



## CHARTER TOWNSHIP OF BEDFORD

115 S. Uldriks Drive, Battle Creek, MI 49037

August 10, 2023

### TOWNSHIP BOARD MEETING MINUTES

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#### 1. CALL TO ORDER at 7:00pm

Motion was made by Trustee Greenwood, supported by Trustee Dingman for Trustee Beamish to serve as chair of this meeting in the absence of Supervisor Jones.

#### 2. MOMENT OF REFLECTION

#### 3. PLEDGE OF ALLEGIANCE

#### 4. ROLL CALL

Joni Jones, Supervisor; Joyce Feraco, Clerk; Erica Miller, Treasurer; Barry Beamish, Trustee; Kraig Dingman, Trustee; Mark Hires, Trustee.

5- Present

Absent (excused) Mark Hires, Trustee and Joni Jones, Supervisor

#### 5. APPROVAL OF AGENDA

Trustee Dingman submitted a friendly amendment to agenda item 8/10/23/44 moving Joe Zima from Board of Appeals to Zoning Board of Review. Voice vote was taken and approved. Moved by Trustee Beamish, supported by Trustee Greenwood and resolved by the Board of Trustees of the Charter Township of Bedford to approve the agenda for the August 10, 2023 as submitted with the addition of the friendly amendment.

#### ROLL CALL

5- Yes

Absent (excused) Mark Hires, Trustee and Joni Jones, Supervisor

#### 6. APPROVAL OF MINUTES – July 13, 2023

Moved by Trustee Greenwood, supported by Trustee Dingman and resolved by the Board of Trustees of the Charter Township of Bedford to approve the July 13, 2023 minutes with a requested change.

#### ROLL CALL

5- Yes

Absent (excused) Mark Hires, Trustee and Joni Jones, Supervisor

#### 7. SUPERVISOR COMMENTS

#### 8. PUBLIC COMMENT (Agenda Items Only)

- Concern was expressed over Solar Ordinance changes, and the fact that there was correspondence from Consumers Energy in our board packet.
- A representative from Consumers; would like to be reminded that they are here to serve the community and are one of the largest tax payers, and did not like the lack of consistency.
- A lifelong resident described the process of ordinance evaluations, and necessary upgrades for our township and similar townships.

- Building solar panels on homes and hills to preserve valuable farmland was mentioned.
- Election law was read to the board.

## 9. COMMUNICATIONS

- Draft July 13, 2023 Meeting minutes
- July check disbursement report
- July check register
- Budget report through July 31, 2023
- Bedford Fire Department activity reports
- BCPD Reports
- LifeCare Quarterly Report
- Fire Department (Information regarding system)
- Solar Ordinance Amendment (as read-in on July 13)
- Proposed County Wide Transit Authority Information
- Correspondence from Consumers Energy Re: Proposed Solar Text Amendment

## 10. REPORTS

### A. FINANCE RES. 08/10/23/40

Moved by Trustee Beamish, supported by Trustee Greenwood and resolved by the Board of Trustees of the Charter Township of Bedford to approve payment of expenses totaling \$171,410.19.

#### ROLL CALL

5- Yes

Absent (excused) Mark Hires, Trustee and Joni Jones, Supervisor

### B. PUBLIC HEALTH & SAFETY

#### POLICE (Officer LaValley)

- Breaking and Entering incidents have increased in vacant homes available for sale. Extra patrols can be requested.
- Larceny continues to be a factor. Keep an eye on your mail/ mailboxes as they have been targeted by thieves. Off- road vehicles, quads, Recreational vehicles are a target, it is recommended that they are locked up in a secure area.

#### FIRE (Chief Cochensparger)

- Currently, the department has responded to over 700 calls for service, this year. Susan Johnson was promoted to the position of Lt. She is the first female officer in the history of the township.

### C. SUPERINTENDENT (Dennis McKinley)

#### Monthly Superintendent Action Report-

Provided a verbal report on the Superintendnet Action Plan.

- Working with the Website designer to make corrections, new website should be available soon, with updates and easily accessible ordinances

- Working on budget currently, it is a work in progress, he will be talking with Department Heads to move that project forward.
- We currently have four positions open. They are: Building and Zoning Official, Cemetery Sexton, Code Compliance Officer and Assessor.
- Unfinished business: Published Solar Ordinances, duties of the Deputy Treasurer and Deputy Clerk have been turned in.
- There is a meeting with Maner Costerisan to review the processes, it is a work in progress.
- Personnel issues, policy manual will be updated in the near future;
- We have a lot of technology in place and hope to use it more efficiently; Would like to see the Ordinances being more accessible for the residents.

**D. BUILDING OFFICIAL** (Mark Hires)

- E. BUILDING & ZONING** (Carin Lewis) Slight delay in issuance of permits. She is contacting permit holders. There was a gap in coverage inside that office.

**F. BLIGHT OFFICIAL** (Mike Savio)

**G. ASSESSOR** (Joyce Foondle)

- H. PLANNING COMMISSION** (Mike Staib) Zoning Board of Appeals and the Township Board will participate in training in September 7, 2023 at 5:00pm with Raphael with McKenna. He said that Carin has been very helpful and a very good asset to the Planning Commission.

- I. PARKS & RECREATION ADVISORY COMMITTEE** (Danielle Zoellner) Thanked everyone for Movies in the Park. The committee received new park equipment. The Fall festival is September 30, 2023. There will be a chili cook off, live music, children's games, etc. The DNR Sparks grant will have decisions soon.

**J. LEGISLATIVE & INTERGOVERNMENTAL RELATIONS** (Rep. Haadsma; Comm. Frisbie)

Representative Haadsma spoke of the State 2023/2024 budget completed and signed. There will be some funds allocated for the Kingman Building and the Burma Center as well as other locations in Calhoun County.

Commissioner Frisbie shared that one of our Bedford residents, Ben Geise, was appointed to the county Parks/ Recs committee. The audit results were very favorable. Their superior communication and publications were noted. There are funds to be put into the fund balance. The referee health care revisions were overruled.

**K. PRESENTATIONS**

**A. County Wide Transit Authority Proposal** – Mallory Avis, Public Transit Director, City of Battle Creek.

The case for the Transit Authority of Calhoun County. She identified the needs of our residents for transportation. BCGO offers solutions to satisfy the transportation gaps which exist currently. A millage would be necessary to execute coverage for Bedford Township. There will be ongoing conversations and the date for opt in/ opt out decision is October 9, 2023.

**B. Emergency Networking Proposal** -- Mat Godde, Captain, Bedford Charter Township Fire Department:

Fire Captain Godde informed the board of the situation that they are in with regards to their emergency reporting system. In 2024 their current system's software will no longer be supported. The fire department received quotes from 3 separate companies. He outlined the benefits and cost for each of

the RFP's. The Fire Department asked the board to allow them to enter a contract agreement with Emergency Networking.

Motion to enter into a contract with Emergency Networking according to the bid proposal quote provided. Moved by Treasurer Miller, supported by Trustee Greenwood and supported by the Board of Trustees of the Charter Township of Bedford.

#### **ROLL CALL**

5- Yes

Absent (excused) Mark Hires, Trustee and Joni Jones, Supervisor

#### **UNFINISHED BUSINESS**

**A. Master Plan** – Public review period underway – Status report (PC Chair Staib) provided update that they are continuing work on the Master Plan. Raphael works with the Planning Commission They have an upcoming joint training with the Township Board, The Zoning Board of Appeals and the Planning Commission on 9/7/23 The Planning Commission next meeting is 9/25/23 and there will be another update at that time.

- **2024 Budget Planning** – Status report (Superintendent McKinley) Working on budget currently, it is a work in progress, he will be talking with Department Heads to move that project forward.

#### **L. PETITIONS AND NEW BUSINESS**

##### **RES. 08/10/23/41**

Moved by Trustee Beamish, supported by Trustee Dingman and resolved by the Board of Trustees of the Charter Township of Bedford to approve the Solar Ordinance Text Amendment that was read in at the July 13, 2023 Board Meeting and published in the BC Shopper on July 20, 2023. *(See Solar Ordinance Amendment in packet.)*

#### **ROLL CALL**

5- Yes

Absent (excused) Mark Hires, Trustee and Joni Jones, Supervisor

##### **RES. 08/10/23/42**

Moved by Trustee Dingman, supported by Trustee Greenwood and resolved by the Board of Trustees of the Charter Township of Bedford to approve the extension of the existing Metro Act Right of Way Permit with Michigan Bell Telephone Company (d/b/a AT&T Michigan) which expires on December 31, 3023. The extension is for a term through December 31, 2028.

#### **ROLL CALL**

5- Yes

Absent (excused) Mark Hires, Trustee and Joni Jones, Supervisor

##### **RES. 08/10/23/43**

Moved by Trustee Beamish, supported by Treasurer Miller and resolved by the Board of Trustees of the Charter Township of Bedford to accept the Planning Commission's recommendation to approve the Conditional Use Permit for Hazen Gardens with the additional three specified conditions.

**ROLL CALL**

5- Yes

Absent (excused) Mark Hires, Trustee and Joni Jones, Supervisor

**RES. 08/10/23/44**

Moved by Trustee Greenwood, supported by Resolved by the Board of Trustees of the Charter Township of Bedford to appoint Dr. James Barron to the Zoning Board of Appeals. *(This appointment replaces Stasia Thorson who has resigned.)* and move Joe Zima to the Board of Review.

**ROLL CALL**

5- Yes

Absent (excused) Mark Hires, Trustee and Joni Jones, Supervisor

**RES. 08/10/23/45**

Moved by Trustee Beamish, supported by Trustee Greenwood and resolved by the Board of Trustees of the Charter Township of Bedford to establish millage at .8604 for General Operating on all property within the Charter Township of Bedford. In addition, the Clerk is to notify the Assessor by September 30, 2023 to levy and spread for General Operations. This will generate \$204,219.00 for the year 2023.

**ROLL CALL**

5- Yes

Absent (excused) Mark Hires, Trustee and Joni Jones, Supervisor

**RES. 08/10/23/46**

Moved by Trustee Dingman, supported by Treasurer Miller and resolved by the Board of Trustees of the Charter Township of Bedford to establish a Fire Department millage at 1.9450 which was voted on 8/7/2018 for Fire Operating on all property within the Charter Township of Bedford. In addition, the Clerk is to notify the Assessor by September 30, 2023 to levy and spread for Fire Operations. This will generate \$461,653.00 for the year 2023.

**ROLL CALL**

5- Yes

Absent (excused) Mark Hires, Trustee and Joni Jones, Supervisor

**RES. 08/10/23/47**

Moved by Trustee Dingman Supported by Treasurer Miller and resolved by the Board of Trustees of the Charter Township of Bedford to establish a Special Assessment District for Police/Public Safety, effective for the 2023 levy. Further, the Special Assessment District boundaries are to be established as all of the lands and premises in the Charter Township of Bedford. In addition, the Special Assessment is to be established at 4.5 mills, and the Clerk is to

notify the Assessor by September 30 to levy and spread over all lands and premises. The 4-and-half (4.5) mills will generate approximately \$1,001,083.00 for 2023.

#### **ROLL CALL**

5- Yes

Absent (excused) Mark Hires, Trustee and Joni Jones, Supervisor

#### **14. PUBLIC COMMENT:**

One resident spoke of election laws and residency requirements. A local land owner had questions about the special assessments.

Another tax payer declared that the deputy clerk and deputy treasurer are subpar employees of the township. He disparaged the former supervisor, the outgoing code compliance officer, and the interim building and zoning administrator. He doesn't like the hiring process.

#### **15. TRUSTEES' PERSONAL PRIVILEGE**

Trustee Greenwood clarified that the township does get competitive bids. Additionally, she thanked Mike Savio for his service and wished him well on his retirement.

Trustee Beamish reminds the public to stay positive. He thanked the Interim Building zoning coordinator Carin for her work in facilitating the process of building permits.

#### **16. ANNOUNCEMENT BY CHAIR, CHAIRPERSON, OR ELECTED OFFICIAL**

Clerk Feraco spoke about the election results for Hastings and Gull Lake August 8<sup>th</sup> elections She reiterated that the election was advertised.

Treasurer Miller discussed a treasurer report that is not included in the packet but distributed to the board members at the start of the meeting. She read the balances and amounts per fund to the audience/ board. Her follow up was her questions about ARPA funds. The Treasurer explained the process of account reconciliation,

#### **17. SUPERVISOR ANNOUNCEMENTS**

**ADJOURNMENT at 9:11pm**

**\*Next Board Meeting – September 14, 023**

09/11/2023 07:40 AM  
User: MCLINDEN  
DB: Bedford

CHECK DISBURSEMENT REPORT FOR CHARTER TOWNSHIP OF BEDFORD  
CHECK DATE FROM 08/01/2023 - 08/30/2023  
Banks: GEN

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
08/10/2023	GEN	25880*#	ACCIDENT FUND OF MICHIGAN	INSURANCE	910.000	101.000	827.55
08/10/2023	GEN	25881*#	AFLAC	INSURANCE	910.000	101.000	168.65
08/10/2023	GEN	25883	BATTLE CREEK SHOPPER NEWS	PRINTING & PUBLICATIONS	900.000	249.000	1,243.05
08/10/2023	GEN	25884#	BAUCKHAM, THALL, SEEBER, KAUFMAN &	ATTORNEY FEES	801.000	101.000	2,723.32
				ATTORNEY FEES	801.000	209.805	542.00
				PROFESSIONAL SERVICES	801.003	247.000	828.00
				CHECK GEN 25884 TOTAL FOR FUND 101:			4,093.32
08/10/2023	GEN	25885	BEDFORD LIONS	ELECTION RENTALS	801.007	191.000	300.00
08/10/2023	GEN	25886	BESCO WATER TREATMENT INC	MAINTENANCE-EQUIP-SUPPLIES	775.000	265.000	30.00
08/10/2023	GEN	25889	BRUTSCHE CONCRETE PPRODUCTS	REPURCHASE OF LOTS-FOUNDATION	940.000	276.000	55.00
08/10/2023	GEN	25890#	CALHOUN COUNTY TREASURER	DUE TO CAL CO DOG LICENSE	214.337	000.000	154.50
				TAX DECISIONS	800.105	253.000	5.30
				CHECK GEN 25890 TOTAL FOR FUND 101:			159.80
08/10/2023	GEN	25891	CHARTER TOWNSHIP OF BEDFORD	DUE TO TAX	214.703	000.000	619.96
08/10/2023	GEN	25892*#	CITY OF BATTLE CREEK	GASOLINE	751.000	276.000	380.77
08/10/2023	GEN	25894	CIVIL ENGINEERS INC	PROFESSIONAL SERVICES	801.003	528.000	52,628.25
08/10/2023	GEN	25895*#	CONSUMERS ENERGY	CONSUMERS POWER	920.002	209.450	6,218.26
				CONSUMERS POWER	920.002	265.000	296.20
				CHECK GEN 25895 TOTAL FOR FUND 101:			6,514.46
08/10/2023	GEN	25896*#	FAMILY FARM AND HOME	REPAIR & MAINTENANCE-EQUIP	930.000	276.000	89.98
08/10/2023	GEN	25897	JIM WOLFENSBERGER	BLIGHT-ORD-CLEAN UP	795.000	265.000	2,085.00
				BLIGHT-ORD-CLEAN UP	795.000	265.000	1,925.00

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				CHECK GEN 25897 TOTAL FOR FUND 101:			4,010.00
08/10/2023	GEN	25898	MCKENNA	PROFESSIONAL SERVICES	801.003	528.000	750.00
08/10/2023	GEN	25899#	MEDMUTUAL LIFE	MEDICAL-DENTAL-OPTICAL - SUPERVISOR	716.000	171.000	153.72
				INSURANCE	716.000	191.000	51.78
				MEDICAL-DENTAL-OPTICAL - CLERK	716.000	215.000	77.67
				INSURANCE	716.000	249.000	23.28
				MEDICAL-DENTAL-OPTICAL - TREASURER	716.000	253.000	31.92
				CHECK GEN 25899 TOTAL FOR FUND 101:			338.37
08/10/2023	GEN	25901	MICHAEL SAVIO	MILEAGE	751.000	249.352	153.92
08/10/2023	GEN	25902	MICHIGAN TOWNSHIP ASSOCIATION	MEMBERSHIP-DUES	812.000	101.000	7,103.83
08/10/2023	GEN	25903	PITNEY BOWES BANK INC PURCHASE	POSTAGE	740.000	191.000	1,575.57
08/10/2023	GEN	25904	PROFESSIONAL APPAREL COMPANY	UNIFORM PURCHASE	750.000	704.000	78.00
08/10/2023	GEN	25905	REPUBLIC SERVICES #241	WASTE DISPOSAL	788.000	265.000	279.69
08/10/2023	GEN	25906*#	SEMCO ENERGY	SEMCO ENERGY	920.001	265.000	22.23
08/10/2023	GEN	25907	STEENSMA LAWN & POWER EQUIPMENT	REPAIR & MAINTENANCE-EQUIP	930.000	276.000	284.94
08/10/2023	GEN	25908	URBANDALE HARDWARE	MAINTENANCE-EQUIP-SUPPLIES	775.000	265.000	35.96
08/10/2023	GEN	25910	WELLS FARGO EQUIPMENT FINANCE,	TECHNOLOGY SERVICES	820.000	101.000	133.00
08/23/2023	GEN	25911*#	ACCIDENT FUND OF MICHIGAN	INSURANCE	910.000	101.000	859.05
08/23/2023	GEN	25912	BESCO WATER TREATMENT INC	MAINTENANCE-EQUIP-SUPPLIES	775.000	265.000	33.75
08/23/2023	GEN	25913*#	COMCAST	TECHNOLOGY SERVICES	820.000	101.000	55.93
08/23/2023	GEN	25914	D. L. GALLIVAN OFFICE SOLUTIONS	TECHNOLOGY SERVICES	820.000	101.000	125.59
08/23/2023	GEN	25915	DANIELLE ZOELLNER	REPAIR & MAINTENANCE-EQUIP	930.000	704.000	227.46
08/23/2023	GEN	25916	DAVID CUNNINGHAM	DAVID CUNNINGHAM	704.000	249.382	1,559.00



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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
08/23/2023	GEN	25917#	FIRST NATIONAL BANK OF OMAHA	OFFICE SUPPLIES	727.000	101.000	1,160.92
				TECHNOLOGY SERVICES	820.000	101.000	2,136.99
				PRINTING & PUBLICATIONS	900.000	253.000	3,960.48
				COUNTY PARKS & REC MILLAGE	746.000	704.000	15,588.00
				CHECK GEN 25917 TOTAL FOR FUND 101:			22,846.39
08/23/2023	GEN	25918#	JOHN HANCOCK FINANCIAL	MANULIFE RETIREMENT	722.000	191.000	480.33
				RETIREMENT - CLERK	722.000	215.000	572.00
				RETIREMENT - TREASURER	722.000	253.000	553.89
				CHECK GEN 25918 TOTAL FOR FUND 101:			1,606.22
08/23/2023	GEN	25919*#	LEVEL PARK HARDWARE	PROGRAMMING AND TESTING	801.006	191.000	171.90
08/23/2023	GEN	25920	MANER COSTERISAN	AUDIT COST	801.002	101.000	2,573.34
08/23/2023	GEN	25921	MCKENNA	PROFESSIONAL SERVICES	801.003	528.000	2,475.00
08/23/2023	GEN	25924	STANLEY LAWN & GARDEN	REPAIR & MAINTENANCE-EQUIP	930.000	276.000	59.99
08/23/2023	GEN	25925	TEL NET WORLDWIDE	TELEPHONE SERVICES	850.000	265.000	413.06
				Total for fund 101 GENERAL FUND			114,882.98

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE OPERATING FUND							
08/10/2023	GEN	25880*#	ACCIDENT FUND OF MICHIGAN	INSURANCE	910.000	336.000	827.55
08/10/2023	GEN	25881*#	AFLAC	INSURANCE	910.000	336.000	117.58
08/10/2023	GEN	25882	AT&T MOBILITY	TECHNOLOGY SERVICES	820.000	336.000	312.25
08/10/2023	GEN	25887	BILL WOODWARD	TELEPHONE STIPEND	850.000	336.000	50.00
08/10/2023	GEN	25888	BILL WOODWARD	REPAIR & MAINTENANCE-EQUIP	930.000	336.000	306.42
08/10/2023	GEN	25892*#	CITY OF BATTLE CREEK	GASOLINE	751.000	336.000	539.59
08/10/2023	GEN	25893	CITY OF BATTLE CREEK - UTILITY	BC WATER & SEWER	920.003	336.000	114.88
08/10/2023	GEN	25895*#	CONSUMERS ENERGY	CONSUMERS POWER	920.002	336.000	175.64
08/10/2023	GEN	25896*#	FAMILY FARM AND HOME	REPAIR & MAINTENANCE-EQUIP	930.000	336.000	58.93
08/10/2023	GEN	25900	METRONET	RADIO SERVICE-MAINTENANCE	858.000	336.000	31.33
08/10/2023	GEN	25906*#	SEMCO ENERGY	SEMCO ENERGY	920.001	336.000	22.22
08/10/2023	GEN	25909	VERIZON WIRELESS	TELEPHONE SERVICES	850.000	336.000	169.28
08/23/2023	GEN	25911*#	ACCIDENT FUND OF MICHIGAN	INSURANCE	910.000	336.000	859.05
08/23/2023	GEN	25913*#	COMCAST	TECHNOLOGY SERVICES	820.000	336.000	153.27
				TECHNOLOGY SERVICES	820.000	336.000	55.92
				CHECK GEN 25913 TOTAL FOR FUND 206:			209.19
08/23/2023	GEN	25919*#	LEVEL PARK HARDWARE	REPAIR & MAINTENANCE-EQUIP	930.000	336.000	50.95
08/23/2023	GEN	25922	MOSES FIRE EQUIPMENT CO	VEHICLE MAINTENANCE	865.000	336.000	83.03
08/23/2023	GEN	25923	SEMCO ENERGY	SEMCO ENERGY	920.001	336.000	17.55
				Total for fund 206 FIRE OPERATING FUND			3,945.44



09/12/2023

CHECK REGISTER FOR CHARTER TOWNSHIP OF BEDFORD  
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Check Date	Check	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING				
08/10/2023	25880	ACCIDENT FUND OF MICHIGAN	WORKERS COMP	1,655.10
08/10/2023	25881	AFLAC	SELF FUNDED INSURANCE PREMIUMS	286.23
08/10/2023	25882	AT&T MOBILITY	FIRE DEPT - GENERAL SERVICE	312.25
08/10/2023	25883	BATTLE CREEK SHOPPER NEWS	PUBLICATIONS	1,243.05
08/10/2023	25884	BAUCKHAM,THALL,SEEBER, KAUFMAN & KO	PROFESSIONAL SERVICES	4,093.32
08/10/2023	25885	BEDFORD LIONS	ELECTION RENTAL	300.00
08/10/2023	25886	BESCO WATER TREATMENT INC	WATER 5 GALLON JUGS	30.00
08/10/2023	25887	BILL WOODWARD	TELEPHONE STIPEND	50.00
08/10/2023	25888	BILL WOODWARD	FIRE DEPT EQUIPMENT REIMBURSEMENT	306.42
08/10/2023	25889	BRUTSCHE CONCRETE PPRODUCTS	FOUNDATION	55.00
08/10/2023	25890	CALHOUN COUNTY TREASURER	ASSESSOR PRE CHG 50%-100% 2019-2021	5.30
			DOG LICENSES	154.50
				159.80
08/10/2023	25891	CHARTER TOWNSHIP OF BEDFORD	DUE TO TAX (SUMMER)	619.96
08/10/2023	25892	CITY OF BATTLE CREEK	FUEL CHARGES - FIRE 539.59/TWP380.77	920.36
08/10/2023	25893	CITY OF BATTLE CREEK - UTILITY	FIRE DEPT - SEWER & WATER	114.88
08/10/2023	25894	CIVIL ENGINEERS INC	RIVER ROAD WATER PROJECT	52,628.25
08/10/2023	25895	CONSUMERS ENERGY	GENERAL SERVICE - CONSUMERS	6,690.10
08/10/2023	25896	FAMILY FARM AND HOME	SUPPLIES	148.91
08/10/2023	25897	JIM WOLFENSBERGER	BLIGHT - MOWING & TRIMMING	2,085.00
			BLIGHT CLEAN UP	1,925.00
				4,010.00

