

**GENOA CHARTER TOWNSHIP  
BOARD OF TRUSTEES  
REGULAR MEETING  
MARCH 2, 2009  
6:30 P.M.**

**AGENDA**

Call to Order:

Pledge of Allegiance:

Call to the Public:

**Approval of Consent Agenda:**

1. Payment of Bills
2. Request to approve minutes: 2-16-09
3. Request for approval to purchase soccer goals for the Genoa Charter Township athletic field in the amount of \$6,130.00.

**Approval of Regular Agenda:**

4. Request for approval of an amendment to the General Fund Budget for fiscal 2008/2009 as previously discussed including: 212 (Liquor Law), 261 (Future Road Improvement), 262 (Fire Construction), 264 (Road Lake Improvement Advances) 270 (Future Parks and Recreation), 270 (Future Parks and Recreation), 271 (Buildings and Grounds) and 503 (DPW Utility).
5. Review of the 2009/10 budgets related to the General Fund.
6. Request for approval of a credit card use policy for Genoa Charter Township.

Correspondence

Member Discussion

Adjournment

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

DATE: March 2, 2009

TOWNSHIP GENERAL EXPENSES: Thru March 2, 2009	\$476,965.87
February 20, 2009: Bi-Weekly Payroll	\$38,860.78
March 2,2009: Monthly Payroll	\$12,505.96
OPERATING EXPENSES: Thru March 2, 2009	\$305,842.44
TOTAL:	\$834,175.05

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
25080	Administ	Total Administrative Services	02/20/2009	446.12
25081	Equitabl	Equivest Unit Annuity Lock Box	02/20/2009	220.00
25082	SOM-TRE	State Of Mich- Dept Of Treasur	02/20/2009	3,213.76
25083	GENOABLD	Genoa Township Building & Ground Fund-27	02/16/2009	45,000.00
25084	ADT	ADT Security Services, Inc.	02/18/2009	356.16
25085	ATT& IL	AT&T	02/18/2009	696.57
25086	COOPERST	Cooper's Turf Management LLC	02/18/2009	16,630.00
25087	GENOA TW	Genoa Township	02/18/2009	42.53
25088	HEIKKINE	Heikkinen Law Firm	02/18/2009	2,175.00
25089	LEDFORD	Jean Ledford	02/18/2009	36.99
25090	MichMuni	Michigan Municipal Risk Mngmt	02/18/2009	23,173.00
25091	Net serv	Network Services Group, L.L.C.	02/18/2009	308.95
25092	Unum	Unum Provident	02/18/2009	1,139.93
25093	VERIZONW	Verizon Wireless	02/18/2009	145.96
25094	DTE EN	DTE Energy	02/19/2009	178.66
25095	Administ	Total Administrative Services	03/02/2009	125.00
25096	Equitabl	Equivest Unit Annuity Lock Box	03/02/2009	20.00
25097	GO II NU	Genoa Oceola II New User Fund	02/24/2009	350,000.00
25098	ARCHINAL	Michael Archinal	03/02/2009	500.00
25099	COMCAST	COMCAST	03/02/2009	94.04
25100	CustomEl	Custom Electric Service Co.	03/02/2009	297.45
25101	EHIM	EHIM, INC	03/02/2009	2,866.92
25102	ETNA SUP	Etna Supply Company	03/02/2009	8,979.54
25103	GENOA TW	Genoa Township	03/02/2009	317.04
25104	HEIKKINE	Heikkinen Law Firm	03/02/2009	2,000.00
25105	HUMPHT	Tesha Humphriss	03/02/2009	500.00
25106	HUNTR	ROBIN HUNT	03/02/2009	41.36
25107	HWL PARK	Howell Parks And Recreation	03/02/2009	14,495.00
25108	MASTER M	Master Media Supply	03/02/2009	557.04
25109	MI AS AS	Michigan Assessor's Assoc	03/02/2009	150.00
25110	Miller C	Miller,Canf,Paddock,&Stone,PLC	03/02/2009	1,332.20
25111	SHELL	Shell	03/02/2009	341.56
25112	SKOLAR P	Paulette Skolarus	03/02/2009	38.50
25113	TRI COUN	Tri County Cleaning Supply Inc	03/02/2009	100.53
25114	VERIZONW	Verizon Wireless	03/02/2009	446.00

**Report Total: 476,965.87**

**First National  
Direct Deposit  
FEBRUARY 20, 2009  
Bi-Weekly Payroll**

<u>Employee Name</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
Adam Van Tassell		\$1,009.21
Amy Ruthig		\$888.62
Angela Williams		\$731.89
Barb Kries		\$962.80
Carol Hanus		\$1,256.06
Cindy Howard		\$372.00
Dave Estrada		\$992.16
Deborah Rojewski		\$2,238.41
<b>Genoa Township</b>	<b>\$24,897.82</b>	
Greg Tatara		\$2,301.62
Judith Smith		\$1,107.60
Karen J. Saari		\$904.07
Kelly VanMarter		\$1,966.39
Laura Mroccka		\$1,540.96
Mary Krencicki		\$506.51
Michael Archinal		\$2,449.22
Renee Gray		\$901.62
Robin Hunt		\$1,229.42
Susan Sitner		\$467.32
Tammy Lindberg		\$931.46
Tasha Humphriss		\$2,140.48
<b>Total Deposit</b>		<u><u><b>\$24,897.82</b></u></u>

EFT #: \_\_\_\_\_  
INTERNET: \_\_\_\_\_  
CHECK BOOK: \_\_\_\_\_

Accounts Payable  
Computer Check Register



User: sue

Printed: 02/13/2009 - 12:02

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
25080	Administ	Total Administrative Services	02/20/2009		446.12
			Check 25080 Total:		446.12
9671	AETNA LI	Aetna Life Insurance & Annuity	02/20/2009		25.00
			Check 9671 Total:		25.00
9672	EFT-FED	EFT- Federal Payroll Tax	02/20/2009		4,077.82 2,107.75 2,107.75 492.93 492.93
			Check 9672 Total:		9,279.18
9673	EFT-PENS	EFT- Payroll Pens Ln Pyts	02/20/2009		778.90
			Check 9673 Total:		778.90
25081	Equitabl	Equivest Unit Annuity Lock Box	02/20/2009		220.00
			Check 25081 Total:		220.00
9674	FIRST NA	First National Bank	02/20/2009		300.00 2,395.00 22,202.82

Check 9674 Total: 24,897.82

25082

SOM-TRE State Of Mich- Dept Of Treasur 02/20/2009

FEB 2009 3,213.76

Check 25082 Total: 3,213.76

Report Total: 38,860.78

First National  
Direct Deposit  
March 2, 2009  
Monthly Payroll

<u>Employee Name</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
<b>Genoa Township</b>	<b>\$8,218.24</b>	
Adam Van Tassel		\$509.61
Gary McCririe		\$2,063.58
H.J. Mortensen		\$1,055.69
Jean Ledford		\$1,023.89
Paulette Skolarus		\$3,077.22
Steve Wildman		\$158.40
Todd Smith		\$329.85
<b>Total Deposit</b>		<b>\$8,218.24</b>

Accounts Payable  
Computer Check Register



User: sue

Printed: 02/20/2009 - 15:06

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
25095	Administ	Total Administrative Services	03/02/2009		125.00
				Check 25095 Total:	125.00
9676	EFT-FED	EFT- Federal Payroll Tax	03/02/2009		2,114.13
					743.69
					743.69
					173.94
					173.94
				Check 9676 Total:	3,949.39
9677	EFT-PENS	EFT- Payroll Pens Ln Pyts	03/02/2009		193.33
				Check 9677 Total:	193.33
25096	Equitabl	Equivest Unit Annuity Lock Box	03/02/2009		20.00
				Check 26096 Total:	20.00
9678	FIRST NA	First National Bank	03/02/2009		8,168.24
					50.00
				Check 9678 Total:	8,218.24
				Report Total:	12,505.96

