



Charter Township of Highland

205 North John Street • Auditorium • Highland, Michigan 48357 • (248) 887-3791

SPECIAL BOARD OF TRUSTEES MEETING DECEMBER 20, 2017 – 2:00 P.M. SMALL MEETING ROOM AGENDA

1. Call meeting to order
2. Roll
3. Approval of Agenda
4. Public Comment
5. Budget Amendment
6. Adjourn

Any member of the audience wishing to address the board will be asked to state his/her name and address. Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the Clerk's office at (248) 887-3791 prior to the meeting. Our staff will be pleased to make the necessary arrangements.

Tami Flowers

From: Amy LaVoie [LaVoieA@twp.highland.mi.us]
Sent: Thursday, December 15, 2016 1:03 PM
To: Brian Howe (brian.howe@highlandtwp.org); Judy Cooper; Rick Hamill (rick.hamill@highlandtwp.org); gmchynoweth@comcast.net; Tami Flowers; joe.salvia; M McDonell
Cc: Julie Kabalka; Karen Genson; Dawn Mecklenborg
Subject: Budget Amendment
Attachments: 2015.pdf; 2016.pdf

Hello,

The Budget Amendment was correct as written. The invoices for Oakland County Road Commission were paid through the Road Fund towards Clyde Road and the Levy Agreement. Levy's obligation for the Road Project was \$262,000. In 2015 a partial payment of \$190,150 was made. The remaining \$71,850 was paid in 2016. This was never budgeted for in Capital Improvement and this is why the Budget Amendment is needed. If you look at the Capital Improvement Financials, you will see where this is necessary. The Budget Amendment will correct this. Therefore the expenditure through the Road Fund was already completed, the money has been transferred, the Journal Entries have been made, but the Budget Amendment is necessary to balance the Financials.

A follow up to this email will come from the Clerk's Department.

Please contact me if you have any questions or concerns.

Thank you,

Amy J. LaVoie
Head Bookkeeper, Highland Township
205 N John St.
Highland, MI 48357
248-887-3791 ext. 141
lavoiea@twp.highland.mi.us

POST AUDIT FINANCIALS **2015**

CHARTER TOWNSHIP OF HIGHLAND
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

CAPITAL IMPROVEMENT FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET	
<u>REVENUE</u>							
401-000-000-656-000	OPERATING TRANSFER IN	20,000.00	678,088.02	678,088.02	.00	.00	100.00
401-000-000-664-200	INTEREST EARNINGS	1,500.00	1,500.00	4,912.68	.00	(3,412.68)	327.51
401-000-000-664-201	INTEREST EARNINGS DDA LOAN	9,373.00	9,373.00	9,297.76	.00	75.24	99.20
401-000-000-689-001	CELL TOWER LEASE	105,000.00	105,000.00	124,875.19	.00	(19,875.19)	118.93
401-000-000-694-200	MISCELLANEOUS	.00	.00	(33.50)	.00	33.50	.00
401-000-000-695-200	APPROPRIATION FUND BAL	.00	190,150.00	.00	.00	190,150.00	.00
	REVENUE	135,873.00	984,111.02	817,140.15	.00	166,970.87	83.03
	TOTAL FUND REVENUE	135,873.00	984,111.02	817,140.15	.00	166,970.87	83.03
<u>CAPITAL IMP EXPENDITURES</u>							
401-290-000-810-000	PROFESSIONAL SERVICES	30,000.00	30,000.00	8,552.51	.00	21,447.49	28.51
401-290-000-956-000	MISCELLANEOUS EXPENSE	.00	1.00	.00	.00	1.00	.00
401-290-000-970-002	LAND PURCHASE	.00	370,076.02	370,690.28	.00	(614.26)	100.17
401-290-000-974-201	TRANSFER TO ROAD FUND	.00	190,150.00	134,473.00	(55,677.00)	55,677.00	70.72
	TOTAL CAPITAL IMP EXPENDITURES	30,000.00	590,227.02	513,715.79	(55,677.00)	76,511.23	87.04
	TOTAL FUND EXPENDITURES	30,000.00	590,227.02	513,715.79	(55,677.00)	76,511.23	87.04
	NET REVENUE OVER EXPENDITURES	105,873.00	393,884.00	303,424.36	55,677.00	(90,459.64)	

CHARTER TOWNSHIP OF HIGHLAND
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2016

2016

CAPITAL IMPROVEMENT FUND

	ORIGINAL BUDGET	AMENDED BUDGET	YTD ACTUAL	CUR MONTH	VARIANCE	% OF BUDGET
<u>REVENUE</u>						
401-000-000-664-200	INTEREST EARNINGS	2,500.00	2,500.00	5,100.84	357.45 (2,600.84)	204.03
401-000-000-664-201	INTEREST EARNINGS DDA LOAN	8,465.00	8,465.00	7,054.36	676.64 1,410.64	83.34
401-000-000-689-001	CELL TOWER LEASE	120,000.00	120,000.00	105,113.08	10,526.93 14,886.92	87.59
401-000-000-695-200	Appropriation		71,850.00			
	REVENUE	130,965.00	130,965.00	117,268.28	11,561.02 13,696.72	89.54
<u>TOTAL FUND REVENUE</u>						
		130,965.00	130,965.00	117,268.28	11,561.02 13,696.72	89.54
<u>CAPITAL IMP EXPENDITURES</u>						
401-290-000-810-000	PROFESSIONAL SERVICES	50,000.00	50,000.00	.00	.00 50,000.00	.00
401-290-000-970-002	LAND PURCHASE	11,000.00	11,000.00	7,935.20	.00 3,064.80	72.14
401-290-000-974-201	TRANSFER TO ROAD FUND	.00	71,850.00	71,850.00	(71,850.00)	.00
	TOTAL CAPITAL IMP EXPENDITURES	61,000.00	61,000.00	79,785.20	71,850.00 (18,785.20)	130.80
<u>TOTAL FUND EXPENDITURES</u>						
		61,000.00	61,000.00	79,785.20	71,850.00 (18,785.20)	130.80
<u>NET REVENUE OVER EXPENDITURES</u>						
		69,965.00	69,965.00	37,483.08	(60,288.98) (32,481.92)	

BUDGET AMENDMENT WORKSHEET
 2016 PROPOSED BUDGET AMENDMENTS
 BOARD MEETING - December 14, 2016

FUND & ACCOUNT	<u>ORIGINAL BUDGET</u>	<u>AS AMENDED</u>	<u>PROPOSED AMENDMENTS</u>	<u>PROPOSED NEW BUDGET</u>
<u>CAPITAL IMPROVEMENT FUND</u>				
Revenue:				
1 401-000-000-695-200 Appropriation Fund Balance	\$ -	\$ -	+ \$ 71,850.00	= \$ 71,850.00
Expenditures:				
1 401-290-000-974-201 Transfer to Road Fund	\$ -	\$ -	+ \$ 71,850.00	= \$ 71,850.00

Purpose of Amendment:

- 1 To transfer from Capital Improvement to Road fund for November invoice to Road Commission for Oakland County for Tri-Party expense.