08/10/2023	25898	MCKENNA	PROFESSIONAL SERVICES	750.00
08/10/2023	25899	MEDMUTUAL LIFE	EMPLOYEE LIFE INSURANCE	338.37
08/10/2023	25900	METRONET	GENERAL SERVICES	31.33
08/10/2023	25901	MICHAEL SAVIO	MILEAGE REIMBURSEMENT	153.92
08/10/2023	25902	MICHIGAN TOWNSHIP ASSOCIATION	ANNUAL MEMBERSHIP WITH TRAINING	7,103.83
08/10/2023	25903	PITNEY BOWES BANK INC PURCHASE POWE	POSTAGE	1,575.57
08/10/2023	25904	PROFESSIONAL APPAREL COMPANY	CEMETERY UNIFORMS PURCHASE	78.00
08/10/2023	25905	REPUBLIC SERVICES #241	RECYCLING	279.69
08/10/2023	25906	SEMCO ENERGY	GENERAL SERVICE - SEMCO	44.45
08/10/2023	25907	STEENSMA LAWN & POWER EQUIPMENT	CEMETERY EQUIP MAINT	284.94
08/10/2023	25908	URBANDALE HARDWARE	SUPPLIES FOR MAINT.	35.96
08/10/2023	25909	VERIZON WIRELESS	GENERAL SERVICE	169.28
08/10/2023	25910	WELLS FARGO EQUIPMENT FINANCE, INC.	KYOCERA LEASING	133.00
08/23/2023	25911	ACCIDENT FUND OF MICHIGAN	WORKERS COMP	1,718.10
08/23/2023	25912	BESCO WATER TREATMENT INC	5 GALLON WATER JUGS	33.75
08/23/2023	25913	COMCAST	GENERAL SERVICE	153.27
			GENERAL SERVICE	<u>111.85</u>
				265.12
08/23/2023	25914	D. L. GALLIVAN OFFICE SOLUTIONS	KYOCERA USAGE	125.59
08/23/2023	25915	DANIELLE ZOELLNER	PARKS&REC REIMBURSEMENT	227.46
08/23/2023	25916	DAVID CUNNINGHAM	ELECTRICAL INSPECTORS	1,559.00
08/23/2023	25917	FIRST NATIONAL BANK OF OMAHA	PICNIC TABLES/TECHNOLOGY SERVICES	17,724.99
			TAX MAILINGS/SUPPLIES	<u>5,121.40</u>
				22,846.39
08/23/2023	25918	JOHN HANCOCK FINANCIAL	RETIREMENT	1,606.22
08/23/2023	25919	LEVEL PARK HARDWARE	ELECTION TRUCK RENTAL/SUPPLIES BLDG	222.85
08/23/2023	25920	MANER COSTERISAN	SYSTEM REVIEW	2,573.34
08/23/2023	25921	MCKENNA	PROFESSIONAL SERVICES	2,475.00

08/23/2023	25922	MOSES FIRE EQUIPMENT CO	FIRE DEPT EQUIPMENT	83.03
08/23/2023	25923	SEMCO ENERGY	GENERAL SERVICE - SEMCO	17.55
08/23/2023	25924	STANLEY LAWN & GARDEN	CEMETERY EQUIPMENT PARTS	59.99
08/23/2023	25925	TEL NET WORLDWIDE	GENERAL SERVICE	<u>413.06</u>

GEN TOTALS:

Total of 46 Disbursements:	<u>118,828.42</u>
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Page: 1/1

Cashier: LOUIS

Amount

[illegible]

73,605.00

141692634	FISH INVESTMENTS LLC	100.00
141718586	BATTLE CREEK MECHANICAL	114.00
141713607	JONES JEFFREY L	150.00
141552475	ADKINS PHILLIP & KELLY	405.00

769.00

75,125.00

74,356.00

TOTAL Cash	751.00
TOTAL Checks	73,605.00
TOTAL Credit Card	769.00
Grand Total:	75,125.00
TOTAL NON-CREDIT CARD/E-PAYMENT	74,356.00

PERIOD ENDING 08/31/2023

% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			08/31/2023	MONTH 08/31/2023	BALANCE	
Fund 101 - GENERAL FUND						
Revenues						
Dept 000.000						
101-000.000-214.337	DUE TO CAL CO DOG LICENSE	51.50	241.50	(89.00)	(190.00)	468.93
101-000.000-444.000	TOWNSHIP TAX	187,140.00	189,484.21	2,777.79	(2,344.21)	101.25
101-000.000-445.000	PUBLIC SAFETY	721,000.00	898,174.46	0.00	(177,174.46)	124.57
101-000.000-446.000	ADMINISTRATION FEE	82,380.00	44,475.66	3,424.14	37,904.34	53.99
101-000.000-447.000	STREET LIGHTS	70,046.00	70,768.27	(204.00)	(722.27)	101.03
101-000.000-448.000	FIRE MILLAGE	0.00	438,246.07	0.00	(438,246.07)	100.00
101-000.000-450.000	PROCEEDS ON DEBT	0.00	0.00	0.00	0.00	0.00
101-000.000-450.001	ROAD ASSESSMENTS	0.00	0.00	0.00	0.00	0.00
101-000.000-487.000	TRAILER FEES	3,000.00	204.00	204.00	2,796.00	6.80
101-000.000-488.000	DELINQUENT PP TAXES	3,000.00	(203.55)	0.00	3,203.55	(6.79)
101-000.000-507.000	ZONING FEES	0.00	100.00	50.00	(100.00)	100.00
101-000.000-510.000	RENTAL REGISTRATION	1,030.00	0.00	0.00	1,030.00	0.00
101-000.000-511.000	VACANT & ABANDONED REGISTRATION	500.00	4,700.00	0.00	(4,200.00)	940.00
101-000.000-570.000	LIQUOR FEES	5,000.00	0.00	0.00	5,000.00	0.00
101-000.000-573.000	LOCAL COMMUNITY STATBILIZATION SHARE	0.00	0.00	0.00	0.00	0.00
101-000.000-574.000	STATE SHARED REVENUES	910,290.00	152,394.76	0.00	757,895.24	16.74
101-000.000-575.000	GRANT	0.00	0.00	0.00	0.00	0.00
101-000.000-580.000	COUNTY PARKS & REC MILLAGE	25,000.00	23,319.63	0.00	1,680.37	93.28
101-000.000-633.000	CEMETERY FOUNDATIONS	4,000.00	2,425.00	375.00	1,575.00	60.63
101-000.000-634.000	GRAVE OPENINGS & CLOSINGS	9,000.00	5,300.00	700.00	3,700.00	58.89
101-000.000-638.000	POLICE & FIRE REPORTS	10.00	0.00	0.00	10.00	0.00
101-000.000-643.000	CEMETERY LOT PURCHASES	5,000.00	6,700.00	2,800.00	(1,700.00)	134.00
101-000.000-645.000	CEMETERY INTEREST	0.00	0.00	0.00	0.00	0.00
101-000.000-664.000	INTEREST	2,000.00	20,801.08	0.00	(18,801.08)	1,040.05
101-000.000-676.000	ELECTION REIMBURSEMENTS	10,000.00	0.00	0.00	10,000.00	0.00
101-000.000-690.000	MISCELLANEOUS RECEIPTS-REVEN	20,000.00	36,241.04	228.82	(16,241.04)	181.21
101-000.000-690.002	PROCESS SERVER\COURT COSTS	0.00	0.00	0.00	0.00	0.00
101-000.000-695.000	WATER DEPARTMENT	0.00	0.00	0.00	0.00	0.00
101-000.000-696.000	DISASTER EMERGENCY FUND	0.00	0.00	0.00	0.00	0.00
101-000.000-697.000	CABLEVISION FRANCHISE FEES	110,000.00	56,225.63	27,906.39	53,774.37	51.11
101-000.000-698.000	RESERVE FUND	0.00	0.00	0.00	0.00	0.00
101-000.000-698.001	TRANSFERS	0.00	0.00	0.00	0.00	0.00
101-000.000-699.000	DEBT PROCEEDS-FIRE	0.00	0.00	0.00	0.00	0.00
Total Dept 000.000		2,168,447.50	1,949,597.76	38,173.14	218,849.74	89.91
Dept 210.000 - RENTALS						
101-210.000-510.000	RENTAL REGISTRATION	8,200.00	250.00	0.00	7,950.00	3.05
Total Dept 210.000 - RENTALS		8,200.00	250.00	0.00	7,950.00	3.05
Dept 247.000 - MARIJUANA						
101-247.000-512.000	MARIHUANA REGISTRATION	190,000.00	331,500.00	70,000.00	(141,500.00)	174.47
101-247.000-513.000	EXCISE TAX	5,000.00	117.84	0.00	4,882.16	2.36
Total Dept 247.000 - MARIJUANA		195,000.00	331,617.84	70,000.00	(136,617.84)	170.06
Dept 248.000 - URBAN LIVESTOCK						
101-248.000-512.000	URBAN LIVESTOCK INITIAL REGISTRATION	2,000.00	150.00	0.00	1,850.00	7.50
Total Dept 248.000 - URBAN LIVESTOCK		2,000.00	150.00	0.00	1,850.00	7.50



PERIOD ENDING 08/31/2023

% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2023	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2023	MONTH 08/31/2023	BALANCE	
		NORMAL	(ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
Dept 249.000 - BUILDING DEPARTMENT FUND						
101-249.000-504.000	BUILDING PERMITS	53,000.00	18,600.00	1,880.00	34,400.00	35.09
101-249.000-505.000	ELECTRICAL PERMITS	20,000.00	13,869.00	1,666.00	6,131.00	69.35
101-249.000-507.000	ZONING FEES	0.00	0.00	0.00	0.00	0.00
101-249.000-508.000	PLUMBING PERMITS	6,000.00	3,883.00	457.00	2,117.00	64.72
101-249.000-509.000	MECHANICAL PERMITS	20,000.00	13,128.00	1,654.00	6,872.00	65.64
Total Dept 249.000 - BUILDING DEPARTMENT FUND		99,000.00	49,480.00	5,657.00	49,520.00	49.98
Dept 528.000 - ARPA FUNDS						
101-528.000-575.000	APRA REVENUE	150,000.00	0.00	0.00	150,000.00	0.00
Total Dept 528.000 - ARPA FUNDS		150,000.00	0.00	0.00	150,000.00	0.00
Dept 704.000 - PARKS AND REC						
101-704.000-698.001	TRANFERS	0.00	0.00	0.00	0.00	0.00
Total Dept 704.000 - PARKS AND REC		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		2,622,647.50	2,331,095.60	113,830.14	291,551.90	88.88
Expenditures						
Dept 000.000						
101-000.000-956.001	BANK SERVICE CHARGE	0.00	41.25	0.00	(41.25)	100.00
101-000.000-995.101	TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
Total Dept 000.000		0.00	41.25	0.00	(41.25)	100.00
Dept 101.000 - TOWNSHIP BOARD						
101-101.000-702.000	SALARIES	13,200.00	8,800.00	1,100.00	4,400.00	66.67
101-101.000-715.000	SOCIAL SECURITY	990.00	673.18	84.15	316.82	68.00
101-101.000-716.000	INSURANCE	0.00	0.00	0.00	0.00	0.00
101-101.000-722.000	MANULIFE RETIREMENT	0.00	0.00	0.00	0.00	0.00
101-101.000-724.000	UNEMPLOYMENT CHARGES	1,000.00	0.00	0.00	1,000.00	0.00
101-101.000-727.000	OFFICE SUPPLIES	7,000.00	3,781.98	1,160.92	3,218.02	54.03
101-101.000-746.000	COMMUNITY ENRICHMENT	0.00	0.00	0.00	0.00	0.00
101-101.000-801.000	ATTORNEY FEES	18,000.00	23,179.85	2,723.32	(5,179.85)	128.78
101-101.000-801.002	AUDIT COST	14,000.00	29,222.34	2,573.34	(15,222.34)	208.73
101-101.000-805.000	AREA METRO SERVICE AGENCY	1,000.00	0.00	0.00	1,000.00	0.00
101-101.000-812.000	MEMBERSHIP-DUES	9,000.00	8,523.83	7,103.83	476.17	94.71
101-101.000-820.000	TECHNOLOGY SERVICES	40,000.00	11,678.69	2,451.51	28,321.31	29.20
101-101.000-820.001	BS&A SOFTWARE	19,000.00	10,562.00	0.00	8,438.00	55.59
101-101.000-860.000	MILEAGE & EXPENSE	200.00	0.00	0.00	200.00	0.00
101-101.000-900.000	PRINTING & PUBLICATIONS	4,000.00	8,151.66	0.00	(4,151.66)	203.79
101-101.000-910.000	INSURANCE	44,000.00	30,390.77	1,855.25	13,609.23	69.07
101-101.000-948.000	FIRE MILLAGE	0.00	0.00	0.00	0.00	0.00
101-101.000-958.000	EDUCATION-TRAINING-PHYSICALS	500.00	224.00	0.00	276.00	44.80
101-101.000-969.000	POSTAGE	4,000.00	1,618.72	0.00	2,381.28	40.47
101-101.000-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
101-101.000-970.017	CONTINGENCY FUND	35,000.00	1,850.00	0.00	33,150.00	5.29
101-101.000-970.018	DRAIN ASSESSMENT	0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 08/31/2023

% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2023	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2023 NORMAL (ABNORMAL)	MONTH 08/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-101.000-972.000	RESERVE FUND	0.00	0.00	0.00	0.00	0.00
101-101.000-990.001	DRAINS DEBT SERVICE	2,000.00	0.00	0.00	2,000.00	0.00
101-101.000-990.002	TRUCK DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
101-101.000-999.852	TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
Total Dept 101.000 - TOWNSHIP BOARD		212,890.00	138,657.02	19,052.32	74,232.98	65.13
Dept 161.000 - ADMINISTRATION FUND						
101-161.000-702.000	SALARIES	5,000.00	4,634.60	250.00	365.40	92.69
101-161.000-702.001	HOURLY	0.00	0.00	0.00	0.00	0.00
101-161.000-715.000	SOCIAL SECURITY	373.00	385.13	19.12	(12.13)	103.25
101-161.000-716.000	INSURANCE	0.00	400.00	0.00	(400.00)	100.00
101-161.000-722.000	MANULIFE RETIREMENT	0.00	0.00	0.00	0.00	0.00
Total Dept 161.000 - ADMINISTRATION FUND		5,373.00	5,419.73	269.12	(46.73)	100.87
Dept 171.000 - SUPERVISOR						
101-171.000-702.000	SALARIES	60,424.00	34,995.90	2,307.70	25,428.10	57.92
101-171.000-702.001	HOURLY	5,000.00	0.00	0.00	5,000.00	0.00
101-171.000-715.000	SOCIAL SECURITY	4,800.00	2,891.39	207.13	1,908.61	60.24
101-171.000-716.000	INSURANCE	5,200.00	3,209.92	553.72	1,990.08	61.73
101-171.000-722.000	MANULIFE RETIREMENT	9,000.00	2,717.28	0.00	6,282.72	30.19
101-171.000-751.000	GASOLINE	0.00	0.00	0.00	0.00	0.00
101-171.000-751.001	MILEAGE	1,000.00	0.00	0.00	1,000.00	0.00
101-171.000-958.000	EDUCATION-TRAINING-PHYSICALS	1,200.00	125.00	0.00	1,075.00	10.42
101-171.000-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
Total Dept 171.000 - SUPERVISOR		86,624.00	43,939.49	3,068.55	42,684.51	50.72
Dept 191.000 - ELECTIONS						
101-191.000-702.000	SALARIES	49,400.00	32,246.24	2,015.39	17,153.76	65.28
101-191.000-702.001	HOURLY	10,000.00	5,875.00	2,775.00	4,125.00	58.75
101-191.000-715.000	SOCIAL SECURITY	4,600.00	3,008.07	366.49	1,591.93	65.39
101-191.000-716.000	INSURANCE	18,000.00	13,355.34	51.78	4,644.66	74.20
101-191.000-722.000	MANULIFE RETIREMENT	5,500.00	3,606.51	480.33	1,893.49	65.57
101-191.000-727.000	OFFICE SUPPLIES	3,000.00	1,732.87	0.00	1,267.13	57.76
101-191.000-740.000	POSTAGE	3,500.00	1,888.97	1,575.57	1,611.03	53.97
101-191.000-801.006	PROGRAMMING AND TESTING	9,000.00	7,741.90	171.90	1,258.10	86.02
101-191.000-801.007	ELECTION RENTALS	1,000.00	994.86	300.00	5.14	99.49
101-191.000-900.000	PRINTING & PUBLICATIONS	1,800.00	1,658.72	0.00	141.28	92.15
101-191.000-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
Total Dept 191.000 - ELECTIONS		105,800.00	72,108.48	7,736.46	33,691.52	68.16
Dept 209.000 - ASSESSOR						
101-209.000-702.000	SALARIES	29,870.00	18,381.60	1,148.85	11,488.40	61.54
101-209.000-702.001	HOURLY	5,200.00	0.00	0.00	5,200.00	0.00
101-209.000-715.000	SOCIAL SECURITY	2,600.00	1,508.05	87.88	1,091.95	58.00
101-209.000-716.000	INSURANCE	0.00	0.00	0.00	0.00	0.00
101-209.000-722.000	MANULIFE RETIREMENT	0.00	0.00	0.00	0.00	0.00
101-209.000-751.000	MILEAGE	100.00	0.00	0.00	100.00	0.00
101-209.000-800.105	TAX DECISIONS	0.00	0.00	0.00	0.00	0.00

## REVENUE AND EXPENDITURE REPORT FOR BEDFORD TOWNSHIP

PERIOD ENDING 08/31/2023

% Fiscal Year Completed: 66.58

		2023	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 08/31/2023	BALANCE	% BDGT
				INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND						
Expenditures						
101-209.000-801.000	ATTORNEY FEES	5,000.00	0.00	0.00	5,000.00	0.00
101-209.000-801.002	AUDIT COST	0.00	0.00	0.00	0.00	0.00
101-209.000-801.003	PROFESSIONAL SERVICES	3,000.00	0.00	0.00	3,000.00	0.00
101-209.000-802.000	REASSESSMENTS	10,000.00	1,332.00	0.00	8,668.00	13.32
101-209.000-816.000	S.C.P.C. REGION 3 DUES	0.00	0.00	0.00	0.00	0.00
101-209.000-817.000	MASTER PLAN-ZONING ORDINANCE	0.00	0.00	0.00	0.00	0.00
101-209.000-900.000	PRINTING & PUBLICATIONS	4,000.00	3,211.54	0.00	788.46	80.29
101-209.000-956.002	PROCESS SERVER	0.00	0.00	0.00	0.00	0.00
101-209.000-958.000	EDUCATION-TRAINING-PHYSICALS	800.00	0.00	0.00	800.00	0.00
101-209.000-969.000	POSTAGE	2,500.00	65.98	0.00	2,434.02	2.64
101-209.000-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
Total Dept 209.000 - ASSESSOR		63,070.00	24,499.17	1,236.73	38,570.83	38.84
Dept 209.247 - BOARD OF REVIEW						
101-209.247-702.000	SALARIES	1,200.00	1,125.00	0.00	75.00	93.75
101-209.247-715.000	SOCIAL SECURITY	100.00	86.09	0.00	13.91	86.09
Total Dept 209.247 - BOARD OF REVIEW		1,300.00	1,211.09	0.00	88.91	93.16
Dept 209.250 - BOARD OF APPEALS						
101-209.250-702.000	SALARIES	1,400.00	325.00	0.00	1,075.00	23.21
101-209.250-715.000	SOCIAL SECURITY	150.00	24.90	0.00	125.10	16.60
Total Dept 209.250 - BOARD OF APPEALS		1,550.00	349.90	0.00	1,200.10	22.57
Dept 209.450 - STREET LIGHTS						
101-209.450-920.002	CONSUMERS POWER	75,000.00	44,489.73	6,218.26	30,510.27	59.32
Total Dept 209.450 - STREET LIGHTS		75,000.00	44,489.73	6,218.26	30,510.27	59.32
Dept 209.805 - PLANNING COMMISSION						
101-209.805-702.000	SALARIES	6,000.00	3,000.00	0.00	3,000.00	50.00
101-209.805-715.000	SOCIAL SECURITY	460.00	229.50	0.00	230.50	49.89
101-209.805-801.000	ATTORNEY FEES	1,000.00	542.00	542.00	458.00	54.20
101-209.805-801.003	PROFESSIONAL SERVICES	1,000.00	875.00	0.00	125.00	87.50
101-209.805-958.000	EDUCATION-TRAINING-PHYSICALS	2,100.00	256.00	0.00	1,844.00	12.19
Total Dept 209.805 - PLANNING COMMISSION		10,560.00	4,902.50	542.00	5,657.50	46.43
Dept 210.000 - RENTALS						
101-210.000-702.001	HOURLY	6,000.00	5,143.75	0.00	856.25	85.73
101-210.000-703.000	KATMA ENTERPRISES, INC	0.00	0.00	0.00	0.00	0.00
101-210.000-715.000	SOCIAL SECURITY	460.00	393.48	0.00	66.52	85.54
101-210.000-727.000	OFFICE SUPPLIES	100.00	0.00	0.00	100.00	0.00
101-210.000-801.000	ATTORNEY FEES	100.00	0.00	0.00	100.00	0.00
101-210.000-820.000	TECHNOLOGY SERVICES	500.00	0.00	0.00	500.00	0.00
101-210.000-969.000	POSTAGE	200.00	0.00	0.00	200.00	0.00
Total Dept 210.000 - RENTALS		7,360.00	5,537.23	0.00	1,822.77	75.23