9:24 AM  
02/24/09

**#592 OAK POINTE WATER/SEWER FUND**  
**Payment Of Bills**  
February 10 - 24, 2009

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	02/11/2009	1318	DTE ENERGY	Electric Service 12/20/08-01/30/09	-280.10
Check	02/11/2009	1319	SEVERN TRENT ENVIRONMENTAL SERVICES,	Inv#2040187 & 240189	-30,115.72
Check	02/16/2009	1320	GENOA TWP -ADMINISTRATIVE FEES	11/1/08-1/31/09	-10,029.38
Check	02/16/2009	1321	AT & T	2/7/09 - 3/6/09	-363.43
Check	02/16/2009	1322	WATER MASTERS LLC	INV#1619 & 1620	-1,595.00
Check	02/16/2009	1323	PVS Nolwood Chemicals, Inc	Aluminum Sulfate	-939.60
Check	02/16/2009	1324	ALEXANDER CHEMICAL CORPORATION	Sodium Hydrochlorite/Potassium Inv#0410360	-8,934.14
Check	02/16/2009	1325	GRAINGER		-28.92
Check	02/16/2009	1326	UIS PROGRAMMABLE SERVICES	Inv#530334016	-221.00
Check	02/16/2009	1327	BRIGHTON ANALYTICAL LLC	testing	-201.00
Check	02/16/2009	1328	TRUE VALUE HARDWARE	supplies	-7.68
Check	02/16/2009	1329	EVERGREEN OUTDOOR, INC		-1,515.00
<b>TOTAL</b>					<b>-54,230.97</b>

9:27 AM  
02/24/09

**#592 OAK POINTE WATER/SEWER FUND**  
**Capital Improvement**  
**Payment Of Bills**  
February 10 - 24, 2009

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	02/11/2009	1030	WASTE MANAGEMENT	616-0001232-2616-9	-794.85
Check	02/16/2009	1031	WASTE MANAGEMENT	3624358-1389-8	-50.00
Check	02/16/2009	1032	TRUE VALUE HARDWARE	Inv#037257	-23.95
<b>TOTAL</b>					<b>-868.80</b>

9:15 AM  
02/24/09

**#595 PINE CREEK W/S FUND**  
**Payment Of Bills**  
February 10 - 24, 2009

Type   Date   Num   Name   Memo   Amount

no checks issued

4:44 PM  
02/23/09

### #593 LAKE EDGEWOOD W/S FUND

## Payment Of Bills

February 10 - 24, 2009

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	02/11/2009	1476	SEVERN TRENT ENVIRONMENTAL SERVICES,	Inv#STES2039775/2040188	-15,947.98
Check	02/11/2009	1477	City Of Brighton	10/1/08-12/31/08	-22,016.78
Check	02/11/2009	1478	Consumers Energy	Gas Service01/09/09-02/06/09	-1,060.44
Check	02/11/2009	1479	DTE Energy	Electric Service12/31/08 - 2/2/09	-3,475.53
Check	02/11/2009	1480	GEOTRANS, INC.	Inv#50230395	-12.49
Check	02/11/2009	1481	COOPER'S TURF MANAGEMENT	INV#7364	-440.00
Check	02/11/2009	1482	GENOA TWP-DPW FUND	Fees 10/1/08 - 12/31/08	-5,009.00
Check	02/11/2009	1483	Brighton Analytical L.L.C.	GENOATWPHOWELL	-134.00
Check	02/11/2009	1484	USA BLUE BOOK	supplies	-398.39
Check	02/11/2009	1485	CITY ELECTRIC SUPPLY	Inv#BRI/012905	-33.25
Check	02/17/2009	1486	AT&T	2/7/09 - 3/6/09	-222.36
Check	02/17/2009	1487	Brighton Analytical L.L.C.	GENOATWPHOWELL	-67.00
Check	02/17/2009	1488	PVS NOLWOOD CHEMICALS, INC	Chemical Drums	-904.60
<b>TOTAL</b>					<b>-49,721.82</b>

9:22 AM  
02/24/09

### #503 DPW UTILITY FUND

## Payment Of Bills

February 10 - 24, 2009

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	02/11/2009	1202	General Fund Checking		-200,000.00
Check	02/12/2009	1203	U.S. POSTMASTER		-274.19
Check	02/17/2009	1204	NORTHWEST ENERGY	Inv#587065	-606.43
Check	02/17/2009	1205	D&G Equipment, Inc.		-26.26
Check	02/17/2009	1206	CORRIGAN OIL CO	Inv#5289326	-113.97
<b>TOTAL</b>					<b>-201,020.85</b>

9:18 AM  
02/24/09

### #504 DPW RESERVE FUND

## Payment Of Bills

February 10 - 24, 2009

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
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no checks issued

**GENOA CHARTER TOWNSHIP**  
**Regular Meeting**  
**February 16, 2009**  
**6:30 p.m.**

**MINUTES**

Supervisor McCririe called the regular meeting of the Genoa Charter Township Board to order at 6:30 p.m. The Pledge of Allegiance was then said. The following persons were present constituting a quorum for the transaction of business: Gary McCririe, Paulette Skolarus, Robin Hunt, Todd Smith, Jean Ledford, Steve Wildman and Jim Mortensen. Also present were Township Manager Michael Archinal and two persons in the audience.

A Call to the Public was made with no response.

**Approval of Consent Agenda:**

Moved by Smith, supported by Wildman, to approve all items listed under the consent agenda. The motion carried unanimously.

**1. Payment of Bills**

**2. Request to approve minutes: 2-2-09**

**3. Request for approval to enter into agreements to collect 2009 summer school property taxes with Brighton Area Schools, Hartland Consolidated Schools and Howell Public Schools as submitted by Township Treasurer.**

**Approval of Regular Agenda:**

Moved by Ledford, supported by Mortensen, to approve for action all items listed under the regular agenda. The motion carried unanimously.

**4. Consider request by Crystal Gardens for deferral of a water and sewer special assessments.**

The request from Crystal Gardens was discussed. Moved by Skolarus, supported by Mortensen, to table until more information is received including a formal application.

**5. Treasurer's report regarding Township Investments.**

It was the consensus of the board to consider a consultant to review the CDARS program and other investments. Hunt will update the board by e-mail concerning any decision made by her office.

**A. Request to amend list of Township approved depositories.**

Moved by Skolarus, supported by Mortensen, to approve all depositories as recommended by Hunt. The motion carried unanimously.

**6. Manager's report regarding health insurance and prescription coverage.**

Archinal presented the board with the audited results of the Blue Cross Blue Shield program and the savings expected due to our change in insurance policy. No formal action was taken by the board.

**7. Budget presentation by Township Auditor Ken Palka.**

Ken Palka presented the board with an amendment to the 2008/09 budget and preliminary budget figures for the next fiscal year. No action was taken by the board.

**8. Consideration of an employee buy-out program as recommended by the Administrative Committee.**

Moved by Mortensen, supported by Smith, to approve the employee buy-out program as requested. The motion carried unanimously.

The regular meeting of the Genoa Charter Township Board was adjourned at 7:40 p.m.



