

Charter Township of Bloomfield
Policies and Procedures
Budgets and Budgetary Compliance

The Charter Township of Bloomfield (the “Township”) uses budgets and budgetary accounting in order to fulfill its requirements from the Michigan Department of Treasury and as an internal management tool for monitoring expenditures and identifying abnormalities. Policies and procedures regarding the budgetary process are as follows:

1. An operating budget will be prepared for the general fund and each special revenue fund consistent with GAAP and the uniform chart of accounts.
2. The minimum level of legal control will be determined based on the specifications of the Michigan Department of Treasury.
3. In accordance with MCL 141.411-415 and MCL 15.261-275, a public hearing on the budget will be held prior to formal adoption by the Board of Trustees.
4. The budget will be formally adopted by the Board of Trustees prior to the commencement of the fiscal year.
5. The adopted budget will include:
 - a. Revenue and expenditure data for the most recently completed fiscal year and estimated revenue and expenditures for the ensuing fiscal year.
 - b. The amount of surplus or deficit that has accumulated from prior fiscal year, along with an estimate of the amount of surplus or deficit expected in the current fiscal year.
 - c. An estimate of the amounts needed for deficiency, contingent, or emergency purposes.
 - d. Other data relating to fiscal conditions that the Director of Finance deems to be useful.
6. The budget will be amended by the Board of Trustees, as necessary, throughout the fiscal year. No budget amendments will be allowable after year-end.
7. In no instance will the total estimated expenditures, including an accrued deficit, exceed the total revenues, including available unappropriated surplus.
8. The budgets will be posted to the Charter Township of Bloomfield’s website within 30 days of formal adoption.
9. The Finance Director is permitted to execute administrative reallocations between activities within the general fund as long as the total expenditures of the general fund stay within the approved or amended budget. This may eliminate the necessity for budget amendments for miscellaneous and insignificant amounts within state required percentages.
10. Expenditures in excess of budget at the legal level of compliance will be disclosed in the annual audit.
11. The original budget, final amended budget, actual expenditures, and excess of expenditures over budget will be included for the general fund and each major special revenue fund in the annual audit.
12. Management will review budget vs. actual reports no less than on a quarterly basis in order to identify inconsistencies.