PERIOD ENDING 08/31/2023

% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
			08/31/2023 NORMAL (ABNORMAL)	MONTH 08/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 101 - GENERAL FUND								
Expenditures								
Dept 215.000 - CLERK								
101-215.000-702.000	SALARIES	62,400.00	38,400.00	2,400.00		24,000.00	61.54	
101-215.000-702.001	HOURLY	0.00	0.00	0.00		0.00	0.00	
101-215.000-715.000	SOCIAL SECURITY	5,000.00	3,175.42	213.20		1,824.58	63.51	
101-215.000-716.000	INSURANCE	6,400.00	3,433.01	477.67		2,966.99	53.64	
101-215.000-722.000	MANULIFE RETIREMENT	6,700.00	4,290.90	572.00		2,409.10	64.04	
101-215.000-860.000	MILEAGE & EXPENSE	1,000.00	0.00	0.00		1,000.00	0.00	
101-215.000-958.000	EDUCATION-TRAINING-PHYSICALS	3,000.00	1,499.00	0.00		1,501.00	49.97	
101-215.000-970.000	CAPITAL OUTLAY	0.00	0.00	0.00		0.00	0.00	
Total Dept 215.000 - CLERK		84,500.00	50,798.33	3,662.87		33,701.67	60.12	
Dept 247.000 - MARIJUANA								
101-247.000-702.000	SALARIES	26,000.00	9,035.39	887.25		16,964.61	34.75	
101-247.000-702.001	HOURLY	1,000.00	2,293.51	0.00		(1,293.51)	229.35	
101-247.000-702.002	BUILDING OFFICIAL	0.00	0.00	0.00		0.00	0.00	
101-247.000-715.000	SOCIAL SECURITY	1,751.00	522.70	67.87		1,228.30	29.85	
101-247.000-716.000	INSURANCE	0.00	0.00	0.00		0.00	0.00	
101-247.000-722.000	MANULIFE RETIREMENT	3,025.00	0.00	0.00		3,025.00	0.00	
101-247.000-727.000	OFFICE SUPPLIES	4,000.00	3,998.39	0.00		1.61	99.96	
101-247.000-801.000	ATTORNEY FEES	10,000.00	676.50	0.00		9,323.50	6.77	
101-247.000-801.002	AUDIT COST	0.00	0.00	0.00		0.00	0.00	
101-247.000-801.003	PROFESSIONAL SERVICES	10,000.00	7,809.00	828.00		2,191.00	78.09	
101-247.000-802.000	INSPECTION FEES	0.00	0.00	0.00		0.00	0.00	
101-247.000-900.000	PRINTING & PUBLICATIONS	500.00	0.00	0.00		500.00	0.00	
101-247.000-958.000	EDUCATION-TRAINING-PHYSICALS	2,000.00	0.00	0.00		2,000.00	0.00	
101-247.000-969.000	POSTAGE	1,000.00	0.00	0.00		1,000.00	0.00	
Total Dept 247.000 - MARIJUANA		59,276.00	24,335.49	1,783.12		34,940.51	41.05	
Dept 248.000 - URBAN LIVESTOCK								
101-248.000-801.000	ATTORNEY FEES	0.00	0.00	0.00		0.00	0.00	
101-248.000-802.000	INSPECTION FEES	0.00	0.00	0.00		0.00	0.00	
Total Dept 248.000 - URBAN LIVESTOCK		0.00	0.00	0.00		0.00	0.00	
Dept 249.000 - BUILDING DEPARTMENT FUND								
101-249.000-702.000	SALARIES	18,200.00	13,195.40	323.22		5,004.60	72.50	
101-249.000-702.002	BUILDING OFFICIAL	5,000.00	3,194.66	207.02		1,805.34	63.89	
101-249.000-715.000	SOCIAL SECURITY	2,100.00	544.46	0.00		1,555.54	25.93	
101-249.000-716.000	INSURANCE	8,000.00	7,823.28	23.28		176.72	97.79	
101-249.000-722.000	MANULIFE RETIREMENT	5,000.00	202.78	0.00		4,797.22	4.06	
101-249.000-801.000	ATTORNEY FEES	0.00	0.00	0.00		0.00	0.00	
101-249.000-801.002	AUDIT COST	0.00	0.00	0.00		0.00	0.00	
101-249.000-801.003	PROFESSIONAL SERVICES	4,000.00	3,312.50	0.00		687.50	82.81	
101-249.000-850.000	TELEPHONE SERVICES	0.00	0.00	0.00		0.00	0.00	
101-249.000-900.000	PRINTING & PUBLICATIONS	3,000.00	1,243.05	1,243.05		1,756.95	41.44	
101-249.000-910.000	INSURANCE	0.00	0.00	0.00		0.00	0.00	
101-249.000-920.001	SEMCO ENERGY	0.00	0.00	0.00		0.00	0.00	
101-249.000-920.002	CONSUMERS POWER	0.00	0.00	0.00		0.00	0.00	
101-249.000-958.000	EDUCATION-TRAINING-PHYSICALS	2,000.00	265.36	0.00		1,734.64	13.27	

## REVENUE AND EXPENDITURE REPORT FOR BEDFORD TOWNSHIP

PERIOD ENDING 08/31/2023

% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
			08/31/2023	MONTH 08/31/2023	BALANCE		
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)		
Fund 101 - GENERAL FUND							
Expenditures							
Total Dept 249.000 - BUILDING DEPARTMENT FUND		47,300.00	29,781.49	1,796.57	17,518.51	62.96	
Dept 249.352 - BLIGHT & CODE COMPLIANCE							
101-249.352-702.001	HOURLY	21,800.00	16,206.25	825.00	5,593.75	74.34	
101-249.352-715.000	SOCIAL SECURITY	1,500.00	1,254.48	63.11	245.52	83.63	
101-249.352-751.000	MILEAGE	1,500.00	1,321.77	153.92	178.23	88.12	
Total Dept 249.352 - BLIGHT & CODE COMPLIANCE		24,800.00	18,782.50	1,042.03	6,017.50	75.74	
Dept 249.362 - MECHANICAL INSPECTOR							
101-249.362-702.000	SALARIES	12,000.00	6,171.00	0.00	5,829.00	51.43	
101-249.362-715.000	SOCIAL SECURITY	900.00	582.38	0.00	317.62	64.71	
Total Dept 249.362 - MECHANICAL INSPECTOR		12,900.00	6,753.38	0.00	6,146.62	52.35	
Dept 249.372 - BUILDING INSPECTOR							
101-249.372-702.000	SALARIES	25,500.00	20,273.25	0.00	5,226.75	79.50	
101-249.372-703.000	KATMA ENTERPRISES, INC	0.00	0.00	0.00	0.00	0.00	
101-249.372-715.000	SOCIAL SECURITY	2,500.00	1,470.02	0.00	1,029.98	58.80	
Total Dept 249.372 - BUILDING INSPECTOR		28,000.00	21,743.27	0.00	6,256.73	77.65	
Dept 249.382 - ELECTRICAL INSPECTOR							
101-249.382-702.000	SALARIES	0.00	30.00	0.00	(30.00)	100.00	
101-249.382-703.000	KATMA ENTERPRISES, INC	0.00	0.00	0.00	0.00	0.00	
101-249.382-704.000	DAVID CUNNINGHAM	10,000.00	10,507.00	1,559.00	(507.00)	105.07	
101-249.382-705.000	SALARIES - HOURLY	1,000.00	0.00	0.00	1,000.00	0.00	
101-249.382-715.000	SOCIAL SECURITY	150.00	2.29	0.00	147.71	1.53	
Total Dept 249.382 - ELECTRICAL INSPECTOR		11,150.00	10,539.29	1,559.00	610.71	94.52	
Dept 249.392 - PLUMBING INSPECTOR							
101-249.392-702.000	SALARIES	6,000.00	4,338.00	0.00	1,662.00	72.30	
101-249.392-715.000	SOCIAL SECURITY	460.00	331.88	0.00	128.12	72.15	
Total Dept 249.392 - PLUMBING INSPECTOR		6,460.00	4,669.88	0.00	1,790.12	72.29	
Dept 253.000 - TREASURER							
101-253.000-702.000	SALARIES	60,424.00	37,184.00	2,324.00	23,240.00	61.54	
101-253.000-702.001	HOURLY	26,000.00	18,075.75	1,197.00	7,924.25	69.52	
101-253.000-715.000	SOCIAL SECURITY	6,439.00	3,944.97	236.29	2,494.03	61.27	
101-253.000-716.000	INSURANCE	10,000.00	7,964.97	31.92	2,035.03	79.65	
101-253.000-722.000	MANULIFE RETIREMENT	6,691.00	4,135.17	553.89	2,555.83	61.80	
101-253.000-800.105	TAX DECISIONS	5,000.00	1,128.36	5.30	3,871.64	22.57	
101-253.000-860.000	MILEAGE & EXPENSE	500.00	43.22	0.00	456.78	8.64	
101-253.000-880.000	MISCELLANEOUS REFUNDS	0.00	0.00	0.00	0.00	0.00	
101-253.000-900.000	PRINTING & PUBLICATIONS	4,000.00	4,110.48	3,960.48	(110.48)	102.76	
101-253.000-956.001	BANK SERVICE CHARGE	0.00	0.00	0.00	0.00	0.00	
101-253.000-956.002	PROCESS SERVER	0.00	0.00	0.00	0.00	0.00	
101-253.000-958.000	EDUCATION-TRAINING-PHYSICALS	0.00	0.00	0.00	0.00	0.00	

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GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			08/31/2023 NORMAL (ABNORMAL)	MONTH 08/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-253.000-969.000	POSTAGE	5,000.00	0.00	0.00	5,000.00	0.00
101-253.000-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
Total Dept 253.000 - TREASURER		124,054.00	76,586.92	8,308.88	47,467.08	61.74
Dept 265.000 - BUILDING AND GROUNDS						
101-265.000-702.000	SALARIES	23,000.00	10,084.60	0.00	12,915.40	43.85
101-265.000-702.001	HOURLY	15,500.00	6,835.00	0.00	8,665.00	44.10
101-265.000-702.002	BLIGHT SALARIES	0.00	0.00	0.00	0.00	0.00
101-265.000-715.000	SOCIAL SECURITY	2,868.00	1,249.56	0.00	1,618.44	43.57
101-265.000-715.002	SOCIAL SECURITY BLIGHT	0.00	0.00	0.00	0.00	0.00
101-265.000-722.000	MANULIFE RETIREMENT	2,530.00	0.00	0.00	2,530.00	0.00
101-265.000-727.000	OFFICE SUPPLIES	500.00	433.67	0.00	66.33	86.73
101-265.000-775.000	MAINTENANCE-EQUIP-SUPPLIES	20,000.00	8,835.56	99.71	11,164.44	44.18
101-265.000-780.000	BUILDING REPAIRS	5,000.00	3,801.64	0.00	1,198.36	76.03
101-265.000-780.001	UNDERGROUND STOR. TANK EXP	0.00	0.00	0.00	0.00	0.00
101-265.000-788.000	WASTE DISPOSAL	5,000.00	3,651.92	279.69	1,348.08	73.04
101-265.000-795.000	BLIGHT-ORD-CLEAN UP	25,000.00	12,018.54	4,010.00	12,981.46	48.07
101-265.000-850.000	TELEPHONE SERVICES	8,000.00	3,558.78	413.06	4,441.22	44.48
101-265.000-860.000	MILEAGE & EXPENSE	0.00	0.00	0.00	0.00	0.00
101-265.000-910.000	INSURANCE	5,000.00	3,962.89	0.00	1,037.11	79.26
101-265.000-920.001	SEMCO ENERGY	9,000.00	4,188.54	22.23	4,811.46	46.54
101-265.000-920.002	CONSUMERS POWER	9,000.00	5,230.36	296.20	3,769.64	58.12
101-265.000-969.000	POSTAGE	0.00	0.00	0.00	0.00	0.00
101-265.000-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
101-265.000-970.201	ROAD IMPROVEMENTS	70,000.00	(349,308.54)	0.00	419,308.54	(499.01)
101-265.000-970.202	SPRING CLEAN-UP	2,500.00	2,220.00	0.00	280.00	88.80
Total Dept 265.000 - BUILDING AND GROUNDS		202,898.00	(283,237.48)	5,120.89	486,135.48	(139.60)
Dept 276.000 - CEMETERY						
101-276.000-702.000	SALARIES	23,000.00	15,229.28	884.62	7,770.72	66.21
101-276.000-702.001	HOURLY	15,500.00	11,074.00	1,134.00	4,426.00	71.45
101-276.000-715.000	SOCIAL SECURITY	3,000.00	1,868.29	144.94	1,131.71	62.28
101-276.000-716.000	INSURANCE	10,000.00	1,795.06	0.00	8,204.94	17.95
101-276.000-722.000	MANULIFE RETIREMENT	2,530.00	0.00	0.00	2,530.00	0.00
101-276.000-745.000	EQUIPMENT PURCHASE	0.00	0.00	0.00	0.00	0.00
101-276.000-751.000	GASOLINE	4,000.00	1,851.89	380.77	2,148.11	46.30
101-276.000-910.000	INSURANCE	3,000.00	288.00	0.00	2,712.00	9.60
101-276.000-930.000	REPAIR & MAINTENANCE-EQUIP	12,000.00	3,969.26	434.91	8,030.74	33.08
101-276.000-940.000	REPURCHASE OF LOTS-FOUNDATION	4,000.00	2,030.00	55.00	1,970.00	50.75
101-276.000-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
Total Dept 276.000 - CEMETERY		77,030.00	38,105.78	3,034.24	38,924.22	49.47
Dept 301.000 - POLICE DEPARTMENT						
101-301.000-702.001	HOURLY	0.00	0.00	0.00	0.00	0.00
101-301.000-715.000	SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00
101-301.000-716.000	INSURANCE	0.00	0.00	0.00	0.00	0.00
101-301.000-855.000	CENTRAL DISPATCH	70,000.00	32,814.52	0.00	37,185.48	46.88
101-301.000-855.001	DISPATCH AMBULANCE	20,000.00	9,230.98	0.00	10,769.02	46.15
101-301.000-970.021	LAW ENFORCEMENT SERVICES	713,000.00	356,500.00	0.00	356,500.00	50.00
101-301.000-970.025	GRANT	0.00	0.00	0.00	0.00	0.00

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GL NUMBER	DESCRIPTION	2023	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2023 NORMAL (ABNORMAL)	MONTH 08/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 301.000 - POLICE DEPARTMENT		803,000.00	398,545.50	0.00	404,454.50	49.63
Dept 336.000 - FIRE DEPARTMENT						
101-336.000-702.000	SALARIES	0.00	0.00	0.00	0.00	0.00
101-336.000-702.001	HOURLY	0.00	0.00	0.00	0.00	0.00
101-336.000-715.000	SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00
101-336.000-745.000	EQUIPMENT PURCHASE	0.00	0.00	0.00	0.00	0.00
101-336.000-745.001	FIRE SCENE EXPENSE	0.00	0.00	0.00	0.00	0.00
101-336.000-745.002	FIRE PREVENTION WEEK	0.00	0.00	0.00	0.00	0.00
101-336.000-751.000	GASOLINE	0.00	0.00	0.00	0.00	0.00
101-336.000-811.000	MEMBERSHIP & DUES	0.00	0.00	0.00	0.00	0.00
101-336.000-820.000	TECHNOLOGY SERVICES	0.00	0.00	0.00	0.00	0.00
101-336.000-855.000	CENTRAL DISPATCH	0.00	0.00	0.00	0.00	0.00
101-336.000-858.000	RADIO SERVICE-MAINTENANCE	0.00	0.00	0.00	0.00	0.00
101-336.000-865.000	VEHICLE MAINTENANCE	0.00	0.00	0.00	0.00	0.00
101-336.000-865.003	AIR TANKS	0.00	0.00	0.00	0.00	0.00
101-336.000-900.000	PRINTING & PUBLICATIONS	0.00	0.00	0.00	0.00	0.00
101-336.000-910.000	INSURANCE	0.00	0.00	0.00	0.00	0.00
101-336.000-911.000	DISABILITY INSURANCE	0.00	0.00	0.00	0.00	0.00
101-336.000-930.000	REPAIR & MAINTENANCE-EQUIP	0.00	0.00	0.00	0.00	0.00
101-336.000-956.001	FD SERV CHRGE	0.00	20.00	0.00	(20.00)	100.00
101-336.000-958.000	EDUCATION-TRAINING-PHYSICALS	0.00	0.00	0.00	0.00	0.00
101-336.000-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
101-336.000-970.016	REPLACEMENT EQUIPMENT	0.00	0.00	0.00	0.00	0.00
101-336.000-970.017	CONTINGENCY FUND	0.00	0.00	0.00	0.00	0.00
101-336.000-972.000	RESERVE FUND	0.00	(21,063.45)	0.00	21,063.45	100.00
101-336.000-990.000	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
Total Dept 336.000 - FIRE DEPARTMENT		0.00	(21,043.45)	0.00	21,043.45	100.00
Dept 528.000 - ARPA FUNDS						
101-528.000-751.001	Milage	0.00	0.00	0.00	0.00	0.00
101-528.000-801.000	ATTORNEY FEES	0.00	0.00	0.00	0.00	0.00
101-528.000-801.002	AUDIT COST	0.00	0.00	0.00	0.00	0.00
101-528.000-801.003	PROFESSIONAL SERVICES	150,000.00	207,572.67	55,853.25	(57,572.67)	138.38
101-528.000-802.000	INSPECTIONS	0.00	0.00	0.00	0.00	0.00
101-528.000-900.000	PRINTING & PUBLICATIONS	0.00	0.00	0.00	0.00	0.00
101-528.000-958.000	EDUCATION-TRAINING-PHYSICALS	0.00	0.00	0.00	0.00	0.00
101-528.000-969.000	POSTAGE	0.00	0.00	0.00	0.00	0.00
Total Dept 528.000 - ARPA FUNDS		150,000.00	207,572.67	55,853.25	(57,572.67)	138.38
Dept 704.000 - PARKS AND REC						
101-704.000-702.000	SALARIES	0.00	0.00	0.00	0.00	0.00
101-704.000-702.001	HOURLY	10,000.00	5,353.64	1,400.00	4,646.36	53.54
101-704.000-715.000	SOCIAL SECURITY	1,000.00	372.74	86.75	627.26	37.27
101-704.000-716.000	INSURANCE	0.00	0.00	0.00	0.00	0.00
101-704.000-722.000	MANULIFE RETIREMENT	0.00	0.00	0.00	0.00	0.00
101-704.000-746.000	COUNTY PARKS & REC MILLAGE	0.00	12,614.40	15,588.00	(12,614.40)	100.00
101-704.000-750.000	UNIFORM PURCHASE	1,000.00	78.00	78.00	922.00	7.80
101-704.000-751.000	GASOLINE	1,500.00	0.00	0.00	1,500.00	0.00
101-704.000-801.003	PROFESSIONAL SERVICES	10,000.00	3,654.50	0.00	6,345.50	36.55

## REVENUE AND EXPENDITURE REPORT FOR BEDFORD TOWNSHIP

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GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			08/31/2023 NORMAL (ABNORMAL)	MONTH 08/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-704.000-865.000	VEHICLE MAINTENANCE	500.00	0.00	0.00	500.00	0.00
101-704.000-910.000	INSURANCE	0.00	0.00	0.00	0.00	0.00
101-704.000-930.000	REPAIR & MAINTENANCE-EQUIP	3,500.00	1,380.09	227.46	2,119.91	39.43
101-704.000-956.001	BANK SERVICE CHARGE	0.00	70.00	0.00	(70.00)	100.00
101-704.000-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
101-704.000-999.852	TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
Total Dept 704.000 - PARKS AND REC		27,500.00	23,523.37	17,380.21	3,976.63	85.54
Dept 990.000						
101-990.000-990.000	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
101-990.000-999.099	DEBT INTEREST	0.00	0.00	0.00	0.00	0.00
Total Dept 990.000		0.00	0.00	0.00	0.00	0.00
Dept 999.000 - DEBT INTEREST						
101-999.000-999.099	DEBT INTEREST	0.00	0.00	0.00	0.00	0.00
Total Dept 999.000 - DEBT INTEREST		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		2,228,395.00	948,612.53	137,664.50	1,279,782.47	42.57
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		2,622,647.50	2,331,095.60	113,830.14	291,551.90	88.88
TOTAL EXPENDITURES		2,228,395.00	948,612.53	137,664.50	1,279,782.47	42.57
NET OF REVENUES & EXPENDITURES		394,252.50	1,382,483.07	(23,834.36)	(988,230.57)	350.66



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## REVENUE AND EXPENDITURE REPORT FOR BEDFORD TOWNSHIP

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GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 08/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 205 - FIRE CAPITAL						
Revenues						
Dept 000.000						
205-000.000-448.000	FIRE MILLAGE	211,500.00	0.00	0.00	211,500.00	0.00
205-000.000-699.000	DEBT PROCEEDS-FIRE	0.00	0.00	0.00	0.00	0.00
Total Dept 000.000		211,500.00	0.00	0.00	211,500.00	0.00
TOTAL REVENUES		211,500.00	0.00	0.00	211,500.00	0.00
Expenditures						
Dept 336.000 - FIRE DEPARTMENT						
205-336.000-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
205-336.000-990.000	DEBT SERVICE	75,975.00	45,000.00	0.00	30,975.00	59.23
205-336.000-990.021	DEBT SERVICE - PUMPER	33,396.00	62,563.39	0.00	(29,167.39)	187.34
205-336.000-999.021	DEBT SERVICE INT PUMPER	0.00	13,411.48	0.00	(13,411.48)	100.00
205-336.000-999.099	DEBT INTEREST	11,604.00	0.00	0.00	11,604.00	0.00
Total Dept 336.000 - FIRE DEPARTMENT		120,975.00	120,974.87	0.00	0.13	100.00
TOTAL EXPENDITURES		120,975.00	120,974.87	0.00	0.13	100.00
Fund 205 - FIRE CAPITAL:						
TOTAL REVENUES		211,500.00	0.00	0.00	211,500.00	0.00
TOTAL EXPENDITURES		120,975.00	120,974.87	0.00	0.13	100.00
NET OF REVENUES & EXPENDITURES		90,525.00	(120,974.87)	0.00	211,499.87	133.64

PERIOD ENDING 08/31/2023

% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2023	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2023 NORMAL (ABNORMAL)	MONTH 08/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 206 - FIRE OPERATING FUND						
Revenues						
Dept 000.000						
206-000.000-445.000	PUBLIC SAFETY	203,600.00	0.00	0.00	203,600.00	0.00
206-000.000-448.000	FIRE MILLAGE	211,500.00	0.00	0.00	211,500.00	0.00
206-000.000-488.000	DELINQUENT PP TAXES	0.00	0.00	0.00	0.00	0.00
206-000.000-575.000	GRANT	0.00	0.00	0.00	0.00	0.00
206-000.000-664.000	INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0.00
206-000.000-690.000	MISCELLANEOUS RECEIPTS-REVENE	0.00	0.00	0.00	0.00	0.00
Total Dept 000.000		415,100.00	0.00	0.00	415,100.00	0.00
TOTAL REVENUES		415,100.00	0.00	0.00	415,100.00	0.00
Expenditures						
Dept 336.000 - FIRE DEPARTMENT						
206-336.000-702.000	SALARIES	0.00	0.00	0.00	0.00	0.00
206-336.000-702.001	HOURLY	120,000.00	61,266.68	8,882.08	58,733.32	51.06
206-336.000-715.000	SOCIAL SECURITY	8,940.00	4,642.77	672.40	4,297.23	51.93
206-336.000-745.001	FIRE SCENE EXPENSE	1,000.00	0.00	0.00	1,000.00	0.00
206-336.000-745.002	FIRE PREVENTION WEEK	1,000.00	246.95	0.00	753.05	24.70
206-336.000-751.000	GASOLINE	7,500.00	4,095.77	539.59	3,404.23	54.61
206-336.000-811.000	MEMBERSHIP & DUES	1,500.00	540.00	0.00	960.00	36.00
206-336.000-820.000	TECHNOLOGY SERVICES	9,000.00	6,916.06	521.44	2,083.94	76.85
206-336.000-850.000	TELEPHONE SERVICES	2,000.00	1,227.28	219.28	772.72	61.36
206-336.000-855.000	CENTRAL DISPATCH	15,000.00	7,396.90	0.00	7,603.10	49.31
206-336.000-858.000	RADIO SERVICE-MAINTENANCE	2,000.00	1,354.80	31.33	645.20	67.74
206-336.000-865.000	VEHICLE MAINTENANCE	45,000.00	9,634.48	83.03	35,365.52	21.41
206-336.000-865.003	AIR TANKS	10,000.00	237.10	0.00	9,762.90	2.37
206-336.000-900.000	PRINTING & PUBLICATIONS	1,000.00	0.00	0.00	1,000.00	0.00
206-336.000-910.000	INSURANCE	32,000.00	31,070.87	1,804.18	929.13	97.10
206-336.000-911.000	DISABILITY INSURANCE	6,000.00	3,021.00	0.00	2,979.00	50.35
206-336.000-920.001	SEMCO ENERGY	5,000.00	3,769.82	39.77	1,230.18	75.40
206-336.000-920.002	CONSUMERS POWER	5,000.00	3,398.37	175.64	1,601.63	67.97
206-336.000-920.003	BC WATER & SEWER	600.00	500.36	114.88	99.64	83.39
206-336.000-930.000	REPAIR & MAINTENANCE-EQUIP	60,000.00	42,773.15	416.30	17,226.85	71.29
206-336.000-958.000	EDUCATION-TRAINING-PHYSICALS	6,000.00	740.00	0.00	5,260.00	12.33
206-336.000-970.000	CAPITAL OUTLAY	55,000.00	0.00	0.00	55,000.00	0.00
206-336.000-970.017	CONTINGENCY FUND	0.00	0.00	0.00	0.00	0.00
206-336.000-990.000	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
Total Dept 336.000 - FIRE DEPARTMENT		393,540.00	182,832.36	13,499.92	210,707.64	46.46
TOTAL EXPENDITURES		393,540.00	182,832.36	13,499.92	210,707.64	46.46
Fund 206 - FIRE OPERATING FUND:						
TOTAL REVENUES		415,100.00	0.00	0.00	415,100.00	0.00
TOTAL EXPENDITURES		393,540.00	182,832.36	13,499.92	210,707.64	46.46
NET OF REVENUES & EXPENDITURES		21,560.00	(182,832.36)	(13,499.92)	204,392.36	848.02