Paulette A. Skolarus  
Genoa Township Clerk

(Press/argus 02/20/2009)

## MEMORANDUM

TO: Township Board

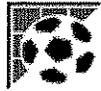
FROM: Mike Archinal, Manager *MA*

DATE: 2/26/09

RE: Soccer Goal and Net Purchase

Our athletic fields are ready to open this spring. Per our lease agreement and discussions with both Howell Area Parks and Recreation Authority and Southeastern Livingston County Recreation Authority we have agreed to provide soccer nets and goals for both fields. The quote before you in the amount of \$6,130 was obtained by H.A.P.R.A. Please consider the following action:

**Moved by \_\_\_\_\_, supported by \_\_\_\_\_, to authorize the purchase of soccer goals and nets from Keeper Goals in the amount of \$6,130.**



# KEEPER GOALS

Howell Park & Recreation A DIVISION OF DEMAND & PRECISION PARTS  
 Attn: Chris 12400 W Silver Spring Dr, Butler, WI 53007  
 PHONE: 262-781-7800 OR 800-594-5126

Phone: 5117-546-0693 x7 Fax: 262-781-9230  
 email: toddhanson@keepergoals.com  
 email: cgalatis@howellrecreation.org

Price Quote  
 2/13/2009  
 By: Todd Hanson

<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
2 pr	<b>M83-824 8'H x 24'W 4"x2" Rect Steel Soccer Goals - Powder Coated Includes 2' Rebar Stakes</b>	\$ 2,575.00	\$ 5,150.00
1 set	<b>MW-2 Removable Lever Lifting Wheels</b>	\$ 340.00	\$ 340.00
2 set	<b>CFO Official Corner Flags 1"OD PVC Poles With Steel Step In Base 4/set</b>	\$ 90.00	\$ 180.00
<u>Net Options</u>			
2 pr	<b>NP30-BR 8x24 3mm Braid Soccer Net PE 5.5" Mesh (white, black, or yellow)</b>	\$ 155.00	\$ 310.00
2 pr	NP40 8x24 3mm Braid Soccer Net PE 5.5" Mesh (white, red, or blue)	\$ 205.00	\$ 410.00
2 pr	NP60 8x24 6mm Braid Soccer Net PE 5.5" Mesh (white, black or orange)	\$ 320.00	\$ 640.00
2 pr	NP2-824 8x24 3mm HTPP Soccer Net 2" Mesh In White	\$ 420.00	\$ 840.00
<b>Freight On 2 Sets Of Goals To MI 48843 if going to same location</b>			\$ 550.00
Freight On 2 Sets Of Goals To MI 48843 if going to 2 different locations			\$ 675.00
<b>Discount - If 2 Sets Of Goals Ordered By 3/2/09 And Invoice Paid With In 30 Days</b>			\$ (400.00)

\* Pricing Is Valid For 45 Days And 3-4 Week Time.

Total: \$6,130.00

## MEMORANDUM

TO: Township Board  
FROM: Mike Archinal, Manager *MA*  
DATE: 2/26/09  
RE: Budget Information

This evening you are being asked to consider several amendments to the FY 08/09 Budget. We are also reviewing the FY 09/10 General Fund Budget. It should be noted that next year's budget paints a substantially different picture than what we have enjoyed in the past. A variety of factors are impacting the budget negatively:

- Over the last 15 years Genoa has experienced remarkable growth. The Headlee Amendment and Proposal "A" have had a compounding effect on our millage rate. Instead of enjoying the full revenue gains of this growth our statutory rate has been reduced to .81460. The cumulative effects of this reduction are substantial.
- The old Township Hall was sold on a ten year lease purchase to United Way. FY 08/09 was the last year for these payments. This decreases our revenue stream by \$51,000 per year.
- State shared revenues are based on sales tax receipts. Given the current state of the economy this revenue source is unstable at best.
- Also related to the economy is the housing bubble and the severe decline in property values. Property tax revenue is expected to decline from \$950,000 to \$900,000.
- The condition of the financial markets and Federal Reserve actions has severely reduced the amount of interest income we receive from our assets. FY 08/09 anticipated General Fund interest income of \$45,000. The proposed FY 09/10 budget includes only \$18,000 in interest income.

Over the last several years we have been able to transfer large sums to various enterprise funds. These include: Future Roads, Parks and Recreation, Fire Construction Fund, Road Revolving Loan Fund and Building and Grounds. In most years these transfers represented hundreds of thousands of dollars. For FY 09/10 a mere \$45,000 is being transferred to Buildings and Grounds. Significant revenue increases with current conditions is likely not a viable option. We are entering a new era where we will need to consider painful cuts in the way we provide service to our customers and focus on our core mission. The proposed budget before you this evening includes the following budget stabilizing measures:

- Reduce legal fees from \$350,000 to \$125,000. Major lawsuits utilizing outside counsel are largely concluded. Some pending cases will utilize insurance provided attorneys only.
- Reduce electric and gas utilities from \$20,000 to \$12,000. Despite a fairly harsh winter we are safely under budget for this year. An effort has been made to not heat the Boardroom when not in use. Additional measures including programmable thermostats and motion detecting light switches will add further savings.
- Reduce printing, postage and office supplies from \$75,000 to \$70,000. Additional scrutiny will be given to office purchases by requiring the Manager's approval. While much of this line item is fixed e.g. related to the mailing of tax bills, assessment notices etc. I feel savings are achievable. Also additional internet usage will reduce printing and paper costs.
- Reduce ZBA salaries from \$13,500 to \$9,000. In 2008 there were four monthly meetings with one agenda item and two months with no items. A continued slowdown in construction should allow us to cancel some meetings. Staff will also make an effort to coordinate applications so we have multiple cases on each agenda. With notice publication, postage and per diems and with variance fees at \$125 we lose money for every meeting where there are fewer than ten cases. Reducing the number of meetings will result in savings.
- Reduce dust control from \$100,000 to \$90,000. Last year's weather conditions were such that we only spent \$66,111 on this line item. Dust control for Pardee, Beattie and Westphal were also included in FY 08/09 Road Construction. We have had good success in using brine instead of chloride which is a cheaper product. Even assuming a typically dry summer season I feel increased utilization of brine will reduce cost.
- Increase refuse collection fees line item from \$651,000 to \$680,000. Increasing fees from \$100 to \$105 will generate approximately \$29,000 in increased revenue. The true cost for refuse collection is expected to be \$845,000 in FY 09/10 with the General Fund subsidizing the difference. Even at \$105, by bidding the entire Township as one contract we are providing our residents with a tremendous value when compared to other area jurisdictions.

I look forward to discussing these matters with you on Monday night. Please consider the following action:

**Moved by \_\_\_\_\_, supported by \_\_\_\_\_, to approve amendments to the FY 08/09 budget as presented.**

Formal action on next year's budget will be appropriate at the 3/16/09 meeting.

