenue** for the current year appears to be approximately \$27,000.00 less than anticipated one year ago. The bulk of the difference is tied to not receiving grant dollars and a decrease in local contributions (other).

Overall **expenditures** for the current year appear to be slightly higher than anticipated one year ago. Line item budget areas that were bigger than budgeted were based upon board decisions – for example, cemetery fencing, holiday lighting.

2019-2020 Proposed:

Proposed **revenue** overall is higher than usual because of the \$150,000.00 Recreation Passport Grant for campground improvements that will be received and expended during the upcoming fiscal year. The proposed budget anticipates using \$50,000.00 from assigned fund balance as a grant match for the campground improvement project. Most other revenue categories are anticipated to be very similar to current year.

The attached budget summary shows **expenditures** overall (less the campground improvement project) are proposed at a level approximately \$10,000.00 less than current year. Slight increases are included for board members and staff members. The proposed budget includes approximately \$5,000.00 within category areas for capital improvements to township assets. According to board policy, capital improvements must equal 10% of the General Fund operating budget, enforcing a desire to make ongoing improvements to township assets. Additionally, based upon board discussion, a 'Capital Outlay' line item of \$35,000.00 has been placed as a marker and is expected to be spent on the following: improvements to deputy housing, beach cleaning tool, improvements to public restrooms and park area surrounding it, maintenance truck (cost shared with other entities) and signage. Also based upon board discussion, an 'Other Expenses' line item of \$30,000.00 has been placed as a marker and is expected to be spent on the following: project planning, grant match, contingency for campground improvement project, potential for increased summer work to ensure that parks and properties are well kept up.

GENERAL FUND PROPOSED 2018-2020 BUDGET

Updated 3/13/19 Based Upon 4.1 Mills, Taxable Value \$47,387,554 Per L-4022

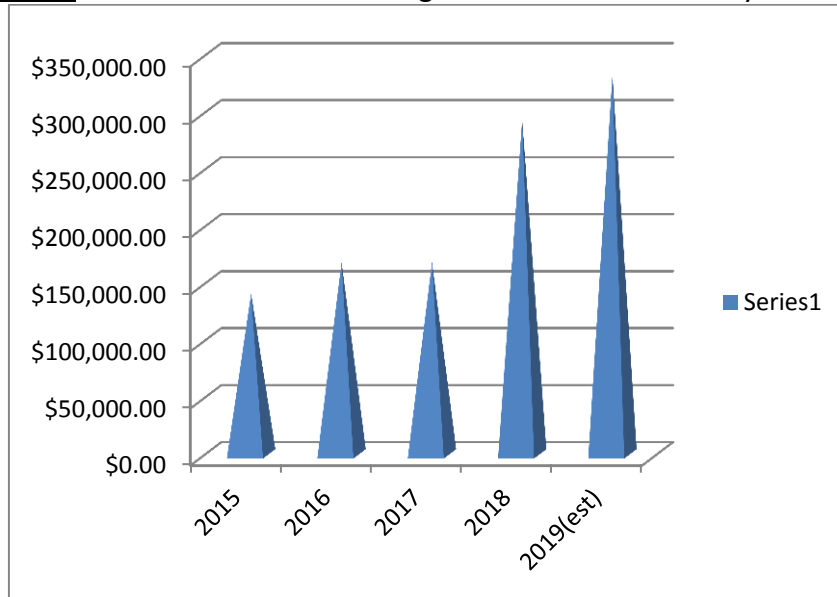
Fiscal Year Runs from April 1 - March 31

	YE MARCH 2018 AUDIT	2018-2019 ADOPTED	MARCH 2019 AMEND.	PROPOSED 2019-20
REVENUE	<i>bank balance 3/31:</i>		293,271.00	332,953.00
Taxes	222,114	230,150	230,150.00	231,000.00
Licenses & Permits	4,307	4,500	3,600	4,000
State	41,390	43,600	43,000	43,000
Interest & Rentals	41,374	39,900	41,000	41,000
Local Contributions (Peaine)	30,771	41,000	36,000	35,000
Local Contributions (Other)		15,000	4,000	8,000
Fees and Service Charges				
Other Revenue	28,975	36,000	36,000	36,000
Grants	21,450	10,000	0	150,000
Total Revenue	390,381	420,150	393,750	548,000
EXPENDITURES				
101 Legislative	74,521	53,000	55,000	47,000
171 Supervisor	23,083	25,200	23,200	24,200
262 Elections	860	4,250	5,500	4,400
209 Assessor	17,770	17,500	17,500	17,500
215 Clerk	28,287	28,900	25,000	26,400
247 Board of Review	2,705	1,850	1,850	1,850
253 Treasurer	20,725	23,600	25,000	23,700
265 Building & Grounds	25,223	111,200	111,200	121,450
301 Second Deputy	3,257	4,800	5,250	5,500
276 Cemetery	843	2,000	9,200	2,000
410 Zoning & Planning	12,731	13,951	14,000	15,300
751 Parks & Recreation	121,832	58,801	62,000	47,200
751 Campground Improvements				200,000
Lighthouse	15,320			
Capital Outlay				35,000
Other Expenses				30,000
Total Expenditures	347,157	345,052	354,700	601,500
Net Revenue	43,224	75,098	39,050	-53,500
			<i>expected bank balance end of FY</i>	332,321.00
			Assigned Balance (6 Months Operating Expenses)	\$175,000
			Assigned Balance (Campground)	\$50,000
			Unassigned Balance	\$107,321.00
				\$104,453.00

Observations:

1. Overall, the budget is in good shape compared to recent history.

Evidence Factor: End of Fiscal Year Checking Account Balance History



The end of year checking account balance is important because it represents the amount of money the township has for general operation, capital improvements, or assigned to be saved for particular projects in the future. According to board policy the General Fund unassigned fund balance (basically, money in the bank at end of March of each year) must be equal to or greater than 6 months operating expenses within 5 years of adoption of this policy. This goal has been met.

The budget summary above shows \$175,000.00 Assigned 6 Months Operating Expenses (based on a \$350,000.00 operating budget).

2. The board is in a position to plan for the use of its unassigned fund balance.

Evidence Factor: Unassigned Fund Balance at end of current fiscal year is estimated at \$107,953.00 and proposed Unassigned Fund Balance at end of 2019-20 fiscal year is estimated at \$104,453.00.

For more information contact:

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