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REVENUE AND EXPENDITURE REPORT FOR BEDFORD TOWNSHIP

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PERIOD ENDING 08/31/2023

% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2023	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2023	MONTH 08/31/2023	BALANCE	
		NORMAL	(ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 276 - CEMETERY FUND						
Revenues						
Dept 000.000						
276-000.000-664.000	INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0.00
Total Dept 000.000		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
Expenditures						
Dept 000.000						
276-000.000-930.000	REPAIR & MAINTENANCE-EQUIP	0.00	0.00	0.00	0.00	0.00
276-000.000-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
Total Dept 000.000		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 276 - CEMETERY FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR BEDFORD TOWNSHIP  
PERIOD ENDING 08/31/2023  
% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
			08/31/2023 NORMAL (ABNORMAL)	MONTH 08/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 401 - CAPITAL PROJECT FUND								
Expenditures								
Dept 000.446 - HIGHWAYS AND STREETS								
401-000.446-801.010	HIGHWAYS AND STREETS	0.00	0.00	0.00		0.00	0.00	
Total Dept 000.446 - HIGHWAYS AND STREETS		0.00	0.00	0.00		0.00	0.00	
TOTAL EXPENDITURES		0.00	0.00	0.00		0.00	0.00	
Fund 401 - CAPITAL PROJECT FUND:								
TOTAL REVENUES		0.00	0.00	0.00		0.00	0.00	
TOTAL EXPENDITURES		0.00	0.00	0.00		0.00	0.00	
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00		0.00	0.00	

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## REVENUE AND EXPENDITURE REPORT FOR BEDFORD TOWNSHIP

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PERIOD ENDING 08/31/2023

% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			08/31/2023	MONTH 08/31/2023	BALANCE	
Fund 590 - SEWER FUND						
Revenues						
Dept 000.000						
590-000.000-575.000	GRANT	0.00	0.00	0.00	0.00	0.00
590-000.000-602.000	TRANSFERS-OUT	0.00	0.00	0.00	0.00	0.00
590-000.000-608.000	SEWER RECEIPTS CITY	0.00	0.00	0.00	0.00	0.00
590-000.000-608.001	SEWER RECEIPTS TOWNSHIP	98,000.00	62,216.26	17,574.77	35,783.74	63.49
590-000.000-608.002	DELQ WATER FROM TAXES	0.00	0.00	0.00	0.00	0.00
590-000.000-608.003	SEWER-HOOK UP FEE	0.00	0.00	0.00	0.00	0.00
590-000.000-664.000	INTEREST ON INVESTMENTS	130.00	8,513.60	0.00	(8,383.60)	6,548.92
Total Dept 000.000		98,130.00	70,729.86	17,574.77	27,400.14	72.08
TOTAL REVENUES		98,130.00	70,729.86	17,574.77	27,400.14	72.08
Expenditures						
Dept 000.000						
590-000.000-156.000	SEWER BANK FEE	50.00	20.00	0.00	30.00	40.00
590-000.000-740.000	POSTAGE	0.00	0.00	0.00	0.00	0.00
590-000.000-801.000	ATTORNEY FEES	0.00	0.00	0.00	0.00	0.00
590-000.000-801.002	AUDIT COST	0.00	0.00	0.00	0.00	0.00
590-000.000-801.003	ARPA GOV SERV EXPENSE CEI	0.00	0.00	0.00	0.00	0.00
590-000.000-801.004	SEWER RATE STUDY	0.00	0.00	0.00	0.00	0.00
590-000.000-910.000	INSURANCE	0.00	0.00	0.00	0.00	0.00
590-000.000-928.000	TAP IN FEES	0.00	0.00	0.00	0.00	0.00
590-000.000-928.001	STORM WATER PERMIT	0.00	0.00	0.00	0.00	0.00
590-000.000-929.000	SEWER PAYMENTS	0.00	0.00	0.00	0.00	0.00
590-000.000-929.001	DEBT CHG WCCSP	0.00	0.00	0.00	0.00	0.00
590-000.000-929.003	DEPRECIATION	60,000.00	0.00	0.00	60,000.00	0.00
590-000.000-929.102	OLD WATER REFUNDS	0.00	0.00	0.00	0.00	0.00
590-000.000-930.000	REPAIR & MAINTENANCE-EQUIP	30,000.00	0.00	0.00	30,000.00	0.00
590-000.000-956.001	BANK SERVICE CHARGE	0.00	15.00	0.00	(15.00)	100.00
590-000.000-970.017	CONTINGENCY FUND	0.00	0.00	0.00	0.00	0.00
590-000.000-970.025	GRANT	0.00	0.00	0.00	0.00	0.00
Total Dept 000.000		90,050.00	35.00	0.00	90,015.00	0.04
TOTAL EXPENDITURES		90,050.00	35.00	0.00	90,015.00	0.04
Fund 590 - SEWER FUND:						
TOTAL REVENUES		98,130.00	70,729.86	17,574.77	27,400.14	72.08
TOTAL EXPENDITURES		90,050.00	35.00	0.00	90,015.00	0.04
NET OF REVENUES & EXPENDITURES		8,080.00	70,694.86	17,574.77	(62,614.86)	874.94

REVENUE AND EXPENDITURE REPORT FOR BEDFORD TOWNSHIP  
PERIOD ENDING 08/31/2023  
% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2023		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED	BUDGET	08/31/2023	MONTH	08/31/2023	NORMAL	(ABNORMAL)	
<hr/>									
Fund 591 - WATER FUND									
Revenues									
Dept 000.000									
591-000.000-696.100	LOAN PROCEEDS		0.00	0.00		0.00		0.00	0.00
		<hr/>		<hr/>	<hr/>		<hr/>		<hr/>
Total Dept 000.000			0.00	0.00		0.00		0.00	0.00
		<hr/>		<hr/>	<hr/>		<hr/>		<hr/>
TOTAL REVENUES			0.00	0.00		0.00		0.00	0.00
		<hr/>		<hr/>	<hr/>		<hr/>		<hr/>
Fund 591 - WATER FUND:		<hr/>		<hr/>	<hr/>		<hr/>		<hr/>
TOTAL REVENUES			0.00	0.00		0.00		0.00	0.00
TOTAL EXPENDITURES			0.00	0.00		0.00		0.00	0.00
NET OF REVENUES & EXPENDITURES			0.00	0.00		0.00		0.00	0.00

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## REVENUE AND EXPENDITURE REPORT FOR BEDFORD TOWNSHIP

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PERIOD ENDING 08/31/2023

% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 08/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 641 - WCCSP FUND						
Revenues						
Dept 000.000						
641-000.000-601.000	TRANSFER-IN	0.00	0.00	0.00	0.00	0.00
641-000.000-608.000	SEWER RECEIPTS CITY	0.00	0.00	0.00	0.00	0.00
641-000.000-611.000	DEBT SERVICE CHARGES	0.00	0.00	0.00	0.00	0.00
641-000.000-664.000	INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0.00
641-000.000-664.001	INTEREST ON DEBT	0.00	0.00	0.00	0.00	0.00
641-000.000-690.001	DEBT CHARGE	0.00	0.00	0.00	0.00	0.00
641-000.000-690.006	SEWER ASSESSMENTS	0.00	0.00	0.00	0.00	0.00
Total Dept 000.000		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
Expenditures						
Dept 000.000						
641-000.000-801.002	AUDIT COST	0.00	0.00	0.00	0.00	0.00
641-000.000-929.002	INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00
641-000.000-929.003	DEPRECIATION	0.00	0.00	0.00	0.00	0.00
641-000.000-929.004	AMORTIZATION	0.00	0.00	0.00	0.00	0.00
641-000.000-999.100	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
Total Dept 000.000		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 641 - WCCSP FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

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## REVENUE AND EXPENDITURE REPORT FOR BEDFORD TOWNSHIP

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PERIOD ENDING 08/31/2023

% Fiscal Year Completed: 66.58

GL NUMBER	DESCRIPTION	2023	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2023	MONTH 08/31/2023	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 852 - ROAD FUND						
Revenues						
Dept 000.000						
852-000.000-450.001	ROAD ASSESSMENTS	0.00	0.00	0.00	0.00	0.00
852-000.000-450.002	ROAD ASSESSMENTS INTEREST	0.00	0.00	0.00	0.00	0.00
852-000.000-450.003	SPECIAL ASSESSMENTS-ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00
852-000.000-664.000	INTEREST	500.00	18,387.52	0.00	(17,887.52)	3,677.50
852-000.000-699.000	TRANSFER IN	0.00	0.00	0.00	0.00	0.00
Total Dept 000.000		500.00	18,387.52	0.00	(17,887.52)	3,677.50
TOTAL REVENUES		500.00	18,387.52	0.00	(17,887.52)	3,677.50
Expenditures						
Dept 000.000						
852-000.000-663.000	BANK SERVICE FEES	50.00	25.00	0.00	25.00	50.00
852-000.000-801.005	BOND COST	0.00	0.00	0.00	0.00	0.00
852-000.000-990.003	DEBT PRINCIPLE	500,505.00	865,936.37	0.00	(365,431.37)	173.01
852-000.000-990.004	BOND INTEREST	39,754.00	23,630.40	0.00	16,123.60	59.44
852-000.000-999.852	TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
Total Dept 000.000		540,309.00	889,591.77	0.00	(349,282.77)	164.65
Dept 999.000 - DEBT INTEREST						
852-999.000-999.099	DEBT INTEREST	0.00	0.00	0.00	0.00	0.00
Total Dept 999.000 - DEBT INTEREST		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		540,309.00	889,591.77	0.00	(349,282.77)	164.65
Fund 852 - ROAD FUND:						
TOTAL REVENUES		500.00	18,387.52	0.00	(17,887.52)	3,677.50
TOTAL EXPENDITURES		540,309.00	889,591.77	0.00	(349,282.77)	164.65
NET OF REVENUES & EXPENDITURES		(539,809.00)	(871,204.25)	0.00	331,395.25	161.39
TOTAL REVENUES - ALL FUNDS		3,347,877.50	2,420,212.98	131,404.91	927,664.52	72.29
TOTAL EXPENDITURES - ALL FUNDS		3,373,269.00	2,142,046.53	151,164.42	1,231,222.47	63.50
NET OF REVENUES & EXPENDITURES		(25,391.50)	278,166.45	(19,759.51)	(303,557.95)	1,095.51



# Bedford Charter Twp FD

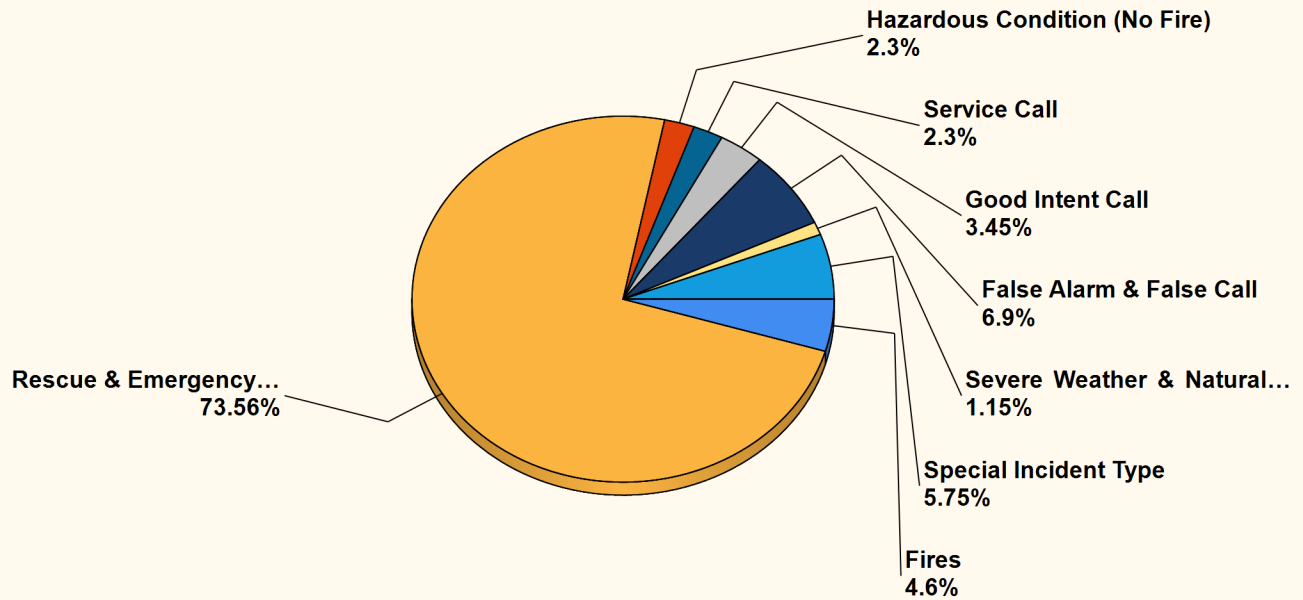
Battle Creek, MI

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 08/01/2023 | End Date: 08/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	4.6%
Rescue & Emergency Medical Service	64	73.56%
Hazardous Condition (No Fire)	2	2.3%
Service Call	2	2.3%
Good Intent Call	3	3.45%
False Alarm & False Call	6	6.9%
Severe Weather & Natural Disaster	1	1.15%
Special Incident Type	5	5.75%
<b>TOTAL</b>	<b>87</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



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### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	4	4.6%
320 - Emergency medical service, other	1	1.15%
321 - EMS call, excluding vehicle accident with injury	59	67.82%
322 - Motor vehicle accident with injuries	2	2.3%
324 - Motor vehicle accident with no injuries.	1	1.15%
350 - Extrication, rescue, other	1	1.15%
400 - Hazardous condition, other	2	2.3%
540 - Animal problem, other	1	1.15%
542 - Animal rescue	1	1.15%
600 - Good intent call, other	1	1.15%
611 - Dispatched & cancelled en route	1	1.15%
622 - No incident found on arrival at dispatch address	1	1.15%
735 - Alarm system sounded due to malfunction	2	2.3%
736 - CO detector activation due to malfunction	1	1.15%
743 - Smoke detector activation, no fire - unintentional	1	1.15%
744 - Detector activation, no fire - unintentional	1	1.15%
745 - Alarm system activation, no fire - unintentional	1	1.15%
800 - Severe weather or natural disaster, other	1	1.15%
911 - Citizen complaint	5	5.75%
<b>TOTAL INCIDENTS:</b>	<b>87</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



# Bedford Charter Twp FD

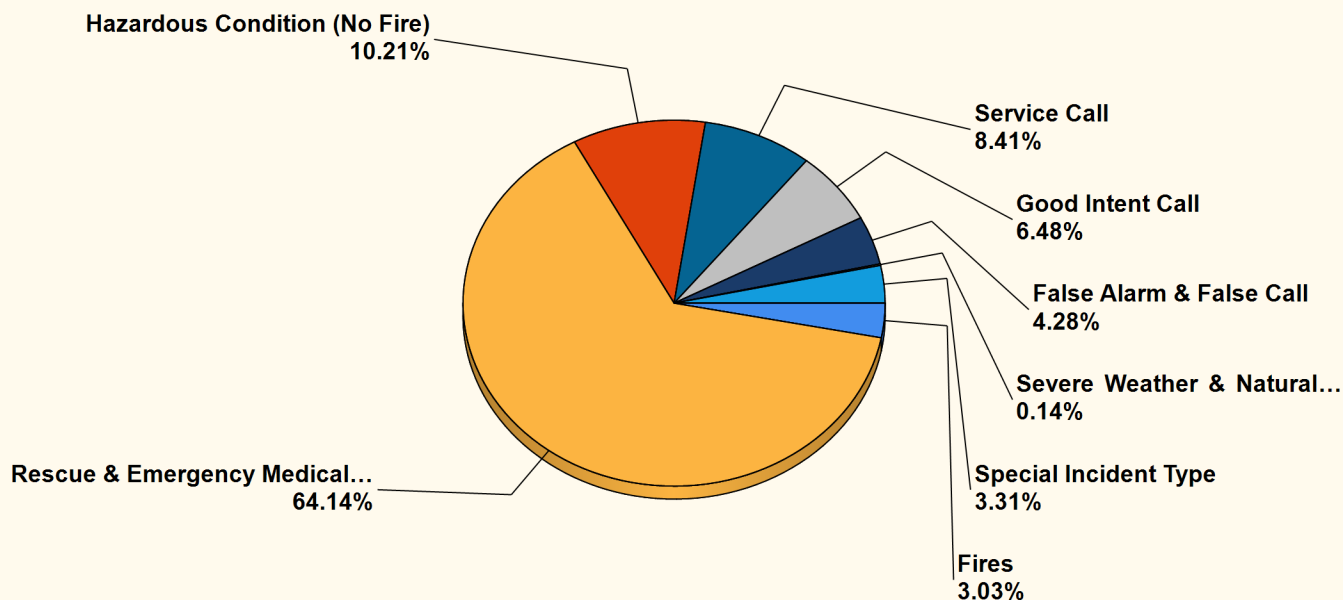
Battle Creek, MI

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2023 | End Date: 08/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	22	3.03%
Rescue & Emergency Medical Service	465	64.14%
Hazardous Condition (No Fire)	74	10.21%
Service Call	61	8.41%
Good Intent Call	47	6.48%
False Alarm & False Call	31	4.28%
Severe Weather & Natural Disaster	1	0.14%
Special Incident Type	24	3.31%
<b>TOTAL</b>	<b>725</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



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Doc Id: 553  
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### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	13	1.79%
112 - Fires in structure other than in a building	1	0.14%
114 - Chimney or flue fire, confined to chimney or flue	1	0.14%
118 - Trash or rubbish fire, contained	3	0.41%
130 - Mobile property (vehicle) fire, other	1	0.14%
131 - Passenger vehicle fire	2	0.28%
170 - Cultivated vegetation, crop fire, other	1	0.14%
311 - Medical assist, assist EMS crew	9	1.24%
320 - Emergency medical service, other	2	0.28%
321 - EMS call, excluding vehicle accident with injury	411	56.69%
322 - Motor vehicle accident with injuries	23	3.17%
324 - Motor vehicle accident with no injuries.	17	2.34%
350 - Extrication, rescue, other	3	0.41%
400 - Hazardous condition, other	16	2.21%
412 - Gas leak (natural gas or LPG)	5	0.69%
424 - Carbon monoxide incident	2	0.28%
444 - Power line down	51	7.03%
500 - Service Call, other	45	6.21%
511 - Lock-out	1	0.14%
531 - Smoke or odor removal	1	0.14%
540 - Animal problem, other	1	0.14%
541 - Animal problem	2	0.28%
542 - Animal rescue	2	0.28%
550 - Public service assistance, other	1	0.14%
551 - Assist police or other governmental agency	3	0.41%
554 - Assist invalid	1	0.14%
561 - Unauthorized burning	4	0.55%
600 - Good intent call, other	7	0.97%
611 - Dispatched & cancelled en route	29	4%
621 - Wrong location	1	0.14%
622 - No incident found on arrival at dispatch address	6	0.83%
631 - Authorized controlled burning	2	0.28%
651 - Smoke scare, odor of smoke	2	0.28%
700 - False alarm or false call, other	6	0.83%
711 - Municipal alarm system, malicious false alarm	2	0.28%
715 - Local alarm system, malicious false alarm	1	0.14%
733 - Smoke detector activation due to malfunction	1	0.14%
735 - Alarm system sounded due to malfunction	4	0.55%
736 - CO detector activation due to malfunction	4	0.55%
743 - Smoke detector activation, no fire - unintentional	4	0.55%
744 - Detector activation, no fire - unintentional	2	0.28%
745 - Alarm system activation, no fire - unintentional	4	0.55%
746 - Carbon monoxide detector activation, no CO	3	0.41%
800 - Severe weather or natural disaster, other	1	0.14%
900 - Special type of incident, other	1	0.14%
911 - Citizen complaint	23	3.17%
<b>TOTAL INCIDENTS:</b>	<b>725</b>	<b>100%</b>

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



# CCCD/9-1-1

## Events by Nature Code by Stat/Beat

Station/Beat: BCA, Event date/Time range: 08/01/2023 00:00:00 - 08/31/2023 23:59:59

Station/Beat Code	Nature Code	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
BCA	911 HANG UP ABANDONED CALL	0	3	3	1%	0:05:42	0:05:56	0:08:36	1:00:43	0:20:14
	ABUSE OR NEGLECT COMPLT	0	3	3	1%	0:05:19	0:11:37	1:02:29	3:58:17	1:19:26
	AGGRESSIVE ANIMAL	0	2	2	1%	0:10:33	0:07:06	0:22:25	1:13:02	0:36:31
	ALARM	0	17	17	5%	0:04:27	0:06:14	0:07:25	4:26:05	0:15:39
	ANIMAL COMPLAINT	0	20	20	6%	0:24:04	0:12:38	0:24:38	20:01:47	1:00:05
	ARSON INVESTIGATION	0	2	2	1%	1:19:26	0:10:28	1:41:23	6:22:33	3:11:17
	ASSAULT	0	2	2	1%	0:10:20	0:44:37	0:29:04	2:03:25	1:01:43
	ASSIST TO ANOTHER AGENCY	0	3	3	1%	0:15:22	0:08:36	0:09:14	1:39:37	0:33:12
	AT HOSPITAL PIA VICTIM	0	1	1	0%	0:04:48	0:12:29	0:25:10	0:42:27	0:42:27
	BREAKING AND ENTERING	0	4	4	1%	0:03:29	0:05:41	0:18:46	1:51:43	0:27:56
	BROADCAST	2	0	2	1%	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00
	CHECK AREA	1	6	7	2%	0:05:03	0:08:10	0:07:42	2:21:26	0:20:12
	CHECK PREMISE	18	7	25	7%	0:07:29	0:06:41	0:09:51	6:15:35	0:15:01
	CHECK SUBJECT	1	5	6	2%	0:03:45	0:06:34	0:13:43	2:17:43	0:22:57
	CHECK VEHICLE	1	4	5	1%	0:06:37	0:05:15	0:08:28	1:24:33	0:16:55
	CITIZEN ASSIST	0	1	1	0%	0:11:11	0:25:29	0:00:02	0:36:42	0:36:42
	CIVIL PRIVATE PROPERTY TOW	0	3	3	1%	0:07:15	0:11:37	0:32:14	2:33:21	0:51:07
	CIVIL PROBLEM OR COMPLAINT	0	12	12	3%	0:12:51	0:14:04	0:08:41	7:08:01	0:35:40
	CONFINED STRAY	0	2	2	1%	0:34:00	0:02:34	0:38:06	1:56:31	0:58:16
	CRIMINAL SEXUAL CONDUCT	0	3	3	1%	0:10:04	0:29:39	0:45:13	4:10:33	1:23:31
	DOMESTIC TROUBLE	0	13	13	4%	0:05:43	0:07:21	0:44:19	12:26:02	0:57:23
	DRIVING COMPLAINT	0	7	7	2%	0:09:37	0:19:15	0:19:57	3:46:09	0:32:18
	FAIL TO RET BORROWED VEHICLE	0	1	1	0%	0:01:49	0:00:00	0:00:00	0:05:13	0:05:13
	FIGHT	0	2	2	1%	0:10:12	0:02:06	0:29:52	1:14:07	0:37:04