GENOA TOWNSHIP - GENERAL FUND  
 BUDGET TO ACTUAL REPORT & BUDGET WORKSHEETS  
 FOR THE YEARS ENDED 3/31/09 AND 3/31/2010  
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/08  
 MTG DATE - 3/2/09

DRAFT #3

ACCT #	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2008	APPROVED 11/17/08 REVISED BUDGET FOR 1 YEAR ENDING 3/31/2009	BUDGET REMAINING	% OF REMAINING EXPENSE BUDGET	PROPOSED AMENDED BUDGET FOR THE YEAR ENDING 3/31/2009	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2010
<b>REVENUES</b>							
000-403-000	CURRENT REAL PROP TAXES	1,110	960,000	(958,890)		950,000	900,000
000-407-000	DELINQUENT TAXES - REAL/PER	1,445	6,500	(5,055)		6,500	6,500
000-423-000	COLLECT FEES/EXCESS OF ROLL	25	350,000	(349,975)		336,000	300,000
000-423-100	COLLECTION FEES - SCHOOLS	18,468	18,500	(32)		18,500	18,500
000-445-000	PENALTIES & INTEREST ON TAXES	1,526	2,500	(974)		2,500	2,500
000-475-000	ORDINANCE FINES	789	0	789		800	800
000-476-000	LICENSES & PERMITS	9,375	15,000	(5,625)		12,500	12,500
000-476-100	CABLE FRANCHISE FEES	179,877	225,000	(45,123)		230,000	230,000
000-477-000	METRO ACT FEES	290	13,500	(13,210)		13,500	13,500
000-480-000	TRAILER FEES	2,616	3,000	(384)		3,000	3,000
000-574-000	STATE SHARED REVENUES	724,397	1,000,000	(275,603)		1,000,000	1,000,000
000-608-000	CHARGES FOR SERVICES - APPLICA. FEES	23,181	65,000	(41,819)		30,000	30,000
000-631-000	REFUSE COLLECTION FEES	469,737	651,000	(181,263)		651,000	680,000
000-642-000	CHARGES FOR SERV-PRTG.	381	1,000	(619)		0	0
000-664-000	INTEREST INCOME	17,667	45,000	(27,333)		22,000	18,000
000-668-000	RENTS & ROYALTIES	38,250	51,000	(12,750)		51,000	0
000-676-100	ADMIN FEE/LIQUOR LAW FUND	2,625	5,000	(2,375)		3,500	3,500
000-678-300	TAXES ON LAND TRANSFER	152,615	155,000	(2,385)		152,615	150,000
000-678-700	WHITE PINES/STREET LIGHTING	0	650	(650)		650	650
000-695-000	OTHER MISC REVENUE	608	5,000	(4,392)		1,500	1,500
000-699-001	ELECTIONS - SCHOOLS, PRIMARY	29,064	29,064	0		29,064	30,000
	<b>TOTAL REVENUES</b>	<b>1,674,046</b>	<b>3,601,714</b>	<b>(1,927,668)</b>		<b>3,514,629</b>	<b>3,400,950</b>

GENOA TOWNSHIP - GENERAL FUND  
 BUDGET TO ACTUAL REPORT & BUDGET WORKSHEETS  
 FOR THE YEARS ENDED 3/31/09 AND 3/31/2010  
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/08  
 MTG DATE - 3/2/09

DRAFT #3

ACCT #	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2008	APPROVED 11/17/08 REVISED BUDGET FOR 1 YEAR ENDING 3/31/2009	BUDGET REMAINING	% OF REMAINING EXPENSE BUDGET	PROPOSED AMENDED BUDGET FOR THE YEAR ENDING 3/31/2009	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2010
<b>EXPENDITURES &amp; TRANSFERS OUT TO OTHER FUNDS</b>							
101-703-000	TRUSTEES - SALARIES	19,465	31,000	11,535	37.21%	31,000	31,000
171-703-000	SUPERVISOR - SALARY	36,750	49,000	12,250	25.00%	49,000	49,000
172-703-000	TWP MGR. - SALARY	0	93,625	93,625	100.00%	0	0
191-703-000	ELECTION - SALARIES	69,854	50,000	(19,854)	-39.71%	80,000	30,000
209-703-000	CONTRACTUAL - SALARIES	234,772	202,810	(31,962)	-15.76%	323,625	284,000
210-801-000	PROFESSIONAL - LEGAL	294,781	310,000	15,219	4.91%	350,000	125,000
215-703-000	CLERK - SALARY	36,000	48,000	12,000	25.00%	48,000	48,000
223-801-000	PROFESSIONAL - AUDITOR	11,650	16,500	4,850	29.39%	16,500	16,500
241-801-000	PROFESSIONAL - ENGR./PLANNING	69,692	60,000	(9,692)	-16.15%	90,000	85,000
241-802-000	PROFESSIONAL - IN HOUSE ENGR	16,935	32,000	15,065	47.08%	32,000	40,000
243-801-000	TAX ROLL PREPARATION	0	5,000	5,000	100.00%	0	0
247-703-000	BOARD OF REVIEW - SALARIES	2,173	2,500	327	13.08%	8,000	8,000
247-964-000	TAX CHARGEBACKS	3,413	10,000	6,587	65.87%	10,000	25,000
253-703-000	TREASURER - SALARY	36,000	48,000	12,000	25.00%	48,000	48,000
265-775-000	REPAIRS AND MAINTENANCE	56,790	50,000	(6,790)	-13.58%	95,000	95,000
265-910-000	INSURANCE	191,228	275,000	83,772	30.46%	255,000	260,000
265-920-000	UTILITIES - ELECTRIC/GAS	11,109	20,000	8,891	44.46%	20,000	12,000
284-703-000	SALARIES - OTHER	163,625	204,885	41,260	20.14%	250,000	225,000
284-704-000	RETIREMENT	60,008	90,000	29,992	33.32%	90,000	90,000
284-715-000	PAYROLL TAXES - FICA/MEDICARE	45,274	70,400	25,126	35.69%	70,400	70,400
284-720-000	MESC - UNEMPLOYMENT TAXES	0	5,000	5,000	100.00%	0	5,000
284-727-000	PRTG., POSTAGE, OFFICE SUPPLIES	60,334	75,000	14,666	19.55%	75,000	70,000
284-850-000	TELEPHONE	12,834	14,000	1,166	8.33%	18,000	18,000
284-861-000	MILEAGE & TRAVEL EXPENSES	13,356	10,000	(3,356)	-33.56%	17,000	30,000
284-862-000	CAR ALLOWANCE	0	6,000	6,000	100.00%	0	0
284-955-000	TRUCK LEASE	3,269	4,500	1,231	27.36%	4,500	4,500
284-956-001	ESCROW LOSSES	0	2,000	2,000	100.00%	2,000	2,000
284-957-000	DUES	21,352	21,000	(352)	-1.68%	24,000	25,000

GENOA TOWNSHIP - GENERAL FUND  
 BUDGET TO ACTUAL REPORT & BUDGET WORKSHEETS  
 FOR THE YEARS ENDED 3/31/09 AND 3/31/2010  
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/08  
 MTG DATE - 3/2/09