Station/Beat Code	Nature Code	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	FOOT PATROL	12	0	12	3%	0:00:01	0:00:00	0:06:05	1:13:13	0:06:06
	FOUND PROPERTY	0	4	4	1%	0:06:17	0:19:47	0:29:49	3:43:34	0:55:54
	FRAUD COMPLAINT	0	6	6	2%	0:35:10	0:09:41	0:24:03	6:53:28	1:08:55
	HARASSMENT COMPLAINT	0	4	4	1%	0:26:38	0:04:56	0:17:29	2:51:32	0:42:53
	HAZARD	1	0	1	0%	0:00:01	0:00:00	0:24:03	0:24:04	0:24:04
	HIT AND RUN ACCIDENT	0	5	5	1%	0:16:15	0:07:55	0:26:25	4:13:01	0:50:36
	INFORMATION ONLY CALL	0	6	6	2%	0:09:38	0:08:40	0:12:07	2:38:24	0:26:24
	JUVENILE TROUBLE	0	3	3	1%	0:25:56	0:16:33	0:08:17	1:54:23	0:38:08
	LARCENY	0	8	8	2%	0:32:07	0:12:10	0:12:35	7:21:45	0:55:13
	LOST PROPERTY REPORT	0	1	1	0%	0:26:40	0:02:14	0:16:00	0:44:54	0:44:54
	MALICIOUS DESTRUCTION OF PROP	0	4	4	1%	0:14:48	0:08:25	0:19:03	2:21:08	0:35:17
	MAN WITH A GUN	0	2	2	1%	0:01:17	0:04:45	0:31:45	1:15:34	0:37:47
	MISSING PERSON	1	1	2	1%	0:18:38	0:08:21	0:33:28	1:33:56	0:46:58
	MOTORIST ASSIST	0	2	2	1%	0:04:25	0:05:43	0:04:30	0:29:15	0:14:38
	NOISE COMPLAINT	0	11	11	3%	0:17:09	0:08:38	0:04:24	5:32:12	0:30:12
	OTHER PERSON TROUBLE	1	21	22	6%	0:12:21	0:07:37	0:27:20	16:19:12	0:44:31
	PAPER SERVICE	12	0	12	3%	0:00:01	0:00:00	0:09:39	1:55:50	0:09:39
	PEACE OFFICER	2	10	12	3%	0:16:04	0:09:13	0:34:59	11:28:52	0:57:24
	PERSONAL INJURY ACCIDENT	1	0	1	0%	0:00:00	0:00:00	1:43:51	1:43:51	1:43:51
	PROPERTY DAMAGE ACCIDENT	0	8	8	2%	0:12:30	0:09:49	2:13:05	16:29:37	2:03:42
	RUNAWAY	0	1	1	0%	0:01:57	0:07:32	0:39:21	0:48:50	0:48:50
	STALKING COMPLAINT	0	2	2	1%	0:04:43	0:05:46	0:29:10	1:19:17	0:39:39
	STOLEN VEHICLE	0	4	4	1%	0:17:11	0:09:44	0:17:44	2:48:13	0:42:03
	SUICIDAL SUBJECT	0	4	4	1%	0:07:41	0:05:17	0:33:41	3:06:39	0:46:40
	SUSPICIOUS SITUATION	0	4	4	1%	0:16:05	0:13:35	0:34:36	4:14:33	1:03:38
	THREATS COMPLAINT	0	5	5	1%	0:25:32	0:09:22	0:23:11	4:21:04	0:52:13
	TRAFFIC STOP	28	0	28	8%	0:00:01	0:00:00	0:11:36	5:24:50	0:11:36
	TRASH DUMPING	0	1	1	0%	1:01:19	0:00:00	0:00:00	2:34:21	2:34:21

Station/Beat Code	Nature Code	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	TRESPASSING	0	3	3	1%	0:40:31	0:55:12	0:04:55	4:20:45	1:26:55
	UNATTENDED DEATH	0	2	2	1%	0:03:02	0:16:59	1:20:48	1:45:22	0:52:41
	UNKNOWN TROUBLE	0	4	4	1%	0:02:00	0:06:18	0:07:46	1:04:19	0:16:05
	UNWANTED PERSON	1	4	5	1%	0:17:28	0:09:19	0:08:02	2:27:20	0:29:28
	VEHICLE INSPECTION	0	1	1	0%	0:05:16	0:00:03	0:14:38	0:19:57	0:19:57
	VIOLATION OF COURT ORDER	0	2	2	1%	0:10:43	0:13:48	0:26:28	1:41:56	0:50:58
	VIOLATION OF PUB HEALTH CODE	0	4	4	1%	0:15:38	0:07:03	0:04:36	1:49:05	0:27:16
	WARRANT ARREST	4	0	4	1%	0:00:01	0:05:31	0:23:48	1:46:17	0:26:34
	WELFARE CHECK	0	16	16	4%	0:25:01	0:08:59	0:29:52	16:38:35	1:02:25
	<b>Subtotals for No Summary Code</b>	<b>86</b>	<b>276</b>	<b>362</b>	<b>100%</b>	<b>0:13:53</b>	<b>0:11:00</b>	<b>0:26:29</b>	<b>237:14:43</b>	<b>0:46:29</b>
	<b>Totals for BCA</b>	<b>86</b>	<b>276</b>	<b>362</b>	<b>100%</b>	<b>0:13:53</b>	<b>0:11:00</b>	<b>0:26:29</b>	<b>237:14:43</b>	<b>0:46:29</b>

# Battle Creek Police Department

August 2023



## FUSION CENTER: CRIME ANALYSIS DIVISION

### NPC Report Charges by Offense Category

City of Battle Creek Police Department  
34 North Division Street  
Battle Creek, Michigan 49014

Print Date 9/2/2023

## Bedford Charter Township

<u>Date</u>	<u>Month</u>	<u>Year</u>	<u>NPC</u>	<u>Charge Description</u>	<u>Street</u>
<b>Part 1: Property</b>					
08/18/2023	August	2023	Bedford Charter Township	ARSON	COLLIER RD
08/04/2023	August	2023	Bedford Charter Township	BURGLARY-FORCED ENTRY	W MICHIGAN AVE
08/17/2023	August	2023	Bedford Charter Township	LARCENY - OTHER	W MICHIGAN AVE
08/19/2023	August	2023	Bedford Charter Township	LARCENY - THEFT FROM A BLDG	M37
08/10/2023	August	2023	Bedford Charter Township	LARCENY - THEFT FROM A BLDG	ROBINWOOD AVE
08/26/2023	August	2023	Bedford Charter Township	LARCENY - THEFT FROM A BLDG	NORTH AVE
08/21/2023	August	2023	Bedford Charter Township	LARCENY - THEFT FROM A BLDG	M37
08/06/2023	August	2023	Bedford Charter Township	MOTOR VEHICLE THEFT	OAK ST

## Part 1: Violent

08/03/2023	August	2023	Bedford Charter Township	AGGRAVATED / FELONIOUS ASSAULT	WAUBASCON RD
08/09/2023	August	2023	Bedford Charter Township	AGGRAVATED / FELONIOUS ASSAULT	TIMBER LN
08/19/2023	August	2023	Bedford Charter Township	AGGRAVATED / FELONIOUS ASSAULT	NORTH AVE
08/25/2023	August	2023	Bedford Charter Township	AGGRAVATED / FELONIOUS ASSAULT	JOHN BRIA RD
08/09/2023	August	2023	Bedford Charter Township	AGGRAVATED / FELONIOUS ASSAULT	GLADYS CT
08/11/2023	August	2023	Bedford Charter Township	AGGRAVATED / FELONIOUS ASSAULT	FLEETWOOD DR
08/02/2023	August	2023	Bedford Charter Township	CSC	ARDMOOR DR

## Part 2

08/08/2023	August	2023	Bedford Charter Township	DAMAGE TO PROPERTY	MARIE AVE
08/08/2023	August	2023	Bedford Charter Township	DAMAGE TO PROPERTY	MARIE AVE
08/13/2023	August	2023	Bedford Charter Township	DISORDERLY CONDUCT	MARIE AVE
08/12/2023	August	2023	Bedford Charter Township	FAMILY - OTHER	WALKER DR
08/22/2023	August	2023	Bedford Charter Township	FORGERY / COUNTERFEITING	N FINLAY AVE
08/22/2023	August	2023	Bedford Charter Township	FORGERY / COUNTERFEITING	NORTH AVE
08/21/2023	August	2023	Bedford Charter Township	FRAUD/FALSE PRETENSES/SWINDLE/CONFID GA	STEPHANIE AVE
08/08/2023	August	2023	Bedford Charter Township	INTIMIDATION / STALKING	TIMBER LN



# Battle Creek Police Department

August 2023



## FUSION CENTER: CRIME ANALYSIS DIVISION

### NPC Report

### Charges by Offense Category

City of Battle Creek Police Department  
34 North Division Street  
Battle Creek, Michigan 49014

Print Date 9/2/2023

08/04/2023	August	2023	Bedford Charter Township	NONAGGRAVATED ASSAULT	SHADY LN
08/03/2023	August	2023	Bedford Charter Township	OBSTRUCTING JUSTICE	CROSS ST/HUSSEY AVE
08/27/2023	August	2023	Bedford Charter Township	OBSTRUCTING JUSTICE	NEWBURN DR
08/29/2023	August	2023	Bedford Charter Township	OBSTRUCTING JUSTICE	NORTH AVE
08/07/2023	August	2023	Bedford Charter Township	OBSTRUCTING JUSTICE	M37/KIRBY RD
08/05/2023	August	2023	Bedford Charter Township	OBSTRUCTING JUSTICE	WAUBASCON RD
08/19/2023	August	2023	Bedford Charter Township	OBSTRUCTING POLICE	M37/KIRBY RD
08/22/2023	August	2023	Bedford Charter Township	OBSTRUCTING POLICE	S BIRDSALL DR
08/26/2023	August	2023	Bedford Charter Township	OPERATING UNDER THE INFLUENCE OF LIQUOR	M89/GULL POINTE
08/25/2023	August	2023	Bedford Charter Township	OPERATING UNDER THE INFLUENCE OF LIQUOR	W COUNTY LINE RD
08/22/2023	August	2023	Bedford Charter Township	TRESPASS OTHER	S BIRDSALL DR
08/29/2023	August	2023	Bedford Charter Township	VIOLATION OF CONTROLLED SUBSTANCE ( VCS/	NORTH AVE
08/02/2023	August	2023	Bedford Charter Township	VIOLATION OF CONTROLLED SUBSTANCE ( VCS/	MORGAN RD/HUBBARD RD
08/03/2023	August	2023	Bedford Charter Township	VIOLATION OF CONTROLLED SUBSTANCE ( VCS/	HUSSEY AVE/CROSS ST



### FUSION CENTER: CRIME ANALYSIS DIVISION

#### NPC Report

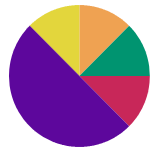
#### Charges by Offense Category

City of Battle Creek Police Department  
34 North Division Street  
Battle Creek, Michigan 49014

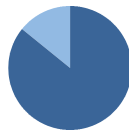
Print Date 9/2/2023

## Offense Category Comparison

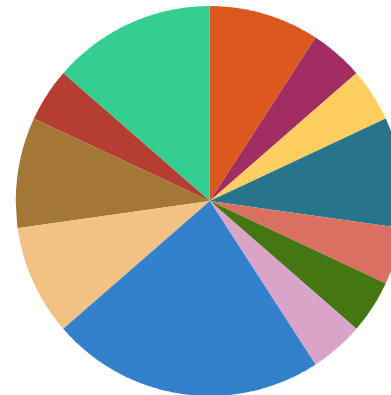
For Bedford Charter Township



Part 1: Property



Part 1: Violent

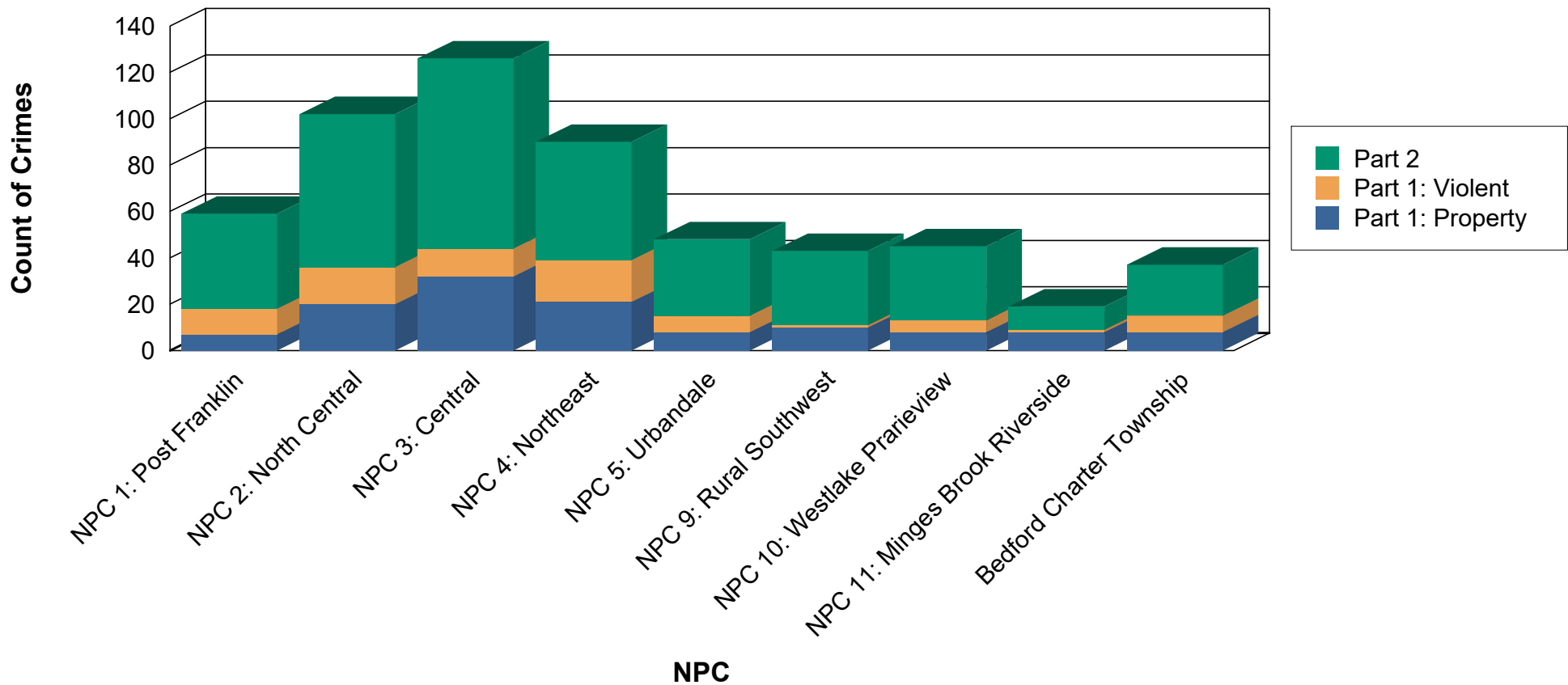


Part 2

AGGRAVATED / FELONIOUS ASSAULT	ARSON
BURGLARY-FORCED ENTRY	DAMAGE TO PROPERTY
DISORDERLY CONDUCT	FAMILY - OTHER
FORGERY / COUNTERFEITING	FRAUD/FALSE PRETENSES/SWINDLE/CONFID GAMES
INTIMIDATION / STALKING	LARCENY - OTHER
LARCENY - THEFT FROM A BLDG	MOTOR VEHICLE THEFT
NONAGGRAVATED ASSAULT	OBSTRUCTING JUSTICE
OBSTRUCTING POLICE	OPERATING UNDER THE INFLUENCE OF LIQUOR OR DRUGS
SEXUAL PENETRATION CSC 1ST PENIS/VAGINA	TRESPASS OTHER
VIOLETION OF CONTROLLED SUBSTANCE (VCSA)	



## Part 1 & 2 Crimes by NPC



# Battle Creek Police Department

August 2023

## FUSION CENTER: CRIME ANALYSIS DIVISION Arrest Charges (Fel. & Misd.) by NPC

City of Battle Creek Police Department  
34 North Division Street  
Battle Creek, Michigan 49014



Print Date 9/2/2023

### Bedford Charter Township

08/03/2023	1303	AGG. ASSAULT / FAMILY STRONG ARM	F	BCPD	August	2023
08/03/2023	2305	LARCENY FROM A M. V. / PERSONAL PROPERTY	F	BCPD	August	2023
08/22/2023	4801	OBSTRUCT POLICE / RESISTING OFFICER	F	BCPD	August	2023
08/23/2023	2803	STOLEN PROPERTY / RECEIVING	F	BCPD	August	2023
08/29/2023	3592	VCSA / CRACK - POSSESS	F	BCPD	August	2023
08/02/2023	3512	VCSA / HEROIN - POSSESS	F	BCPD	August	2023
08/03/2023	5015	OBSTRUCTING JUSTICE / FAILURE TO APPEAR	M	BCPD	August	2023
08/04/2023	5015	OBSTRUCTING JUSTICE / FAILURE TO APPEAR	M	BCPD	August	2023
08/27/2023	5015	OBSTRUCTING JUSTICE / FAILURE TO APPEAR	M	BCPD	August	2023
08/07/2023	5012	OBSTUCTING JUSTICE / PROBATION VIOLATION	M	BCPD	August	2023
08/04/2023	1313	SIMPLE ASSAULT	M	BCPD	August	2023
08/22/2023	5707	TRESPASS - OTHER	M	BCPD	August	2023

# Battle Creek Police Department

August 2023

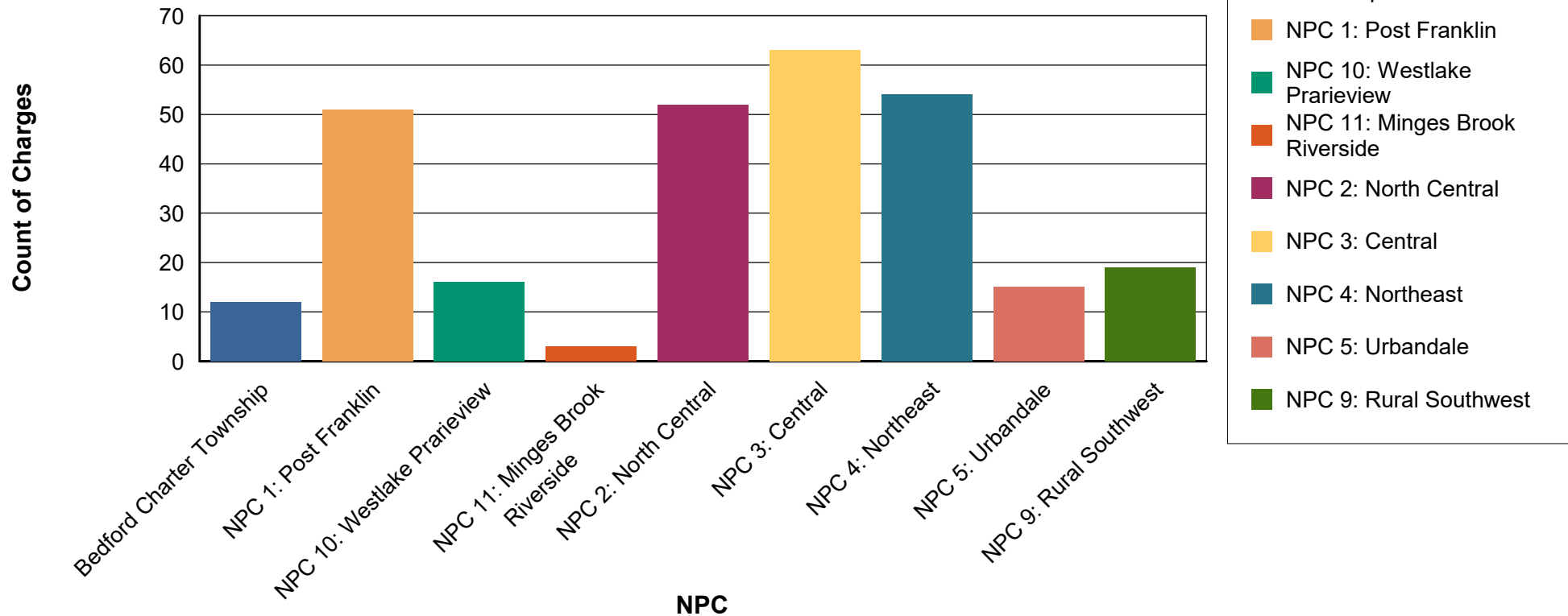
## FUSION CENTER: CRIME ANALYSIS DIVISION Arrest Charges (Fel. & Misd.) by NPC

City of Battle Creek Police Department  
34 North Division Street  
Battle Creek, Michigan 49014



Print Date 9/2/2023

### Arrest Charges/NPC



# Battle Creek Police Department

August 2023

## FUSION CENTER: CRIME ANALYSIS DIVISION

### NPC Report

### Foot Patrols & Traffic Stops

City of Battle Creek Police Department

34 North Division Street

Battle Creek, Michigan 49014



Print Date 9/2/2023

## Bedford Charter Township

### FTPTRL

BCPD	August	2023	08/01/2023	Bedford Charter Township	FTPTRL	2410 W MICHIGAN AVE
BCPD	August	2023	08/11/2023	Bedford Charter Township	FTPTRL	2718 W MICHIGAN AVE
BCPD	August	2023	08/21/2023	Bedford Charter Township	FTPTRL	115 S ULDRIKS RD
BCPD	August	2023	08/07/2023	Bedford Charter Township	FTPTRL	2920 W MICHIGAN AVE
BCPD	August	2023	08/11/2023	Bedford Charter Township	FTPTRL	2410 W MICHIGAN AVE
BCPD	August	2023	08/29/2023	Bedford Charter Township	FTPTRL	3218 W MICHIGAN AVE
BCPD	August	2023	08/29/2023	Bedford Charter Township	FTPTRL	459 N BEDFORD RD
BCPD	August	2023	08/30/2023	Bedford Charter Township	FTPTRL	5902 MORGAN RD
BCPD	August	2023	08/01/2023	Bedford Charter Township	FTPTRL	1051 NORTH AVE
BCPD	August	2023	08/07/2023	Bedford Charter Township	FTPTRL	3769 W MICHIGAN AVE
BCPD	August	2023	08/25/2023	Bedford Charter Township	FTPTRL	511 MORGAN RD
BCPD	August	2023	08/25/2023	Bedford Charter Township	FTPTRL	2920 W MICHIGAN AVE

### TRAFF

BCPD	August	2023	08/22/2023	Bedford Charter Township	TRAFF	297 MORGAN RD
BCPD	August	2023	08/31/2023	Bedford Charter Township	TRAFF	M37/BOWNE RD
BCPD	August	2023	08/28/2023	Bedford Charter Township	TRAFF	COLLIER RD/WELLINGTON AVE
BCPD	August	2023	08/28/2023	Bedford Charter Township	TRAFF	N WASHINGTON AVE/ARLINGTON
BCPD	August	2023	08/10/2023	Bedford Charter Township	TRAFF	N BEDFORD RD/BIRDSALL DR
BCPD	August	2023	08/18/2023	Bedford Charter Township	TRAFF	N BEDFORD RD/SWEDISH DR
BCPD	August	2023	08/07/2023	Bedford Charter Township	TRAFF	M37/KIRBY RD
BCPD	August	2023	08/16/2023	Bedford Charter Township	TRAFF	WAUBASCON RD/KIRBY RD
BCPD	August	2023	08/16/2023	Bedford Charter Township	TRAFF	5160 HALBERT RD
BCPD	August	2023	08/29/2023	Bedford Charter Township	TRAFF	M37/BOWNE RD
BCPD	August	2023	08/30/2023	Bedford Charter Township	TRAFF	MORGAN RD/N WASHINGTON AVE
BCPD	August	2023	08/31/2023	Bedford Charter Township	TRAFF	W MICHIGAN AVE/NEWBURN DR
BCPD	August	2023	08/01/2023	Bedford Charter Township	TRAFF	CROSS ST/HUSSEY AVE
BCPD	August	2023	08/17/2023	Bedford Charter Township	TRAFF	MORGAN AVE/N BEDFORD RD
BCPD	August	2023	08/15/2023	Bedford Charter Township	TRAFF	MORGAN RD/N WASHINGTON AVE
BCPD	August	2023	08/15/2023	Bedford Charter Township	TRAFF	M37/SWEDISH DR
BCPD	August	2023	08/15/2023	Bedford Charter Township	TRAFF	W MICHIGAN AVE/CHARLESTON
BCPD	August	2023	08/15/2023	Bedford Charter Township	TRAFF	W MICHIGAN AVE/COLLIER RD

# Battle Creek Police Department

August 2023

## FUSION CENTER: CRIME ANALYSIS DIVISION

### NPC Report

### Foot Patrols & Traffic Stops

City of Battle Creek Police Department  
34 North Division Street  
Battle Creek, Michigan 49014



Print Date 9/2/2023

BCPD	August	2023	08/03/2023	Bedford Charter Township	TRAFF	WAUBASCON RD/MORGAN RD
BCPD	August	2023	08/03/2023	Bedford Charter Township	TRAFF	HUSSEY AVE/CROSS ST
BCPD	August	2023	08/03/2023	Bedford Charter Township	TRAFF	CROSS ST/HUSSEY AVE
BCPD	August	2023	08/10/2023	Bedford Charter Township	TRAFF	N BEDFORD RD/MORGAN RD

# Battle Creek Police Department

August 2023

## FUSION CENTER: CRIME ANALYSIS DIVISION

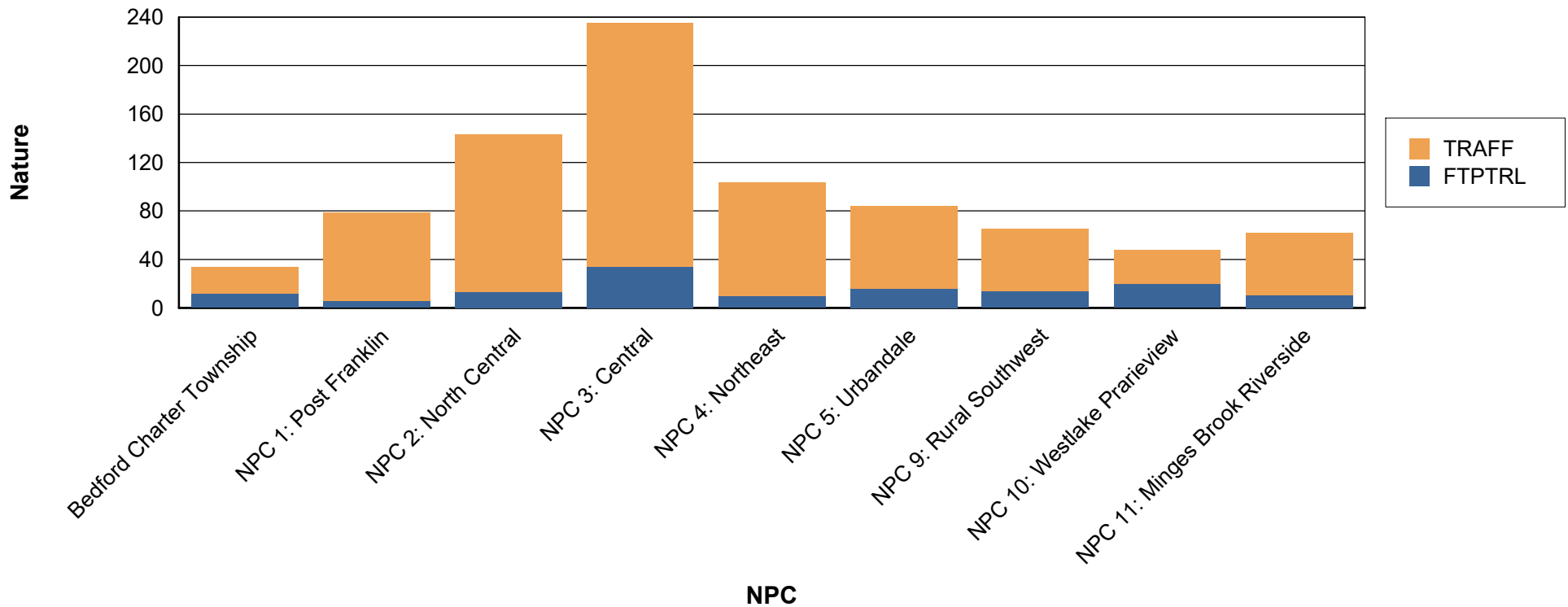
### NPC Report Foot Patrols & Traffic Stops

City of Battle Creek Police Department  
34 North Division Street  
Battle Creek, Michigan 49014



Print Date 9/2/2023

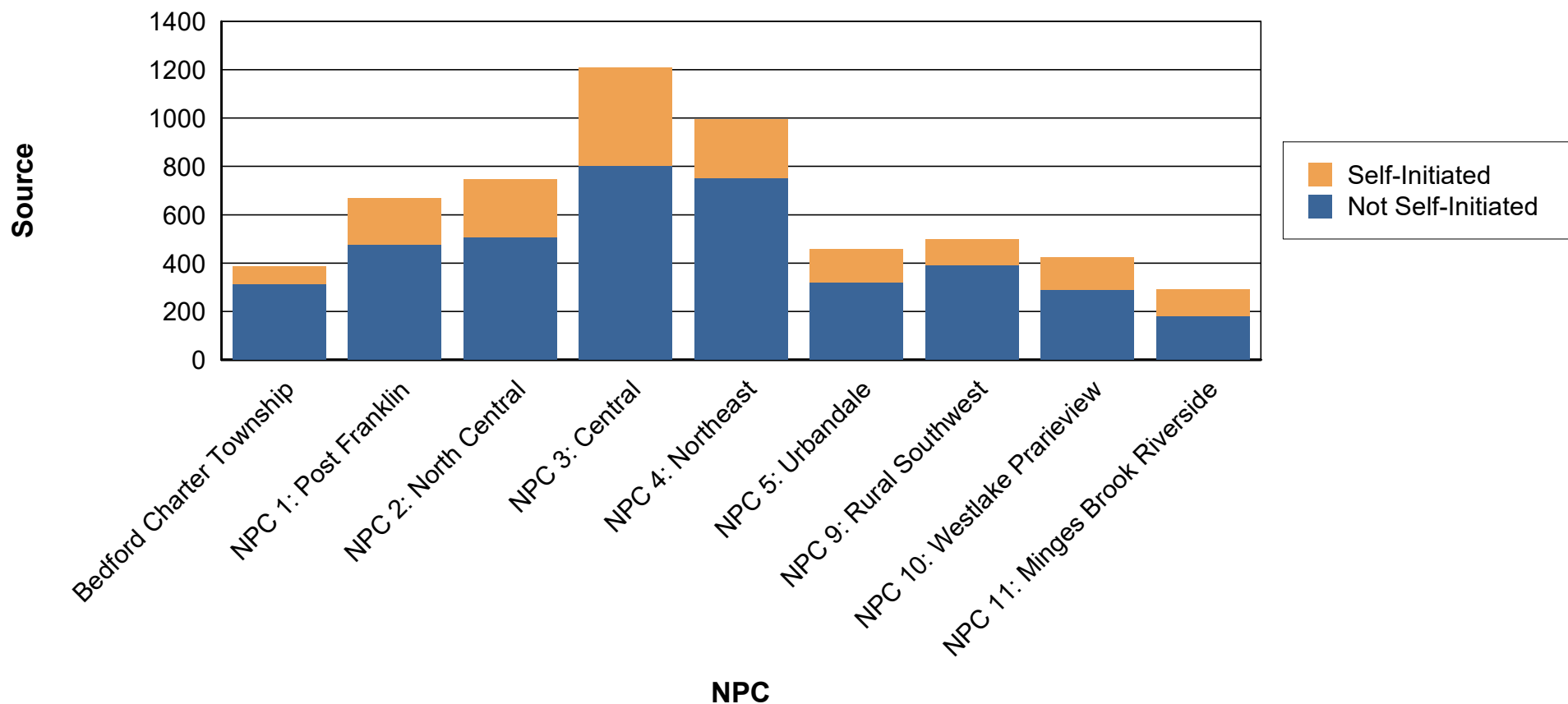
## Foot Patrols & Traffic Stops by NPC





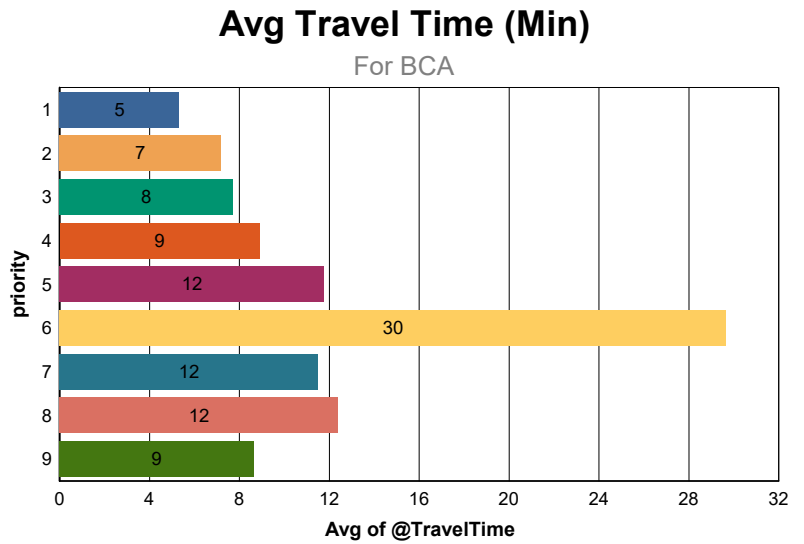


## CAD Events by NPC



## Average Travel Time for BCPD by Priority in Bedford

<b>1</b>	Avg.Travel Time for Priority 1	<b>5.33</b>
<b>2</b>	Avg.Travel Time for Priority 2	<b>7.18</b>
<b>3</b>	Avg.Travel Time for Priority 3	<b>7.70</b>
<b>4</b>	Avg.Travel Time for Priority 4	<b>8.90</b>
<b>5</b>	Avg.Travel Time for Priority 5	<b>11.76</b>
<b>6</b>	Avg.Travel Time for Priority 6	<b>29.65</b>
<b>7</b>	Avg.Travel Time for Priority 7	<b>11.50</b>
<b>8</b>	Avg.Travel Time for Priority 8	<b>12.38</b>
<b>9</b>	Avg.Travel Time for Priority 9	<b>8.64</b>
	Avg. Travel Time for Beat BCA	<b>9.93</b>



Avg. Travel Time for All Calls	<b>9.93</b>
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# **Control and Efficiency Vulnerability Assessment**

Prepared for:  
**Bedford Charter Township**

**September 14, 2023**

## **Background**

Bedford Charter Township (the Township) initially hired Maner Costerisan to assist with audit preparation, to ensure that the Township's accounting records were up to date and accurate for audit purposes. While onsite, the Township expressed interest in strengthening the controls and processes of the Township, especially with the recent hiring of a Superintendent, which is a new position for the Township and represents a significant structural change. Maner Costerisan was then engaged to perform the control and efficiency vulnerability assessment, the results of which are presented in this report.

Our initial processes included interviewing personnel key to the operations at the Township, reviewing the current flow of business transactions as they were being recorded, and reviewing current policies and procedures. In this report, we review vulnerabilities identified at the Township and offer our recommendations for best practices and controls, as well as policies and procedures to be implemented. Our recommendations are all presented with the idea that, for a new process or control to be implemented, it must be cost effective and provide return in the form of controls, time or resources on the changes, as well as support the legislative duties of the board and other elected officials.

## **The Fraud Triangle**

Organizations are vulnerable to fraud, and the Township is no exception. We considered, as part of our review, the impact of the current controls, and the impact of proposed changes, under the lens of the fraud triangle.

The fraud triangle identifies three components that, when present, dramatically increase the likelihood that a fraud will be committed. Opportunity, which is a lack of or break down in controls; perceived unshareable need or pressure, which may or may not be something that is known such as a gambling addiction, emergency medical treatment or just "keeping up with the neighbors"; and finally rationalization as an individual feels they are "owed" the money for their hard work or they were going to put the money back once their need was fulfilled.

The improvements we suggest consider each leg of this triangle and work together to reduce the Township's risks and seek to ensure that taxpayer funds are utilized effectively.



## **Legislative Duties**

Governments are unique for a number of reasons, but one is that certain members of staff are elected officials, with duties laid out by legislation within the State of Michigan. As such, all controls and processes must support these legislative requirements. We include below excerpts from the related statutes for the Clerk and Treasurer, all of which guide the recommendations in the remaining sections of this report.

### **Township Clerk - MCL 41.65**

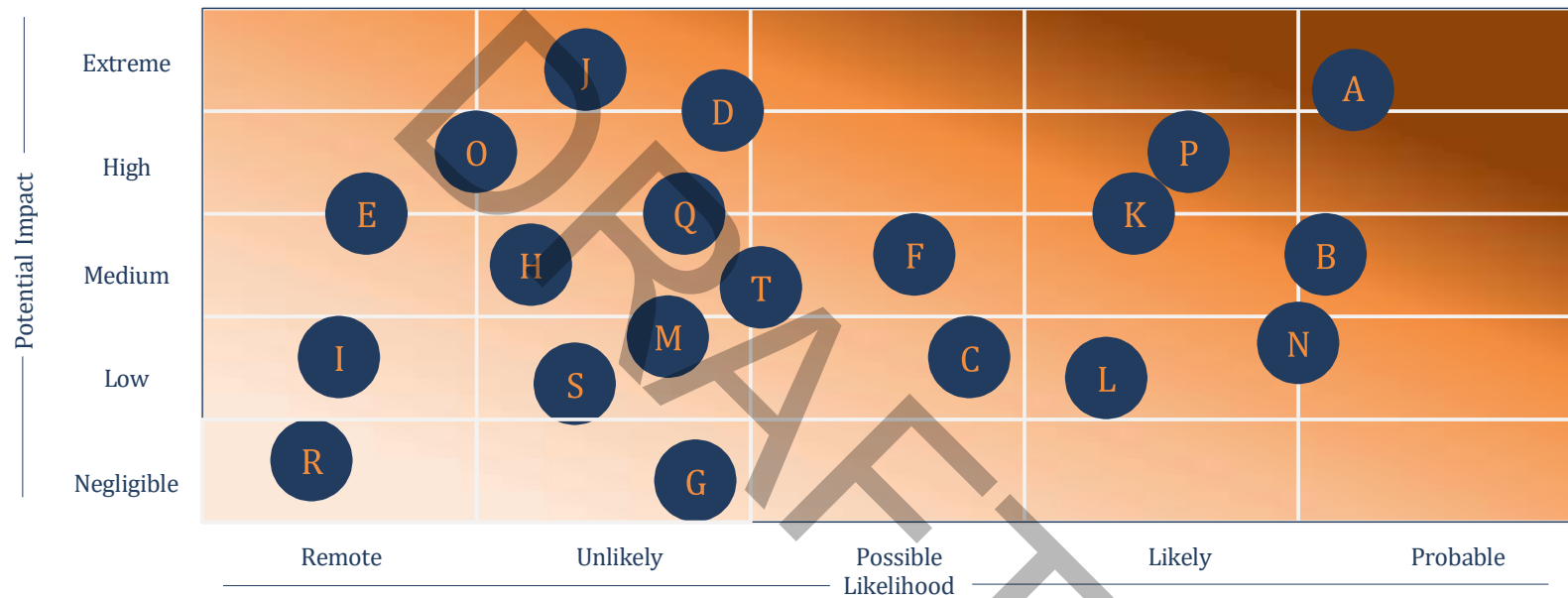
The township clerk of each township shall have custody of all the records, books, and papers of the township, when no other provision for custody is made by law. The township clerk shall file and safely keep all certificates of oaths and other papers required by law to be filed in his or her office and shall record those items required by law to be recorded. The township clerk shall also open and keep an account with the treasurer of the township, and shall charge the treasurer with all funds that come into the treasurer's hands by virtue of his or her office, and shall credit him or her with all money paid out by the treasurer on the order of the proper authorities of the township, and shall enter the date and amount of all vouchers in a book kept by the township clerk in the office. The township clerk shall also open and keep a separate account with each fund belonging to the township and shall credit each fund with the amounts that properly belong to it and shall charge each fund with warrants drawn on the township treasurer and payable from that fund. The township clerk shall be responsible for the detailed accounting records of the township utilizing the uniform chart of accounts prescribed by the state treasurer. The township clerk shall prepare and maintain the journals and ledgers necessary to reflect the assets, liabilities, fund equities, revenues, and expenditures for each fund of the township.

### **Township Treasurer - MCL 41.76**

The township treasurer shall receive and take charge of money belonging to the township, or that is by law required to be paid into the township treasury, and shall pay over and account for the money, according to the order of the township board, or the authorized officers of the township.

## Internal Controls

To allow the Township to operate effectively, we offer the following recommendations for improving controls and reducing risk. The greater the likelihood and potential impact, the greater the importance of immediate implementation.



### Bank Reconciliation Process

- A. Bank reconciliations are a vital piece of the internal controls of any organization and the Township is no exception. Over the past few years, the bank reconciliations have not been done on a timely basis, which can create additional risks for the Township. The overall goal is to have reconciliations prepared in a timely manner, with a separation in the individual preparing and reviewing the bank reconciliation while adhering to all legislative requirements regarding custody and responsibility for documents. We have provided a proposed sample policy for the Township's review in Appendix A, Section 1.

### Disbursement Process

- B. As identified in the efficiency section below, we recommend that the Township increase its use of electronic payments, as detailed in the ACH/EFT Policy in Appendix A, Section 2. For any transactions that the Township chooses to continue paying via traditional check, the Township should consider the use of positive pay, which can be done through BS&A and the Township's financial institution. Positive pay is a fraud mitigation service offered by many financial institutions that verifies checks presented for payment against the organization's check register. This significantly reduces the risk of counterfeited or otherwise misused checks.

### Cash Handling

- C. The Township currently does not have a comprehensive list of who is responsible for various cash handling tasks, and who the secondary persons are for when the person who is primarily responsible for those tasks is unavailable. Because of the importance of these duties, we recommend a formal cash handling process. An example of this has been included in Appendix A, Section 3.

### Vendor Onboarding

- D. To better protect the Township's financial resources, the Township should consider requiring the purchaser to submit vendor information, including a W-9, an assessment of any possible conflicts of interest and other relevant information for all new vendors. Each vendor would be approved via an approval workflow by the Treasurer before being added to the accounting system. The vendor would then be added to the system by the Clerk or Deputy Clerk, who would attach relevant approval documentation to the electronic file. The Treasurer should not have access to input new vendors into the accounting system. We would be happy to assist the Township in developing an appropriate workflow and related documentation.
- E. On a periodic basis, the Township should also consider a vendor audit, which would review the organization's list of vendors for duplications, conflicts of interest, addresses, and other indications of fraud or lapses in controls. We would be pleased to work with the Township to perform this service, utilizing Maner's various data analytics tools.

### Credit Card Use Policy

- F. The Township should consider creating a credit card use policy, an example of which is included in Appendix A, Section 4, and which would need to be approved by the Board to be adopted. All employees should sign the credit card agreement included within the policy, which emphasizes the importance of proper usage and documentation. These agreements should be retained by the Treasurer's office.
- G. The Township has the opportunity to earn points through a rewards program. To ensure that these rewards are used for the organization's gain, a policy should be implemented to document what these rewards points are to be used for as well as who has access to the point redemption. This policy should also include a timeline for usage of the points to ensure that they are used within the required period. We recommend that this be incorporated into the credit card policy.

### Payroll Processing

- H. While we recommend, as indicated in efficiencies section below, that the Township discontinue the use of ADP, in the interim, we recommend that the current payroll process be updated to include the review and approval of the payroll journals by the Treasurer, prior to the Township funds being transferred to the payroll account by the Treasurer. Once generated, the payroll reports generated by the Clerk will be provided to the Treasurer for review and approval, which should be documented, before the payroll transfer is initiated.
- I. Paid time off (PTO) is currently being tracked manually. The Township should determine the accurate balance for each person and import that information into BS&A. The payroll system would then track PTO for each individual. We would be happy to assist in setting up this process. While the Township assesses moving payroll from ADP to BS&A, we recommend that PTO be entered into and tracked in ADP.

### System Access & Cybersecurity

- J. There is not a specific policy for accounting and banking system access review. We recommend that a formal policy detailing how often such a review is done, and by whom, be implemented. This review should be done on an annual basis, as well as anytime an employee in finance or management leaves the Township. This review should be done by the Clerk.

This policy should also include the requirements to add staff to the accounting and banking system. A sample policy has been included in Appendix A, Section 5. This policy should be reviewed and approved by the Board.

- K. We recommend that the Township have annual cybersecurity reviews and internal training to ensure that systems are protected, in addition to the testing the Township already performs. We have a partnership with a service provider and would be happy to provide an introduction and coordinate services.



### Conflict of Interest Policy

- L. Because of the positions held by employees and elected officials within the Township, a conflict-of-interest policy is a vital tool to define what a conflict of interest is as well as to discourage transactions and relationships that have undisclosed conflicts. A draft policy is included in Appendix A, Section 6, which must be approved by the Board to be adopted by the Township. The conflict-of-interest policy should be reviewed and signed by all employees and elected officials of the Township on an annual basis.

### Fraud Policy

- M. The Township should implement a fraud policy, an example of which is included in Appendix A, Section 7. This policy explicitly lays out what the Township considers to be fraud, how to report suspicions and other vital steps in reducing the risk of fraud within the organization. This policy should be approved by the Board.

We would also suggest, as part of the Township's fraud prevention measures, annual training with all Township staff. We would be happy to discuss options and methods of providing this training for staff.

### Password Requirements

- N. We recommend that the Township implement a policy to increase password security. This would provide parameters for staff to ensure that they utilize strong passwords, as well as general best practice guidelines for password resets, user lockouts, etc. We have provided an example policy in Appendix A, Section 8.

### Ongoing Staff Training

- O. We recommend that training be encouraged and budgeted for to ensure a complete understanding of the responsibilities and guidelines of the elected officials and appointed deputies. Training is offered by various organizations, including the Michigan Townships Association, Michigan Government Finance Officers Association, Michigan Municipal League, Michigan Municipal Treasurers Association, Michigan Municipal Clerks Association and others. This should be repeated periodically to ensure any new standards and/or guidelines are included.

### Board Governance

- P. Given the importance of the activities undertaken by the Township Board, it is vital that all board members understand their roles and obligations. The Township should have at a minimum, annual training for the board members from an external provider that covers upcoming legislation, accounting changes and other changes that will impact the Board. We would be happy to discuss ways that we could help provide this training to the Board.