DRAFT #3

ACCT #	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2008	APPROVED 11/17/08 REVISED BUDGET FOR 1 YEAR ENDING 3/31/2009	BUDGET REMAINING	% OF REMAINING EXPENSE BUDGET	PROPOSED AMENDED BUDGET FOR THE YEAR ENDING 3/31/2009	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2010
284-958-000	MTG. FEES & MISC EXPENSES	14,541	25,000	10,459	41.84%	27,000	20,000
284-959-000	APPLICATION FEES EXPENSES	15,456	75,000	59,544	79.39%	21,000	35,000
284-959-001	SALARIES - PLANNING COMMISSION	9,860	11,500	1,640	14.26%	11,500	13,000
284-959-002	SALARIES - ZBA	9,075	13,500	4,425	32.78%	11,500	9,000
301-703-000	ORDINANCE OFFICER - SALARY	29,881	39,150	9,269	23.68%	39,150	41,000
336-999-001	FIRE SUB STATION EXPENSES	8,649	20,000	11,351	56.76%	25,000	25,000
441-801-010	ROAD IMPROVEMENT	489,397	605,000	115,603	19.11%	605,000	300,000
441-803-000	REFUSE COLLECTION	617,804	835,000	217,196	26.01%	835,000	845,000
441-803-100	LG. BULKY ITEM DISPOSAL	8,697	9,000	303	3.37%	11,000	10,000
441-804-000	DUST CONTROL/CHLORIDE	66,111	100,000	33,889	33.89%	66,200	90,000
441-805-000	STORMWATER - NPDES MANDATE	1,878	5,000	3,122	62.44%	2,000	2,000
441-971-000	WHITE PINES ST. LIGHTING	553	800	247	30.88%	800	800
751-881-000	RECREATION	53,912	90,000	36,088	40.10%	90,000	90,000
916-962-000	DRAINS AT LARGE	0	35,000	35,000	100.00%	17,500	35,000
929-977-000	CAPITAL OUTLAY	45,910	60,000	14,090	23.48%	60,000	50,000
966-999-010	TRANS - OUT FUTURE RD IMPROVEMENT #261	0	0	0		0	0
966-999-013	TRANS - OUT ROAD PROJECTS FUND #264	0	0	0		0	0
966-999-027	TRANS - OUT PARKS & RECREATION #270	0	0	0		0	0
966-999-028	TRANS - OUT BLDG. & GR. - reserves - #271	0	45,000	45,000	100.00%	45,000	45,000
966-999-051	TRANS - OUT FIRE FUND - firehall - #262	154,637	154,637	0	0.00%	154,637	0
966-999-110	CONTINGENCIES	0	75,000	75,000	100.00%	0	30,000
	TOTAL EXPENDITURES/TRANSFERS OUT	2,997,025	4,004,807	1,007,782		4,029,312	3,337,200
	REVENUES OVER (UNDER) EXPENDITURES & TRANSFERS OUT	(1,322,979)	(403,093)	(919,886)		(514,683)	63,750
	BEGINNING FUND BALANCE	1,497,185	1,497,185	0		1,497,185	982,502
	ENDING FUND BALANCE	174,206	1,094,092	(919,886)		982,502	1,046,252
		12/31/08	3/31/09			3/31/09	3/31/2010

GENOA TOWNSHIP  
LIQUOR LAW FUND #212  
BUDGET TO ACTUAL REPORT & BUDGET WORKSHEETS  
FOR THE YEARS ENDED 3/31/09 AND 3/31/2010  
ACTUAL FOR THE 9 MONTHS ENDING 12/31/08

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2008	APPR 11/17/08 2ND REVISED AMENDED BUDGET FOR 1 YR ENDING 3/31/2009	BUDGET REMAINING	PROPOSED AMENDED BUDGET FOR THE YEAR ENDING 3/31/2009	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2010
<b>REVENUES</b>						
000-570-000	STATE SHARED REVENUE	12,356	12,356	0	12,356	12,000
000-664-000	INTEREST INCOME	17	25	(8)	20	20
000-695-000	OTHER INCOME	0	0	0	0	
	<b>TOTAL REVENUES</b>	<u>12,373</u>	<u>12,381</u>	<u>(8)</u>	<u>12,376</u>	<u>12,020</u>
<b>EXPENDITURES</b>						
000-956-000	MISC. EXPENSE	300	300	0	300	300
330-702-000	LIQUOR LAW ENFORCEMENT WAGES	6,000	8,000	2,000	8,000	8,000
330-704-000	RETIREMENT	600	800	200	800	800
330-715-000	PAYROLL TAXES	460	640	180	640	640
330-716-000	LIQ. LAW ADMIN FEES - GENOA	2,625	3,500	875	3,500	3,500
	<b>TOTAL EXPENDITURES</b>	<u>9,985</u>	<u>13,240</u>	<u>3,255</u>	<u>13,240</u>	<u>13,240</u>
	<b>NET REVENUES/EXPENDITURES</b>	2,388	(859)	3,247	(864)	(1,220)
	<b>BEGINNING FUND BALANCE</b>	<u>4,469</u>	<u>4,469</u>	<u>0</u>	<u>4,469</u>	<u>3,605</u>
	<b>ENDING FUND BALANCE</b>	<u><u>6,857</u></u>	<u><u>3,610</u></u>	<u><u>3,247</u></u>	<u><u>3,605</u></u>	<u><u>2,385</u></u>

GENOA TOWNSHIP  
 FUTURE ROAD IMPROVEMENT FUND #261  
 BUDGET TO ACTUAL REPORT & BUDGET WORKSHEETS  
 FOR THE YEARS ENDED 3/31/09 AND 3/31/2010  
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/08

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2008	APPR 11/17/08 2 ND REVISED AMENDED BUDGET FOR 1 YR ENDING 3/31/2009	BUDGET REMAINING	PROPOSED AMENDED BUDGET FOR THE YEAR ENDING 3/31/2009	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2010
<b>REVENUES</b>						
000-664-000	INTEREST INCOME	21,171	30,000	(8,829)	25,000	3,000
000-673-000	CONTRIBUTION FROM DEVELOPER	0	0	0		
NEW	OPERATING TRANSFER IN (#264 RD FUND)	0	0	0		
000-699-000	OPERATING TRANSFER IN (G/F)	0	0	0		
	<b>TOTAL REVENUES</b>	<b>21,171</b>	<b>30,000</b>	<b>(8,829)</b>	<b>25,000</b>	<b>3,000</b>
<b>EXPENDITURES</b>						
441-968-000	LAND ACQUISITION	1,000	0	(1,000)	1,000	960,000
		0	0	0	0	
906-956-000	MISC	0	0	0	0	
	<b>TOTAL EXPENDITURES</b>	<b>1,000</b>	<b>0</b>	<b>(1,000)</b>	<b>1,000</b>	<b>960,000</b>
	<b>NET REVENUES/EXPENDITURES</b>	<b>20,171</b>	<b>30,000</b>	<b>(9,829)</b>	<b>24,000</b>	<b>(957,000)</b>
	<b>BEGINNING FUND BALANCE</b>	<b>1,183,120</b>	<b>1,183,120</b>	<b>0</b>	<b>1,183,120</b>	<b>1,207,120</b>
	<b>ENDING FUND BALANCE</b>	<b>1,203,291</b>	<b>1,213,120</b>	<b>(9,829)</b>	<b>1,207,120</b>	<b>250,120</b>

GENOA TOWNSHIP  
 FIRE CONSTRUCTION FUND #262  
 PROPOSED BUDGET AMENDMENT FOR 3/31/09  
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/08  
 (FUND WILL BE CLOSED IN FYE 3/31/09)

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2008	APPR 11/17/08 2 ND REVISED AMENDED BUDGET FOR THE YR. END 3/31/2009	BUDGET REMAINING	PROPOSED AMENDED BUDGET FOR THE YEAR ENDING 3/31/2009
<b>REVENUES</b>					
000-664-000	INTEREST INCOME	20	20	0	20
000-699-000	TRANS IN FROM G/F	154,637	154,637	0	154,637
NEW	PROCEEDS FROM LOAN - FNB FIREHALL	0	0	0	0
	<b>TOTAL REVENUES</b>	<b>154,657</b>	<b>154,657</b>	<b>0</b>	<b>154,657</b>
<b>EXPENDITURES</b>					
000-972-000	CAPITAL OUTLAY	228,115	227,752	(363)	228,115
	OTHER	1,500	1,500	0	1,500
	<b>TOTAL EXPENDITURES</b>	<b>229,615</b>	<b>229,252</b>	<b>(363)</b>	<b>229,615</b>
	<b>NET REVENUES/EXPENDITURES</b>	<b>(74,958)</b>	<b>(74,595)</b>	<b>(363)</b>	<b>(74,958)</b>
	<b>BEGINNING FUND BALANCE</b>	<b>74,958</b>	<b>74,958</b>	<b>0</b>	<b>74,958</b>
	<b>ENDING FUND BALANCE</b>	<b>0</b>	<b>363</b>	<b>(363)</b>	<b>0</b>