- Q. The Township should consider the creation of a finance committee. The finance committee would review the township's proposed budget and make recommendations to the township board on how to allocate funds. The finance committee would also review financial reports and make recommendations to the township board, oversee the annual audit of the township's financial records, review management of the township's debt, evaluate the township's risk management policies and procedures, and assist in the development of long-term financial plans for the township. The establishment of this committee will allow for better decision making at the full board level, and better overall financial oversight. Appendix A Section 9 includes proposed language for the creation of this committee and the related responsibilities.

#### Investment Policy

- R. The Township should implement an investment policy, an example of which is included in Appendix A, Section 10. This must be a Board approved policy. This policy will document the requirements for transactions and make assessment of investment success easier for the board by detailing what must be considered when assessing investments, considerations when pooling investments and language to align with accounting provisions.

#### Federal Policies and Procedures

- S. Section 200.303 of 2 CFR 200 requires that organizations receiving federal funds must have documented federal policies and procedures. Further, any organization that expends \$750,000 or more in Federal funds will be subject to the Single Audit requirements, which will include the testing of these policies and procedures. These federal policies and procedures *may* be included as part of non-federal policies, provided they meet the same requirements. Though the Township has established various policies and procedures, these do not address all of the required areas under 2 CFR 200. Though a particular compliance area may not impact a grant held by the Township, policies must be in place for all compliance areas if Federal funds are accepted. We have provided a template of federal policies and procedures and will be happy to discuss the customization of this document and integration with current documents. This template is provided in Appendix B. To ensure that all requirements are met, we recommend adopting the federal policies and procedures in their entirety, which should be done by the Township Board.

#### Travel Policy

- T. We recommend that the Township adopt a formal Travel Policy that would serve as a guide for Township employees and elected officials that may travel on Township business. An example of proposed language for the new policy is referenced in Appendix A, Section 11. If the Township adopts an expense reimbursement software, as discussed in the efficiency section below, the policy will need to be revised to encompass the related changes in process and controls.

## Efficiency

To allow the Township to operate effectively, we offer the following recommendations for efficiency. The greater the productivity loss and potential impact, the greater the importance of immediate implementation.



### ACH Transactions

1. The majority of general disbursement payments are currently made via check, with both the Clerk and Treasurer having to review the invoices and sign the related check. This process is time consuming for the signer and creates a risk for Township account information to be misused. The Township should consider utilizing ACH transactions along with an electronic approval and authorization system to provide a streamlined process for quicker payments to vendors. The workflow capability for this process is built into BS&A. ACH transactions are secure transfers of funds and have various controls that can be implemented by third party vendors or financial institutions. ACH transactions protect the routing and account numbers of the organization and provide a streamlined process for quicker payments to vendors.

The process of disbursement approval would also be altered to allow for more efficient processing. Invoices would be uploaded into BS&A and electronic authorization would be obtained by the department head and/or check signers. This functionality is part of the BS&A Accounts Payable module and is currently available to the Township. Department heads can be added as read-only users to specific modules of BS&A to facilitate this implementation.

A proposed ACH/EFT policy is provided in Appendix A, Section 2. This must be approved by the Board.

### Payroll

2. The Township is currently using ADP as the payroll processing software. While ADP is an excellent software, BS&A has a payroll module, which integrates with the other modules. To reduce the manual entry currently required for payroll, we recommend that the Township consider utilizing BS&A Payroll and BS&A Timesheets, instead of ADP. This would also allow employees currently required to fill out a paper timesheet to clock in and out electronically, via BS&A Timesheets, eliminating manual entry of hours into the payroll system.

### Expense Reimbursements and Credit Card Management

3. Expense reimbursements are currently processed through general disbursements, without a documented process for approval. Additionally, there is no formal reimbursement request form being used. For increased efficiency, the Township should consider an expense reimbursement software, which allows employees to submit receipts and mileage electronically, and for supervisors to approve those expenses electronically. Additionally, expense reimbursements for employees could be issued through the payroll process to reduce the checks printed and allow for direct deposit of the amounts paid back to employees.
4. We recommend that, on a periodic basis, the Township review and assess individual and total credit limits. The Township should consider a blanket credit limit, with amounts assigned to individual card holders.

5. There is currently no integration of credit cards with the accounting system, which means that each credit card charge must be entered individually into BS&A. The Township should consider utilizing a software platform that assists with credit card management, similar to the recommendation for employee expense reimbursements. We would be happy to recommend and assist in the implementation of a software.

#### Human Resources

6. Township personnel files are created and largely remain in physical format. We recommend that current files be converted to an electronic format, and be created electronically going forward. There are various ways this can be accomplished through the BS&A Human Resources module or another workflow, which we would be happy to assist with setting up and implementing.

#### Check Deposit Process

7. To reduce the frequency with which Township employees must go to the bank, the Township should consider utilizing a check scanner. The scanner is issued by the Township's financial institution and links directly with the Township's account. Checks can be scanned and immediately deposited, which creates better cash flow for the Township, reduces the frequency of outstanding deposits on the bank reconciliation, and reduces the risk of insufficient funds for the payee. This process is included in the Cash Handling process document included in Appendix A, Section 3.

#### Budgets and Strategic Planning

8. The Township should create a documented budgeting process that details each of the steps taken in the creation of the budget, along with the anticipated timeline for each of the action items. This will allow the Township a method to track the progress of the budget and also identify staff responsible for each step in the process. We have provided a sample process in Appendix A, Section 12.
9. Quarterly budget amendments should be presented to the Board and approved. Any such approved amendments should be accounted for in BS&A at that time, which would be the responsibility of the Clerk. This will make year-end budget amendments easier to determine and will ensure that the accounting system is consistently the source of the most up-to-date budget.
10. We recommend that the Township, either internally or with an external consultant, develop a strategic plan for the Township. The strategic plan should dictate the Township's overall, long-term vision for the future and acts as a blueprint for achieving those goals. There is currently no strategic plan in place, which can inhibit growth within the Township and makes budgeting and planning difficult for staff and the Board. We would be happy to assist in the strategic planning process.

### Capital Asset Policy and Practices

11. A sample Capital Asset policy has been provided in Appendix A, Section 13, which must be approved by the board to be adopted. Further, a Capital Asset disposal policy has been provided in Appendix A, Section 14. Both should be approved by the Board.
12. The Township should also consider implementing additional procedures to identify capital assets throughout the year. We recommend that the Superintendent review the capital asset list on a quarterly basis for additional assets to be added. This will allow for more frequent review and will reduce the overall time spent on identifying fixed assets.

### Record Retention Policy

13. Though the Township is currently following the State of Michigan record retention policy, this has not been formally adopted by the Township board. We recommend that the Board adopt a record retention policy, an example of which has been provided in Appendix A, Section 15. This policy will also detail provisions for electronic data storage and the process for document destruction.

### Purchasing and Bid Policy

14. The Township does not currently have a purchasing and bid policy. This policy is intended to maximize the purchasing power and value of public funds and emphasizes a system of quality and integrity, and promotes efficiency, effectiveness and equity in public purchasing. A sample Purchasing and Bid policy has been provided in Appendix A, Section 16 for the Township's review.

### BS&A Functionality

15. The Township currently utilizes BS&A Accounting, which is a robust accounting system specifically designed for local governments. Though the Township is using certain features of the software, the full functionality of the BS&A program is not being utilized. We recommend that the Township schedule formal training for all users, which we are happy to assist in the coordination of. While this is an investment of time and resources, using the accounting software to the fullest is the most effective way to increase efficiency and save time going forward.

### Fund Balance Policy

16. To ensure that the fund balance of the Township is properly classified and utilized, the Township should implement a fund balance policy. A draft of a policy is included in Appendix A, Section 17, but must be approved by the Board to be adopted by the Township.

## **Conclusion**

Recommendations for new policies to be implemented are included in the Appendices at the end of this report. New policies to be implemented are in Appendix A and the sample Federal Policies and Procedures are in Appendix B. Any policies and procedures that are adopted by the Township should be reviewed annually and/or when new legislation, changes in staffing, new services or other significant events occur. Township employees and the Board should review these documents to ensure that the resources of the Township are being protected and used as effectively as possible (focusing both on internal control as well as efficient processing).

The validity of our report is predicated on the extent to which full, honest and complete disclosure was made by all parties.

We would be happy to assist with the implementation of the recommendations provided. We appreciate the cooperation received from Township staff and elected officials during our engagement and the opportunity to be of service.

Very truly yours,

DRAFT



**BEDFORD CHARTER TOWNSHIP  
BANK RECONCILIATION PROCESS**

**GENERAL**

Strong internal controls for cash and investments are necessary to prevent mishandling of funds and are designed to safeguard and protect employees from inappropriate charges of mishandling funds by defining their responsibilities. The overarching goal of the bank reconciliation process is to ensure that the preparer of the reconciliation is different from the reviewer, while still maintaining statutory duties.

**STEP 1**

All bank and investments statements are available electronically to the Clerk and Treasurer, each of whom is responsible for reviewing, or delegating the review of, the activity. This should be done during the reconciliation process for the Clerk's office and during the review process for the Treasurer's office. Any statements that are not available electronically will be sent to the Township Hall, opened and reviewed by the Superintendent, and then provided to the reconciling office.

**STEP 2**

The Clerk's office will scan all bank statements into BS&A and then reconcile all accounts. This includes reviewing outstanding checks and deposits, proposing journal entries for interest, transfers, etc., and reviewing for any unexpected or unusual transactions. This reconciliation is to be done in the BS&A general ledger module and must be done within two weeks of month end.

**STEP 3**

Once reconciled, the reconciliations are provided to the Treasurer's office, with all supporting documentation and/or working papers, for review and approval. This approval is to be documented, either on the physical reconciliation or within BS&A by the approver. Any amounts that cannot be reconciled must be reviewed by both the Clerk and Treasurer's offices to resolve the difference.

If a difference cannot be resolved, a meeting of the finance committee will be called by the Treasurer. The finance committee will review the related documentation and reconciliations and arrive at a resolution. The finance committee will report the resolution to the Township Board.

**STEP 4**

Once all reconciliations are approved by the Treasurer's office, the related journal entries proposed are to be posted by the Clerk's office. The reconciliations are not considered completed, and thus cannot be finalized in BS&A, until they have been approved by the Treasurer's office. The Treasurer's office is responsible for finalizing each bank reconciliation within BS&A.

**STEP 5**

All reviewed and approved bank reconciliations are to be filed and retained in the Clerk's files and be readily accessible for Board members to review and for review during the annual audit process.



## **Appendix A, Section 2**

### **BEDFORD CHARTER TOWNSHIP**

#### **ACH/EFT POLICY**

##### **GENERAL**

The following policy shall govern the ACH/EFT arrangements for the Township.

##### **DEFINITIONS**

“Automated clearing house” or “ACH” means a national and governmental organization that has no authority to process electronic payments, including, but not limited to, the national automated clearing house association and the Federal Reserve System.

An “ACH arrangement” means the agreement between the originator of the ACH transaction and the receiver of an ACH transaction.

An “ACH transaction” means an electronic payment, debit, or credit transfer processed through an automated clearinghouse.

An “ACH policy” means the procedures and internal controls as determined under this written policy developed and adopted by the Township Treasurer.

##### **INTERNAL CONTROLS**

The Treasurer may enter into an ACH/EFT agreement as provided by Public Act 738 of 2002, effective December 30, 2002. The Treasurer shall be responsible for the establishment of ACH/EFT agreements, and for maintaining a list of vendors authorized to be paid by ACH/EFT or electronic transfers. This list of vendors must be shared with the Clerk’s office.

ACH or electronic fund transfers will be presented to the Township Board for approval in the same way that expenditures by check are presented.

The Clerk or Deputy Clerk shall initiate the transaction through the bank website. At this time, an email requesting approval will be sent to the Treasurer or Deputy Treasurer, in the Treasurer’s absence, via the banking website.

The Treasurer or Deputy Treasurer will review the related documentation and, if approved, will indicate that approval through the banking website, which retains all such approvals. Approval of the documentation will be documented in the BS&A system, via the approval report from the bank.

All documentation shall be retained by the Clerk by attaching the electronic documentation to the related transaction in the BS&A system.

##### **OVERSIGHT AUTHORITY**

Bedford Charter Township shall not be a party to an ACH arrangement unless the Bedford Charter Township Board has adopted a resolution to authorize electronic transactions and the Bedford Charter Township Treasurer has presented a written ACH policy to the Township Board.

An ACH arrangement under PA 738 of 200 is not subject to the Revised Municipal Finance Act, Public Act .34 of 2001 (MCL 141.2101, et seq.), or to provisions of law or charter concerning the issuance of debt by a local unit.

## **Appendix A, Section 2**

### **RESPONSIBILITY FOR ACH AGREEMENTS**

The Bedford Charter Township Treasurer, or designee, is responsible for Bedford Charter Township's ACH agreements, including payment approval, accounting, reporting, and generally for overseeing compliance with the ACH policy.

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## **Appendix A, Section 3**

### **BEDFORD CHARTER TOWNSHIP**

#### **CASH HANDLING PROCESS**

##### **GENERAL**

Strong internal controls for cash/cash equivalent collection are necessary to prevent mishandling of funds and are designed to safeguard and protect elected officials and employees from inappropriate charges of mishandling funds by defining their responsibilities in the cash handling process. Cash and cash equivalents apply to currency, coin, checks, charge and debit card payments, and other electronic payment media payable to the Township.

All cash receipts and related documents must be maintained in accordance with the Township's Record Retention schedule by the Treasurer's office.

##### **STEP 1**

All incoming cash and cash equivalents must be receipted in BS&A, and a receipt offered to the payee. Once receipted, the payment, if it is in the form of a check, should be restrictively endorsed. Once endorsed or, if a payment is made in cash and thus cannot be restrictively endorsed, the payment should be put in a secure register or safe. This applies to funds received at the Treasurer's office, in the mail, or via the Township's drop box. This process should be performed by the Treasurer or Deputy Treasurer. If neither are present, the resident will be directed to place the payment in the drop box.

##### **STEP 2**

At the end of each day, the funds received should be counted and reconciled to the total receipts for that day. This should be done by both the Treasurer and Deputy Treasurer, as no one person should be alone with the funds received. If either of these staff are unavailable, the Clerk or Deputy Clerk will function as the back-up. Any overages/shortages are to be investigated by the Treasurer and resolved.

A deposit slip is then prepared and tied to the receipt reports from BS&A to ensure that the cash counted and being deposited match the report. Additionally, a cash drawer reconciliation sheet is prepared to document the reconciliation between the drawer and the deposit slip. Checks should be scanned using the check scanner obtained from the Township's financial institution, and the deposit slip retained in BS&A as documentation of the amounts received. Images from the scanned checks are also retained in BS&A. This should be done by the Deputy Treasurer, with the Deputy Clerk as back-up. Any cash payments received will be physically deposited at the bank, as described in Step 3.

For any credit or debit card transactions, a copy of the transmittal sheet should be attached to the appropriate deposit slip. This is to be retained and used during the bank reconciliation process to verify that all charges were appropriately deposited.

##### **STEP 3**

Once the deposit slip is prepared, the deposit is taken to the bank in a locked bank bag. The bank deposit slip is brought back to the Township and compared to the receipt report in BS&A and the internally prepared deposit slip. This should be done by the Treasurer.

## Appendix A, Section 3

### NOTE

For collections outside of taxes, utility bills and other typical receipting transactions, the Treasurer's Office must authorize all cash collection points before collection begins. A cash collection point is defined as a department that handles cash on a regular basis. Although departments with casual cash collections are not recognized as cash collection points, they must follow the same cash handling policies and procedures that apply to the cash collection points.

DRAFT

**BEDFORD CHARTER TOWNSHIP**  
**CREDIT CARD POLICY**

**GENERAL**

The purpose of this policy is to establish a standard set of guidelines pursuant to those established under the Credit Card Transactions Act (1995 PA 266, being MCL 129.241 – MCL 129.247), which regulates credit card transactions of local units of government. In order to maintain appropriate internal control over the utilization of credit cards all credit card arrangements shall be approved by the Treasurer.

**DEFINITIONS**

*Cardholder* means a Township employee or elected official whose name appears on the credit account and is responsible for all charges made against that account. All cardholders must be approved by the Clerk. A list of approved cardholders shall be made available to the Treasurer's Office.

*Credit Card* means a card or device issued under a credit arrangement for the purpose of making authorized purchases on behalf of the Township.

*A Credit Card Arrangement* means an unsecured extension of credit for the purchasing of goods or services from the credit issuer or any other person, who is made to the holder of a credit account. All credit card arrangements must be approved by the Clerk.

*Credit Card Account Manager and Custodian* is the applicable department head or elected official approved by the Clerk.

**POLICY/PROCEDURES**

Use of the credit card shall be in compliance with the following. Violation of these policies and procedures may result in disciplinary action and/or revocation of credit card privileges.

- Township credit card accounts are normally to be utilized by Township employees/elected official to pay for travel expenses (lodging, meals, transportation, etc.), internet purchases, immediate needs purchases, and any other purchases that are in the best economic and functional interest of the Township to utilize a credit card as long as they are in conjunction with official Township business and travel.
- Personal use of a credit card is strictly prohibited.
- As soon as is possible after a purchase (no later than 10 business days), an authorized employee using a credit card issued by the Township shall submit to the Township Clerk, or designee, documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, and the official business for which purchased.
- The Township's total credit limit shall not exceed \$30,000.
- It is the user's responsibility to notify the merchant that the Township is a tax-exempt entity (MI Sales and Use Tax).
- Upon termination of employment with the Township, the authorized employee issued a credit card shall return the credit card to the Township Clerk immediately.
- Purchases made using the credit card must comply with the township's purchasing and expenditure policies. The card in no way changes such policies. Prohibited items include liquor, tobacco, gambling and cash advances.

## Appendix A, Section 4

- Township credit cards may never be used for cash advances or purchase of gift cards or prepaid cards.
- Promotional items and/or rebates obtained through the use of the Township credit cards are the property of the Township and must not be used for personal gain. Credit card rewards points, if earned, will be used to pay down the balance of the card once the points total reaches 50,000 points by a percentage allocation by department. Redemption is done by the Treasurer's office.

The following additional procedures and requirements apply to credit card use.

- Individuals entrusted with Township credit cards are responsible for protection and custody of the card and will immediately notify the Clerk's office if the card is lost or stolen.
- All individuals entrusted with Township credit cards must sign the Request for a Township Credit Card.
- Upon receipt of credit card statement, the Clerk's office shall:
  - Authenticate each expense listed on the statement and ensure that that expense has been reviewed and approved by the department head.
  - Verify that a receipt is included for each expense.
  - Determine the appropriate budget line item to be charged for payment of each item on the voucher.
  - The Clerk's Office, once all charges are substantiated, will pay the monthly credit card bill electronically, following the Township's ACH policy.

### OVERSIGHT AUTHORITY

Oversight authority for credit card account management is the responsibility of the Clerk.

### DISCIPLINARY MEASURES

Disciplinary measures consistent with existing law, Township policy, and collective bargaining agreements, etc., when applicable, may be taken if there is a violation of this policy. Refer to the personnel handbook and policies for specific measures to be taken.

## Appendix A, Section 4

### REQUEST FOR A TOWNSHIP CREDIT CARD

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

I am applying for a Township credit card.

I understand and agree that:

- I bear ultimate responsibility for the card.
- I will not use the Township credit card to withdraw cash.
- I will not use the Township credit card for personal expenses and will use it only for official business on behalf of the Township.
- If I misuse the card (i.e., use it otherwise than in accordance with the instructions given to me in this agreement or related policies) or otherwise fail to reconcile my expenditures within the prescribed procedures and timeframe, I authorize the Township to recover the funds through payroll deductions for any amounts incorrectly claimed or for reconciliations that are one month in arrears of the statement date.
- If the corporate credit card is lost or stolen, I will report it immediately to the Treasurer.
- If I resign from the company, I will return the card with a final reconciliation of all expenditures prior to departure.

\_\_\_\_\_  
Signature of cardholder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Clerk

\_\_\_\_\_  
Date

**BEDFORD CHARTER TOWNSHIP  
FINANCIAL SYSTEM ACCESS POLICY**

**GENERAL**

The objective of this policy is to establish guidelines for access to the accounting system. Such access is critical for the financial health of the Township. To ensure the security and confidentiality of financial data, it is essential to have an access policy in place.

**POLICY/PROCEDURES**

- Access to the accounting system will be granted only to authorized personnel and consultants who require it to perform their job duties. An Access Request form must be initiated by the employee's supervisor or the staff member overseeing the consultant's work. This is electronically submitted to the Clerk's office for review and access approval and retained electronically.
- Access will be granted based on the principle of least privilege. This means that users will be given the minimum level of access required to perform their job duties. Where possible, read-only access may be granted if the employee needs to view information, but not initiate transactions.
- User accounts will be created for each individual authorized to access the accounting software.
- Passwords will be strong and complex and will be changed regularly. Passwords will never be shared or written down.
- User accounts will be disabled or deleted when an employee no longer requires access to the accounting software or leaves the organization.
- All access to the accounting system will be monitored and logged. Access will be reviewed by the Clerk on an annual basis.
- In the event of suspicious activity, access to the accounting system may be temporarily or permanently revoked.
- Access to the accounting system from remote locations will be granted only through secure connections, such as VPNs or secure remote desktop connections.
- All users will be required to complete regular training on security best practices and the policies and procedures related to accessing the accounting software.

**DISCIPLINARY MEASURES**

Disciplinary measures consistent with existing law, Township policy, and collective bargaining agreements, etc., when applicable, may be taken if there is a violation of this policy. Refer to the personnel handbook and policies for specific measures to be taken.



## Appendix A, Section 5

### REQUEST FOR SYSTEM ACCESS

Employee or Consultant's Name: \_\_\_\_\_

Supervisor requesting access: \_\_\_\_\_

Department: \_\_\_\_\_

Position: \_\_\_\_\_

I am applying for access to the Township's accounting system.

I understand and agree that:

- I will abide by the Township's password policy.
- I will not use the Township's system for personal use or use information contained in the system for personal use or gain.
- I will abide by the Township's remote access policies, where applicable.
- I will not share my passwords or other access information with staff inside or outside the Township.

\_\_\_\_\_  
Signature of Employee/Consultant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Clerk

\_\_\_\_\_  
Date

**BEDFORD CHARTER TOWNSHIP**  
**CONFLICT OF INTEREST POLICY**

**GENERAL**

The purpose of this policy is to establish a standard set of guidelines that are essential to describing the conduct of Township employees and elected officials, in order for them to hold the respect and confidence of the general public. Township employees and elected officials must, therefore, avoid conduct which is in violation of the public trust or which creates a justifiable impression among the public that such trust is being violated. To ensure propriety and preserve public confidence, persons employed by the Township should have the benefit of specific standards to guide their conduct and some disciplinary mechanism to ensure the uniform maintenance of those standards. All respective individuals shall perform their duties in a manner free from conflicts of interest to assure the proper performance of Township business as well as to earn and keep public confidence. This policy is intended to supplement but not replace any applicable state and federal laws or local ordinances governing conflict of interest that might be applicable.

**DEFINITIONS**

*Conflict of Interest* is where there exists a situation whenever a person misuses, or gives the appearance of misusing, a position of public trust for private benefit or personal advantage. A conflict may occur anywhere along a broad spectrum of actions ranging from overtly criminal conduct to behavior that could potentially lead to a perception of ethical impropriety.

*Potential Conflict of Interest* is where there is a circumstance that creates a reasonable doubt of a conflict of interest.

*Related Party/Related Party Transaction* is where a party has a close connection (i.e., employee, elected official, contractor, etc.) to the Township and to the organization that the Township is potentially going to do business with. This close association with both entities might be through themselves or a family member (related through blood, marriage, or adoption) having a financial interest or personal interest in the transaction.