GENOA TOWNSHIP  
ROAD/LAKE REIMBURSEMENT FUND #264  
BUDGET TO ACTUAL REPORT & BUDGET WORKSHEETS  
FOR THE YEARS ENDED 3/31/09 AND 3/31/2010  
ACTUAL FOR THE 9 MONTHS ENDING 12/31/08

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS 12/31/2008	APPR 11/17/08 2ND REVISED AMENDED BUDGET FOR THE YR. END 3/31/2009	BUDGET REMAINING	PROPOSED AMENDED BUDGET FOR THE YEAR ENDING 3/31/2009	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2010	FINAL YEAR ASSESSED
<b>REVENUES</b>							
000-664-000	INTEREST INCOME	3,393	7,000	(3,607)	4,000	4,000	
453-672-000	ASSESSMENTS - CHEMUNG WEED	1,550	33,854	(32,304)	33,792	32,000	JULY 2012
458-672-000	ASSESSMENTS - CHEMUNG, NORFOLK	0	21,609	(21,609)	21,138	21,000	DEC. 2009
460-672-100	ASSESSMENTS - PARDEE LAKE 2	0	20,000	(20,000)	19,535	19,000	DEC. 2010
454-672-000	ASSESSMENTS - PRAIRIE VIEW	0	97,821	(97,821)	96,642		DEC. 2008
455-672-000	ASSESSMENTS - WHITE PINES	0	35,415	(35,415)	32,758		DEC. 2008
456-672-000	ASSESSMENTS - ROLLING MEADOWS	356	17,820	(17,464)	17,463	17,464	DEC. 2009
457-672-000	ASSESSMENTS - LONG POINTE	0	3,503	(3,503)	4,087	4,000	DEC. 2009
459-672-000	ASSESSMENTS - STATE STREET	0	3,000	(3,000)	3,000	3,000	DEC. 2010
460-673-000	PARDEE LAKE - MISC REVENUE	1,000	0	1,000			
NEW	ASSESSMENTS - HOMESTEAD RD IMPR.	0	0	0			
000-699-000	OPERATING TRANS IN FROM GF	0	0	0			
	ASSESSMENTS - CHALLIS CONRAD	0	0	0		3,000	DEC. 2009
	OTHER INCOME	0	0	0			
	<b>TOTAL REVENUES</b>	<b>6,299</b>	<b>240,022</b>	<b>(233,723)</b>	<b>232,415</b>	<b>103,464</b>	
<b>EXPENDITURES</b>							
453-801-000	LAKE CHEMUNG WEEDS	43,947	42,000	(1,947)	44,000	45,000	
447-801-000		0	0	0			
451-695-000	MISC/AUDITING	1,500	375	(1,125)	1,500		
460-801-000	PARDEE LAKE WEEDS	23,050	23,000	(50)	24,000	25,000	
		0	0	0			
452-801-000	CHALLIS CONRAD	438	0	(438)	500	2,500	
	OTHER ROADS	0	15,000	15,000	5,000	15,000	
	OTHER LAKES	0	15,000	15,000	5,000	15,000	
	<b>TOTAL EXPENDITURES</b>	<b>68,935</b>	<b>95,375</b>	<b>26,440</b>	<b>80,000</b>	<b>102,500</b>	
	<b>NET REVENUES/EXPENDITURES</b>	<b>(62,636)</b>	<b>144,647</b>	<b>(207,283)</b>	<b>152,415</b>	<b>964</b>	
	<b>BEGINNING FUND BALANCE</b>	<b>696,056</b>	<b>696,056</b>	<b>0</b>	<b>696,056</b>	<b>848,471</b>	
	<b>ENDING FUND BALANCE</b>	<b>633,420</b>	<b>840,703</b>	<b>(207,283)</b>	<b>848,471</b>	<b>849,435</b>	

GENOA TOWNSHIP  
 FUTURE DEVELOPMENT - PARKS/RECREATION FUND #270  
 BUDGET TO ACTUAL REPORT & BUDGET WORKSHEETS  
 FOR THE YEARS ENDED 3/31/09 AND 3/31/2010  
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/08

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS ENDING 12/31/2008	APPR 11/17/08 2ND REVISED AMENDED BUDGET FOR THE YR. END 3/31/2009	BUDGET REMAINING	PROPOSED AMENDED BUDGET FOR THE YEAR ENDING 3/31/2009	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2010
<b>REVENUES</b>						
000-664-000	INTEREST INCOME	14,677	20,000	(5,323)	16,000	13,000
000-699-000	OPERATING TRANS IN FROM GF	0	0	0		
000-699-001	MISC REVENUE	0	100	(100)		
	<b>TOTAL REVENUES</b>	<b>14,677</b>	<b>20,100</b>	<b>(5,423)</b>	<b>16,000</b>	<b>13,000</b>
<b>EXPENDITURES</b>						
330-698-000	SIDEWALKS (GRAND RIVER)	20,209	100,000	79,791	30,000	100,000
330-696-000	ATHLETIC FIELD (GENOA TWP HALL)	46,361	150,000	103,639	50,000	50,000
536-972-000	LAND FOR RECREATION	0	0	0		
new	SIRENS					50,000
330-695-000	MISC/AUDITING	550	300	(250)		
	<b>TOTAL EXPENDITURES</b>	<b>67,120</b>	<b>250,300</b>	<b>183,180</b>	<b>80,000</b>	<b>200,000</b>
	<b>NET REVENUES/EXPENDITURES</b>	<b>(52,443)</b>	<b>(230,200)</b>	<b>177,757</b>	<b>(64,000)</b>	<b>(187,000)</b>
	<b>BEGINNING FUND BALANCE</b>	<b>803,157</b>	<b>803,157</b>	<b>0</b>	<b>803,157</b>	<b>739,157</b>
	<b>ENDING FUND BALANCE</b>	<b>750,714</b>	<b>572,957</b>	<b>177,757</b>	<b>739,157</b>	<b>552,157</b>

GENOA TOWNSHIP  
 BUILDINGS & GROUNDS RESERVE FUND #271  
 BUDGET TO ACTUAL REPORT & BUDGET WORKSHEETS  
 FOR THE YEARS ENDED 3/31/09 AND 3/31/2010  
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/08

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS ENDING 12/31/2008	APPR 11/17/08 2ND REVISED AMENDED BUDGET FOR THE YR. END 3/31/2009	BUDGET REMAINING	PROPOSED AMENDED BUDGET FOR THE YEAR ENDING 3/31/2009	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2010
<b>REVENUES</b>						
000-664-000	INTEREST INCOME	1,698	2,300	(602)	2,000	1,200
000-699-000	OPERATING TRANS IN FROM GF - RESERVES	0	45,000	(45,000)	45,000	45,000
	MISC INCOME	0	0	0		
	<b>TOTAL REVENUE</b>	<b>1,698</b>	<b>47,300</b>	<b>(45,602)</b>	<b>47,000</b>	<b>46,200</b>
<b>EXPENDITURES</b>						
	CAPITAL OUTLAY/REPLACEMENTS	0	0	0	0	0
	OTHER	0	0	0	0	0
	<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>NET REVENUES/EXPENDITURES</b>	<b>1,698</b>	<b>47,300</b>	<b>(45,602)</b>	<b>47,000</b>	<b>46,200</b>
	<b>BEGINNING FUND BALANCE</b>	<b>79,017</b>	<b>79,017</b>	<b>0</b>	<b>79,017</b>	<b>126,017</b>
	<b>ENDING FUND BALANCE</b>	<b>80,715</b>	<b>126,317</b>	<b>(45,602)</b>	<b>126,017</b>	<b>172,217</b>

GENOA TOWNSHIP  
 DPW UTILITY FUND #503  
 BUDGET TO ACTUAL REPORT & BUDGET WORKSHEETS  
 FOR THE YEARS ENDED 3/31/09 AND 3/31/2010  
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/08

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS ENDING 12/31/2008	APPR 11/17/08 2ND REVISED AMENDED BUDGET FOR 1 YR ENDING 3/31/2009	BUDGET REMAINING	% EXPENSE BUDGET REMAINING	PROPOSED AMENDED BUDGET FOR THE YEAR ENDING 3/31/2009	PROPOSED BUDGET FOR THE YEAR ENDING 3/31/2010
<b>REVENUES</b>							
402	FEES - MARION SEWER	10,400	15,900	(5,500)		15,900	15,900
404	FEES - G/O SEWER	110,115	140,000	(29,885)		143,000	146,000
406	FEES - OP WATER/SEWER	57,799	73,000	(15,201)		73,000	75,000
408	FEES - LE WATER/SEWER	19,050	32,000	(12,950)		28,000	28,500
410	FEES - PC WATER/SEWER	9,718	14,900	(5,182)		14,500	14,600
412	FEES - MHOG WATER	123,203	165,000	(41,797)		165,000	169,000
414	FEES - GENOA TWP - GF/ESCROWS	11,017	40,000	(28,983)		25,000	26,500
420	OTHER INCOME	262	500	(238)		500	500
440	INTEREST INCOME	1,171	2,500	(1,329)		1,200	900
460	TRANS IN - OTHER FUNDS	13,427	15,000	(1,573)		13,427	10,000
	<b>TOTAL REVENUES</b>	<b>356,162</b>	<b>498,800</b>	<b>(142,638)</b>		<b>479,527</b>	<b>486,900</b>
<b>EXPENDITURES</b>							
600	AUDIT/ACCOUNTING SERVICES	3,300	6,000	2,700	45.00%	6,000	6,000
601	AUTO ALLOWANCE	3,500	5,000	1,500	30.00%	5,000	6,000
602	ADMINISTRATIVE EXPENSES	0	0	0		0	0
604	CONFERENCES/DUES	959	1,500	541	36.07%	1,200	4,000
606	CONTINGENCY	0	5,000	5,000	100.00%	0	5,000
608	EMPLOYERS SHARE FICA	14,389	20,500	6,111	29.81%	20,000	21,480
609	COMPUTER EXPENSES	6,690	8,000	1,310	16.38%	8,000	5,000
612	INSURANCE BCBS/OTHER	49,701	74,500	24,799	33.29%	72,000	74,500
614	METER SERVICES - CONTRACTOR	1,450	4,000	2,550	63.75%	3,000	4,000
617	OFFICE EXPENSES	884	4,000	3,116	77.90%	1,000	1,000
618	OTHER EXPENSES	0	1,000	1,000	100.00%	0	1,000
619	POSTAGE/SHIPPING	4,412	6,200	1,788	28.84%	6,200	6,200
625	REPAIRS & MAINTENANCE	376	2,000	1,624	81.20%	2,000	2,000
627	RETIREMENT	19,963	26,125	6,162	23.59%	26,125	28,420
628	STORM WATER	0	0	0		0	7,500
630	SUPPLIES & TOOLS	858	10,000	9,142	91.42%	5,000	10,000
632	SALARY - DIRECTOR	57,692	75,875	18,183	23.96%	75,875	78,500
633	SALARY - IN HOUSE ENGINEER	40,990	62,000	21,010	33.89%	62,000	73,500
634	SALARY - OTHER	83,464	113,000	29,536	26.14%	113,000	115,000
635	SALARY - SODIUM INSPECTIONS	5,940	5,000	(940)	-18.80%	7,500	1,500
650	TRAILER UTILITIES		2,400	2,400	100.00%	2,400	2,400
652	TELEPHONE - CUSTOMER LINE	1,322	1,700	378	22.24%	1,700	1,700
654	TELEPHONE - G/O PLANT	2,755	4,000	1,245	31.13%	4,000	4,000
656	TELEPHONE - MOBILE PHONES	1,280	2,000	720	36.00%	2,000	2,000
658	TRUCK/AUTO EXPENSES	5,685	10,000	4,315	43.15%	10,000	10,000
660	TRAILER RENTAL	3,375	4,500	1,125	25.00%	4,500	4,500
665	CAPITAL OUTLAY (TRUCK/EQUIP)	44,350	45,000	650	1.44%	44,350	0
670	TRANSFER TO DPW RESERVE FUND #504	0	10,000	10,000	100.00%	10,000	10,000
675	UNIFORMS & PROTECTIVE CLOTHING	1,342	2,500	1,158	46.32%	2,500	2,500
	<b>TOTAL EXPENDITURES</b>	<b>354,677</b>	<b>511,800</b>	<b>157,123</b>	<b>30.70%</b>	<b>495,350</b>	<b>487,700</b>
	CHANGE IN FUND BALANCE	1,485	(13,000)	14,485		(15,823)	(800)
	BEGINNING FUND BALANCE	17,385	17,385	0		17,385	1,562
	ENDING FUND BALANCE	18,870	4,385	14,485		1,562	762

GENOA TOWNSHIP  
 DPW UTILITY RESERVE FUND #504  
 BUDGET TO ACTUAL REPORT & BUDGET WORKSHEETS  
 FOR THE YEARS ENDED 3/31/09 AND 3/31/2010  
 ACTUAL FOR THE 9 MONTHS ENDING 12/31/08

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 9 MONTHS ENDING 12/31/2008	PROPOSED BUDGET FOR 1 YR ENDING 3/31/2009	PROPOSED BUDGET FOR 1 YR ENDING 3/31/2010
<b>REVENUES</b>				
400	TRANS IN FROM DPW #503	0	10,000	10,000
420	OTHER INCOME	0	0	0
440	INTEREST INCOME	26	30	30
	<b>TOTAL REVENUE</b>	<b>26</b>	<b>10,030</b>	<b>10,030</b>
<b>EXPENDITURES</b>				
500	CAPITAL OUTLAY	0	0	0
501	EQUIPMENT	0	0	0
502	VEHICLE - TRUCK	0	0	25,000
	<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>25,000</b>
	<b>NET CHANGE IN FUND BALANCE</b>	<b>26</b>	<b>10,030</b>	<b>(14,970)</b>
	<b>BEGINNING FUND BALANCE</b>	<b>10,001</b>	<b>10,001</b>	<b>20,031</b>
	<b>ENDING FUND BALANCE</b>	<b>10,027</b>	<b>20,031</b>	<b>5,061</b>

GENOA TOWNSHIP  
GENERAL, CAPITAL PROJ. & SPECIAL REVENUE FUNDS  
SUMMARY OF REVENUES/EXPENDITURES - BUDGETED FOR FYE 3/31/09

	#101 G/F	#212 LIQ LAW FUND	#261 FUTURE RD IMPROVEMENT	#262 FIRE CONSTR. FUND	#264 RD/LK IMPR ADV. FUND	#270 PARKS/REC. FUND	#271 BLDG/GROUND RES. FUND	#503 DPW/UTILITY FUND	#504 DPW/RESERVE FUND	TOTAL ALL FUNDS
REVENUES	3,514,629	12,376	25,000	154,657	232,415	16,000	47,000	479,527	10,030	4,491,634
EXPENDITURES	4,029,312	13,240	1,000	229,615	80,000	80,000	0	495,350	0	4,928,517
NET REVENUES/EXPENDITURES	(514,683)	(864)	24,000	(74,958)	152,415	(64,000)	47,000	(15,823)	10,030	(436,883)
BEGINNING FUND BALANCE 4/1/08	1,497,185	4,469	1,183,120	74,958	696,056	803,157	79,017	17,385	10,001	4,365,348
ENDING FUND BALANCE 3/31/09	982,502	3,605	1,207,120	0	848,471	739,157	126,017	1,562	20,031	3,928,465

GENOA TOWNSHIP  
GENERAL, CAPITAL PROJ. & SPECIAL REVENUE FUNDS  
SUMMARY OF REVENUES/EXPENDITURES - BUDGETED FOR FYE 3/31/2010

	#101 G/F	#212 LIQ LAW FUND	#261 FUTURE RD IMPROVEMENT	#262 FIRE CONSTR. FUND	#264 RD/LK IMPR ADV. FUND	#270 PARKS/REC. FUND	#271 BLDG/GROUND RES. FUND	#503 DPW/UTILITY FUND	#504 DPW/RESERVE FUND	TOTAL ALL FUNDS
REVENUES	3,400,950	12,020	3,000	0	103,464	13,000	46,200	486,900	10,030	4,075,564
EXPENDITURES	3,337,200	13,240	960,000	0	102,500	200,000	0	487,700	25,000	5,125,640
NET REVENUES/EXPENDITURES	63,750	(1,220)	(957,000)	0	964	(187,000)	46,200	(800)	(14,970)	(1,050,076)
BEGINNING FUND BALANCE 4/1/09	982,502	3,605	1,207,120	0	848,471	739,157	126,017	1,562	20,031	3,928,465
ENDING FUND BALANCE 3/31/2010	1,046,252	2,385	250,120	0	849,435	552,157	172,217	762	5,061	2,878,389

## MEMORANDUM

TO: Township Board

FROM: Mike Archinal, Manager *MA*

DATE: 2/26/09

RE: Credit Card Use Policy

At our last meeting a request was made for a Genoa Township Credit Card. The attached Credit Card Use Policy would be appropriate to govern the use of such a card. The following action would be appropriate:

**Moved by \_\_\_\_\_, supported by \_\_\_\_\_, to approve the Credit Card Use Policy as presented and direct staff to secure a Genoa Township credit card.**

**Genoa Charter Township  
Credit Card Use Policy**

At a regular meeting of the Genoa Charter Township Board of Trustees, the following preamble and resolution was offered by \_\_\_\_\_ and was supported by \_\_\_\_\_:

WHEREAS, Public Act 266 of 1995 authorizes a township to be a party to a credit card arrangement if the township board has adopted by resolution a written policy governing the control and use of credit cards, and

WHEREAS, the Genoa Charter Township Board deems that it is in the best interest of the township to make certain township financial transactions by using a credit card as described in the Act, now

THEREFORE BE IT RESOLVED, that the following policy shall govern the use of township credit cards:

(a) The Township Manager is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the township's credit card policy.

(b) Township credit cards may be used only by an officer or employee of the township for the purchase of goods or services for the official business of the township.

(Optional:) The use of credit card is limited to the following circumstances (choose as appropriate):

- purchase of capital outlays up to \$1000 for travel, meals and accommodations while on township business (*excluding expenses incurred in operating a privately owned automobile*)
- gas, oil and other necessary expenses incurred in operating a township-owned vehicle

(c) Township officers and employees who use a township credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the Township Manager. If no credit card slip was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the official business that required the transaction, and the chart of account number indicating the line item to which the transaction is to be charged. All credit card slips shall include this information as well. Vouchers shall also include a statement why a credit card slip was not obtained.

(d) An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Township Manager shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.

(e) An officer or employee issued a credit card shall return the credit card to the Township Manager upon termination of his or her employment or service with the township.

(f) The Township Manager shall maintain a list of all credit cards owned by the township, along with the name of the officer and employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each employee shall initial the list beside his or her name to indicate agreement that the credit card has been issued, and that the employee has received and read a copy of this policy.

The Township Manager shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the township board.

(g) The township board shall not approve a payment to the entity issuing the credit card until all transactions have been verified, including the approval of all transaction invoices if issued.

(h) The balance, including interest due on an extension of credit under the credit card arrangement, shall be paid for within not more than 60 days of the initial statement date.

(i) Officers and employees who use a township credit card in a manner contrary to this policy shall be subject to the following disciplinary actions, as deemed appropriate by the township board:

- verbal counseling
- written reprimand
- suspension
- termination
- reimbursement to the township for unauthorized expenditures.

(j) (*Optional:*) Other matters the township board may consider advisable to address in the credit card policy may include:

- establishing limits on the total amount of outstanding charges
- naming specific officers or positions that are authorized to use a credit card

Upon a roll call vote, the following voted:

AYE: \_\_\_\_\_ NAY: \_\_\_\_\_

The Supervisor declared the resolution adopted.

Attested by:

\_\_\_\_\_  
Township Clerk

**(Footnote 1)** The Genoa Charter Township Board is required to designate an officer or an employee to be responsible for the functions indicated in section (a). This officer or employee may be the clerk, treasurer, accountant, manager, or another appropriate person designated by the township board.



# Genoa Township

2911 Dorr Road • Brighton, Michigan 48116 • (810) 227-5225 • Fax (810) 227-3420 • Email: [www.genoa.org](http://www.genoa.org)

February 27, 2009

Ms. Ilene McMann, Director of Operations  
C/O Community Bible Church  
7372 Grand River Ave.  
Brighton, MI 48114

Dear Ms. McMann:

Genoa Charter Township is beginning the preparation for elections scheduled in 2009. It is expected that 2009 will be a very busy election year with regard to school elections. As of this time Hartland Community Schools will hold a special election on May 5<sup>th</sup>. I know that you spoke with Mary Krencicki and have confirmed this date with her. Thank you so much for your commitment to our community. Also, please extend our thanks to your board.

Sincerely,

Paulette A. Skolarus  
Genoa Township Clerk

Cc: Genoa Township Board

Supervisor  
Gary T. McCrie

Clerk  
Paulette A. Skolarus

Treasurer  
Robin L. Hunt

Manager  
Michael C. Archinal

Trustees

H. James Mortensen • Jean W. Ledford • Todd W. Smith • Steven Wildman

## Memorandum

TO: Rick Heikkinen

FROM: Adam VanTassell

DATE: February 19, 2009

RE: 645 Lucy Road  
Regal Recycling

Rick-

As you know, the Township has made efforts to get the owner of Regal Recycling, Vern Brockway, to comply with the approved site plan. In recent years, Regal Recycling has expanded its storage beyond the original designated areas and indeed beyond its property lines. Parking spaces have been eliminated and created elsewhere, landscaping removed or never installed and a detention pond never constructed. All of this has been done without Township approval. These site changes have resulted in numerous issues on the site including suspected ground and water contamination (by the MDEQ), wetland encroachment violations (by the MDEQ) and traffic issues along Lucy Road. In addition, there have been repeated issues with storage from the Regal Recycling site being done at the vacant property at the end of Lucy Road owned by Dave Keller.

We have attempted numerous times to work with both property owners to resolve these situations and instead the situations have gotten worse. These sites are very visible from westbound I-96 and are frankly embarrassing. After discussing this with the Township Manager, we would like to seek injunctive relief to bring these properties into compliance with Township ordinances (and the approved site plan in the case of Regal Recycling). Please let us know what you need to proceed with enforcement through the courts.

cc: Township Board  
file