*Financial Interest* is any financial interest in or relationship or prospective relationship with an entity, including, but not limited to, ownership of stocks, bonds, partnerships or other equity interests, rights to patent or lease payments, receipt of consulting fees, salary, loans, gifts, compensation for serving on boards of directors, or other forms of remuneration.

*Personal Interest* is to one person's interest or advantage. The pursuit of one's interest, i.e., self-interest.

### POLICY/PROCEDURES

The Township recognizes that its employees occupy a position of trust and, therefore, accepts an unequivocal obligation to preclude the occurrence of legal and ethical impropriety, including the appearance of impropriety, on the part of its employees. The Township forbids any conduct that places, or appears to place, an employee's personal, financial, propriety, or familial interests in conflict with the Township's best interests or the Township's contractual obligations. Department heads/elected officials shall not knowingly condone a clear conflict of interest and will be held accountable for enforcing this policy. To facilitate compliance, the Township requires self-disclosure of an existing conflict or potential conflict.

This policy applies to all Township employees, volunteers and individuals holding an elected or appointed position within the Township.

The examples outlined below are offered to illustrate a few of the types of conflict that require both self-disclosure by the individual involved and corrective action. The following items are to be understood as illustrative guidelines, and not as a comprehensive or exhaustive list of prohibitions:

- Unauthorized use of Township information, findings, facilities, property or derivative tangible or intangible products for private financial advantage, direct or indirect;
- Unauthorized use of privileged, proprietary Township information, gained through a position with the Township, including any affiliated vendor, for use in private business or in private, non-Township-affiliated endeavors;
- Exerting intentional, direct or indirect influence in contractual matters or other operational matters between the Township (including its vendors) and any private entity in which a personal, financial, proprietary and/or familial interest is involved;
- Pursuing and/or maintaining any non-Township business interest and/or professional endeavor that significantly interferes with the employee's commitment of time and professional energy to the Township;
- Unauthorized acceptance or extension of monetary, personal, or other reasonably discernible favors or benefit from or to a private entity with which the Township conducts business or persons with whom the Township conducts business (this includes accepting any money, gift or exchange of services between a Township employee and any resident, client or member of the public who is seeking service/assistance from the Township);
- Undisclosed familial relationships with vendors or employees where one party to the relationship holds either decisional authority, recommending authority, or significant influence over the economic and/or employment standing of the other party; and/or;
- Solicitation or acceptance of personal favors (including sexual favors) from employees or a private entity in exchange for favorable treatment, which includes, but is not limited to, financial consideration, improvement in employment status, or other significant consideration related to Township operations.

## **Appendix A, Section 6**

Some conflicts of interest may arise unintentionally. Other situations, though not constituting an actual conflict of interest, may carry an appearance of impropriety. This policy applies to both unintentional conflicts and the appearance of a conflict.

Full disclosure to the Superintendent is required in all cases. Some situations may be amenable to Township authorization, or to practices insulating the Township and/or the employee from conflicts of interest or appearances of impropriety. Certain potential conflict situations may be managed in an acceptable manner through scrutiny and strict adherence to prescribed conditions, at the approval of the Township Board.

Any potential conflict that is not disclosed as set forth above shall be deemed unauthorized.

It is not the intent of this policy to authorize or encourage needless intrusion upon any individual's personal behavior or endeavors. It requires self-disclosure. While vigilant enforcement is expected, reckless or malicious disclosure of alleged conflict or rumormongering by third parties is discouraged and may be subject to discipline as prescribed by the Superintendent.

Self-disclosure must be immediately provided in writing to the Superintendent. This is not only the least intrusive means of ensuring compliance with this policy but also affords the opportunity for mutually compatible resolution of actual or potential conflicts of interest. The responsibility for full self-disclosure rests with each employee.

All employees who are named in any capacity in a Power of Attorney, Will or other legal document of any non-relative, as of the implementation of this policy, must immediately disclose same if the person so named met or formed a relationship by way of their Township employment.

The Superintendent is available for consultation by any employee who is uncertain as to whether a specific set of circumstances constitutes a conflict or potential conflict in violation of this policy. Such consultation will be treated as confidential to the greatest degree practicable in conformity with Township policy and applicable law. Following consultation, responsibility for formal self-disclosure remains with each individual employee. If concerns arise regarding conflicts of interest involving the Superintendent, the employee or elected official in question is to bring the concern to the Supervisor.

### **RELATED PARTY TRANSACTIONS**

The Township recognizes that related party transactions present a heightened risk of conflicts of interest (or the perception thereof) and therefore those transactions will be subject to approval/resolution in accordance with this policy.

### **DISCLOSURE OF CONFLICTS**

Elected officials and employees shall disclose conflicts as they arise as well as disclose those situations that are evolving that may result in a conflict of interest. Advance disclosure must occur so that a determination may be made as to the appropriate plan of action to manage the conflict. Employees should disclose to the Superintendent. Elected officials should disclose any conflicts of interest to the Superintendent as soon as the person with the conflict is aware of the conflict/potential conflict or appearance of a conflict exists.

**ANNUAL STATEMENT**

Each employee/elected official shall annually sign a statement which affirms they have received a copy of the conflict-of-interest policy, they have read and understand the policy, and they agree to comply with the policy.

**DISCIPLINARY MEASURES**

Disciplinary measures consistent with existing law, Township policy, and collective bargaining agreements, etc., when applicable, may be taken if there is a violation of this policy. Refer to the personnel handbook and policies for specific measures to be taken.

**RESOLUTION OF A CONFLICT-OF-INTEREST SITUATION**

Disclosed conflicts will be managed in a manner acceptable to the Township and the employee wherever feasible and warranted. Undisclosed conflicts may result in discipline ranging from notice to discontinuing a specific activity to termination of employment.

I have received the Conflict-of-Interest policy and confirm that I agree with the provisions and requirements therein:

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**BEDFORD CHARTER TOWNSHIP**  
**FRAUD RISK MANAGEMENT POLICY**

**GENERAL**

The Township recognizes the importance of protecting the Township, its operations, its employees and its assets against financial risks, operational breaches, and unethical activities. This policy is intended to advise employees and elected officials about activities which may be fraudulent, corrupt, illegal or otherwise unethical.

The Township will not tolerate such activities and disciplinary measures will be implemented as appropriate.

This policy applies to permanent and temporary employees as well as elected officials, consultants, vendors, contractors, outside agencies doing business with the Township, and any other parties with a business relationship with the Township. Each permanent or temporary employee and elected official of the Township is responsible for reporting any observed or suspected fraud or fraudulent activity to the Superintendent. Any concerns that arise involving the Superintendent are to be brought to the Supervisor.

Fraud and fraudulent activities as herein defined are strictly prohibited.

**DEFINITIONS**

*Fraud* is defined as the intentional, false representation or intentional concealment of a material fact for the purpose of inducing another to act or upon it to his/her injury.

*A material fact* is one which constitutes substantially the consideration of a contract, document or agreement involving or related to the Township, or one without which the contract, document or agreement would not have been made.

The following are examples of prohibited acts:

- Forgery or alteration of documents including but not limited to checks, promissory notes, time sheets, personnel records, independent contractor agreements, purchase orders, and budgets.
- Willful misrepresentation of information on or in documents.
- Appropriation of funds, supplies or other assets for personal gain or benefit.
- Impropriety in the handling or reporting of money or financial transactions to the detriment of the Township or for personal gain or benefit.
- Disclosing confidential and proprietary information to outside parties for personal gain (either directly or indirectly).
- Unauthorized destruction, removal or use of records, furniture, fixtures and/or equipment for personal gain (either directly or indirectly).
- Misuse of Local, State, or Federal funds for other than their designated purposes.
- Accepting or seeking anything of material value for personal gain or benefit from contractors, vendors or persons providing services/materials to Township.
- Use of position for personal gain or benefit.

## **Appendix A, Section 7**

- Failure to disclose information when there is a legal duty to do so.

The above are by way of example only and not intended to represent all activity within the definition of fraud or fraudulent activity.

### **DETECTION**

The Township directs employees and elected officials to report any suspected fraud or fraudulent activities by contacting the Superintendent as soon as fraud is suspected.

### **CONFIDENTIALITY**

To the extent permitted by law, the Township will treat reports of suspected fraud in a confidential and sensitive manner. The identity of the individual may be kept confidential provided this does not hinder or frustrate any investigation. However, there will be occasions where the identity of the individual needs to be revealed. For example, where the individual is required to give a witness statement or give evidence at a formal hearing, where allegations of misconduct or criminal activity are involved. Applicable fraudulent activities will be referred to law enforcement for potential criminal investigation. This does not apply to items under the Freedom of Information Act, which has specific rules and requirements that the Township will adhere to.

### **EMPLOYEES RESPONSIBILITIES**

The key to a successful Anti-Fraud Policy is training and awareness. It is expected that employees and elected officials read, understand and comply with this policy and any procedures that apply to them. Disregard of these policies and procedures may lead to formal disciplinary action, up to and including termination of employment when applicable.

### **DISCIPLINARY MEASURES**

Disciplinary measures consistent with existing law, Township policy, and collective bargaining agreements, etc., when applicable, may be taken if there is a violation of this policy. Refer to the personnel handbook and policies for specific measures to be taken.

**BEDFORD CHARTER TOWNSHIP**

**PASSWORD POLICY**

**GENERAL**

The purpose of this password policy is to establish guidelines and best practices for the creation, management, and protection of passwords within Township.

**PASSWORD CREATION AND MAINTENANCE**

- Passwords must contain a minimum of 8 characters and must include a combination of uppercase and lowercase letters, numbers, and special characters (at least one of each).
- Avoid using easily guessable information such as names, birthdates, or common words.
- Passwords should not be reused across different systems or accounts.
- Avoid consecutive passwords that differ only by a numerical increment.
- For new user accounts, the 3<sup>rd</sup> party IT consultant will provide temporary passwords that must be changed upon the first login. Temporary passwords should have a limited validity period (e.g., 24 hours) to ensure prompt action.
- Passwords must not be stored in plain text format.

**PASSWORD EXPIRATION AND RENEWAL**

- Passwords must be changed at least every 180 days.
- Users will receive automated reminders to change their passwords.
- Users shall not reuse any of their previous passwords.

**PASSWORD SHARING**

Passwords should never be shared with others unless explicitly authorized.

Users are encouraged to report any suspicious or unauthorized access to their accounts to their supervisor and/or the Township Superintendent.

**PASSWORD RESETS**

The Township has implemented an account lockout policy after a certain number of unsuccessful login attempts (e.g., 5 attempts). Unless otherwise reported by the user, this lockout period will last 30 minutes to reduce the risk of brute force attacks.

The user may request a password reset from the 3<sup>rd</sup> party IT consultant, but will be required to provide authentication of their identity when requesting a reset.

**DISCIPLINARY MEASURES**

Disciplinary measures consistent with existing law, Township policy, and collective bargaining agreements, etc., when applicable, may be taken if there is a violation of this policy. Refer to the personnel handbook and policies for specific measures to be taken.



**BEDFORD CHARTER TOWNSHIP  
FINANCE COMMITTEE**

The Finance Committee assists, advises and makes recommendations to the Board regarding the fulfillment of Board's oversight responsibilities relative to Township financial reporting, external audit requirements, asset management, internal controls, and compliance with financial regulations and policies. The Board has the ultimate responsibility to make final decisions.

**Committee Responsibilities**

1. **Budget:** The finance committee is responsible for reviewing the annual budget for the Township. This includes analyzing revenue projections, evaluating expenditure requests, and recommending budgetary allocations.
2. **Financial Planning:** The committee assists in developing long-term financial plans for the Township, considering factors such as infrastructure needs, debt management, and economic development goals. They provide recommendations on financial strategies and policies.
3. **Revenue Analysis:** The committee analyzes various revenue sources for the Township, such as taxes, grants, and fees. They assess the reliability and sustainability of these revenue streams, identify potential areas for revenue enhancement, and make recommendations for optimizing revenue generation.
4. **Expenditure Review:** The committee reviews proposed expenditures to ensure they align with the Township's priorities and financial capacity. They evaluate cost-effectiveness, assess the impact on the budget, and make recommendations for funding allocations.
5. **Financial Reporting:** The finance committee oversees the preparation and presentation of accurate and timely financial reports, including balance sheets, income statements, and cash flow statements. They ensure compliance with accounting standards and transparency in financial reporting.
6. **Debt Management:** The committee monitors the Township's debt obligations, including bonds and loans. They review debt service schedules, assess borrowing capacity, evaluate refinancing options, and make recommendations to maintain a sustainable debt profile.
7. **Investment Oversight:** The committee provides oversight of the Township's investment activities. They establish investment policies, monitor investment performance, evaluate risks, and recommend investment strategies to maximize returns while ensuring prudent risk management.
8. **Audit and Internal Controls:** The finance committee collaborates with auditors to ensure the completion of comprehensive audits of the Township's financial statements. They review audit findings, assess internal controls, and make recommendations for improving financial accountability.
9. **Economic Analysis:** The committee conducts economic analysis and forecasting to inform financial decision-making. They assess economic trends, evaluate potential impacts on Township, and provide recommendations to support economic growth and stability.

## **Appendix A, Section 9**

10. Financial Policy Development: The finance committee participates in the development and revision of financial policies and procedures. They review existing policies, propose updates as needed, and recommend best practices to enhance financial management and governance.

### **Committee Structure**

The Finance Committee is comprised of the Superintendent, the Treasurer, and the Clerk and an additional Trustee, who has been appointed by the Board, based on recommendations by the Treasurer. The Treasurer will operate as the Chairperson of the committee.

The Treasurer, when making recommendations, and the Board of Trustees, when appointing the additional Trustee, will consider individuals with expertise in finance, accounting, economics, or related fields. They may seek individuals with professional certifications (e.g., CPA, CGFM, etc.) or relevant experience in public finance.

The term of office for the Finance Committee shall be concurrent with the term of the Board.

### **Meetings**

The Finance Committee shall meet at least four times per year, with additional meetings at the call of the Chairperson in order to properly discharge its responsibilities as set out in the Committee Responsibilities section.

An Agenda shall be prepared in the same format as determined by the Clerk and utilized for regular Board of Trustee meetings and distributed to all Trustees for each regular Finance Committee meeting. Minutes shall be prepared and distributed to all Trustees for each Finance Committee meeting and shall be presented to the next succeeding meeting of the Finance Committee for confirmation.

Because the Finance Committee is considered, under the Open Meetings Act (Act 267 of 1976), a public body, the committee shall adhere to the provisions of this Act, as they apply to the actions of the Committee.

**BEDFORD CHARTER TOWNSHIP**

**INVESTMENT POLICY**

**GENERAL**

It is the policy of the Township to invest public funds in a manner which will provide the highest investment return with the maximum security while enabling the Township to meet its daily cash flow demands. All investments must conform to state statutes governing the investment of public funds.

This investment policy applies to all financial assets held by the Township.

This policy does not apply to the investment of employees' retirement funds which is governed by the Michigan Public Employee Retirement System Act, that being PA 314 of 1965. Nor does it apply to the investment of eligible deferred compensation plan funds which meet the requirements of section 457 of the internal revenue code. In addition, proceeds from certain bond issues are covered by a separate policy.

Cash may be pooled for investment purposes. The investment income derived from the pooled investment account shall be allocated to the contributing funds based upon the proportion of the respective average daily balances relative to the total pooled balance in the investment portfolio. This process is further described in the internal control section below.

**PRUDENCE**

The standard of prudence to be used for managing the Township's assets is the Michigan Prudent Investor Rule, found in Section 700.1502 of Act 386 of 1998. It states, "A fiduciary shall invest and manage assets held in a fiduciary capacity as a prudent investor would, taking into account the purposes, terms, distribution requirements expressed in the governing instrument, and other circumstances of the fiduciary estate. To satisfy this standard, the fiduciary must exercise reasonable care, skill, and caution."

The Township's overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust. The Township recognizes that no investment is totally without risk and that the investment activities of the Township are a matter of public record. Accordingly, the Township recognizes that occasional measured losses may be desirable in a diversified portfolio and shall be considered within the context of the overall portfolio's return, provided that adequate diversification has been implemented and that the sale of a security is in the best long-term interest of the Township.

The Treasurer and other authorized persons acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion to the Township Board and appropriate action is taken to control adverse developments.

## OBJECTIVES

The following primary objectives, in priority order, shall be applied in the management of the Township's funds:

**Safety** - Safety of principal being the foremost objective of the Township's investment program, Township funds shall be invested in a manner which seeks to ensure the protection of the public funds invested. To attain this objective the Township will diversify its investments by security type, institution, and maturity and utilize the following measures:

- A. Credit Risk - the Township will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:
  - Limiting investments to types of securities listed below in this policy and allowed by law.
  - Pre-Qualifying the financial institutions, broker/dealers, intermediaries, third-party custodians, and advisers with which the Township will do business with. The Township will limit custodial credit risk, which is the risk that in the event of a bank failure, the Township's deposit may not be returned or in the case of investments, if there is a failure of the counterparty, the Township will not be able to recover the value of the investments or collateral securities that are in the possession of the outside party.
  - Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.
- B. Interest Rate Risk- the Township will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in the market interest rates by:
  - Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
  - Investing normal operational funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy.
- C. Concentration of Credit Risk -The Township will minimize concentration of credit risk, which is the risk of loss attributed to the magnitude of the Township's investment in a single issuer, by diversifying the investment portfolio by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- D. Foreign Currency Risk. The Township is not authorized to invest in investments which have this type of risk.

**Liquidity** - The investment portfolio shall remain sufficiently liquid to enable the Township to meet all cash flow requirements which might be reasonably anticipated.

**Return on Investment** - Subject to the foregoing constraints, the Township will strive to maximize the rate of return on the portfolio with the goal of attaining a market average rate of return throughout budgetary and economic cycles.

### **DELEGATION OF AUTHORITY**

In accordance with MCL 41.77, the Treasurer is designated as Investment Officer of the Township and is responsible for managing the township's investment program and shall establish written procedures and internal controls for the operation of the Township's investment program, designed to prevent loss of public funds due to fraud, error, misrepresentation, and imprudent actions.

### **ETHICS AND CONFLICTS OF INTEREST**

Elected officials and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their impartiality. They shall disclose to the Township Board any material financial interests in financial institutions that conduct business within their jurisdiction, or that could be related to the performance of the Township. This will be done by reviewing and signing the Conflict-of-Interest policy on an annual basis.

### **AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS**

The Township Treasurer shall maintain a list of financial institutions that are approved for investment purposes. Financial institutions shall be added to or deleted from the approved list by the Township Board. The list of approved financial institutions shall be periodically reviewed by the Treasurer to ensure that they are still financially sound. No public deposit shall be made except in a qualified public depository as established by State law.

### **AUTHORIZED AND SUITABLE INVESTMENTS**

Investments for the Township shall be made in accordance with Act 20 of 1943 as amended, MCL 129.91-129.96, Investment of Surplus Funds of Political Subdivisions, and Act 40 of 1932, as amended, MCL 129.12-129.14, Depositories for Public Moneys. Any revisions or extensions of these statutes will be assumed to be part of this Investment Policy immediately upon being enacted. This Investment Policy further restricts the investment of Township funds to the following types of securities and transactions:

- US Treasury obligations which carry the full faith and credit guarantee of the United States government, including Treasury Bills, Treasury Bonds, Treasury Notes, Treasury STRIPS and other securities or obligations of the United States, or an agency or instrumentality of the United States;
- Certificates of Deposit, savings accounts, deposit accounts, or depository receipts of a bank which is a member of the FDIC or a credit union which is insured by the NCUA, but only if the bank, S&L, or credit union is eligible to be a depository of surplus funds belonging to the state as defined in PA 105 of 1855;
- Commercial paper, rated in the highest tier by a nationally recognized rating agency;
- Banker's acceptances;
- Investment-grade obligations of the State of Michigan, or any of its political subdivisions, as rated by at least one standard rating service;
- Repurchase agreements whose underlying purchased securities consist of the aforementioned instruments;
- Money market mutual funds regulated by the SEC and permitted for direct investment by local units of government in Michigan and whose portfolios consist of only dollar-denominated securities; and

## Appendix A, Section 10

- Obligations described in the previous first seven bullets as included in PA 20 as revised, if purchased through an interlocal agreement under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512 *(Added by amendment 7/8/08)*
- Local government investment pools organized under the local investment pool act, PA 121 of 1985, MCL 129.141 to 129.150. *(Corrected by amendment 7/8/08)*

### INVESTMENT POOLS/MUTUAL FUNDS

The Treasurer may, where appropriate, pool cash of various funds to maximize earnings. A thorough investigation of the pool/fund is required prior to investing, and on an annual continual basis.

### SAFEKEEPING AND CUSTODY

The Township Board shall approve one or more banks to provide safekeeping and custodial services for the Township. A Township approved safekeeping agreement shall be executed with each custodian bank. To be eligible, a bank must be eligible to be a depository of funds belonging to the State of Michigan.

All security transactions shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third-party custodian designated by the Treasurer and evidenced by safekeeping receipts.

### INTERNAL CONTROLS

As indicated above, the Treasurer's office is responsible for establishing and documenting appropriate internal controls over the investments of the Township.

The responsibilities for initiating, evaluating, and approving transactions are separate from detail accounting and general ledger functions, as the Treasurer office is responsible for making investment decisions, but the Clerk's office performs the bank reconciliation and appropriately posts any related journal entries to ensure that changes in the valuation of investments and derivatives are properly recorded. At year-end, the Township adjusts investments to fair market value on a monthly basis, as required under generally accepted accounting principles and governmental accounting standards.

Investment documents are in the Township's name and kept in a secured area within the Treasurer's office. The Township maintains authorized lists of signatures, securities dealers, and counter parties, and those lists are authorized by the governing board and updated periodically. Any changes in investment accounts or transfers between accounts are properly documented and recorded in BS&A.

The Township has a formal investment policy that limits the allowable investments and addresses the specific types of risk to which the Township is exposed. Additionally, the Board periodically reviews investments via the Treasurer's report to ensure that the Township meets any restrictions or limitations imposed by funding sources or the Township.

### INVESTMENT PERFORMANCE AND REPORTING

The Treasurer shall provide quarterly investment reports to the Township Board which should provide a clear picture of the status and type of investments of the current portfolio.

**INVESTMENT POLICY ADOPTION**

The Township's investment policy shall be adopted by resolution of the Township Board. The policy shall be reviewed periodically by the Treasurer and any modifications made thereto must be approved by the Township Board.

DRAFT



**BEDFORD CHARTER TOWNSHIP**  
**TRAVEL POLICY**

**GENERAL**

The objective of this Policy is to establish administrative regulations which standardize the procedures utilized by employees and elected officials for travel while conducting Township business and/or attending conferences and training sessions at a location other than their normal work location. All department heads, employees, and elected officials traveling for official business are expected to exercise the appropriate level of care in incurring expenses, recognizing the use of public funds to support these expenditures. Expenses must be charged on an actual cost basis (meals, accommodations, fees, etc.) or in the case of mileage, on a mileage basis, provided the method used is applied to an entire trip and not to selected days of a trip if multiple days.

**POLICY/PROCEDURES**

**Responsibility**

The overall authority to approve all policies related to travel activities is the responsibility of the Township Board. The specific authority to approve expenditures related to travel outside the State of Michigan is the responsibility of the Township Board. Annual expected travel-related costs would be requested by a department during the normal budget process. Approval of the department head or Superintendent shall be required before travel arrangements are made. The Superintendent is responsible for the interpretation and enforcement of this policy as it applies to all department heads, employees, and elected officials throughout the Township. If funds being expended on travel are to be included on Federal grant reporting, these costs must be in compliance with 2 CFR 200.474 and the Township's Federal policies and procedures. To be allowed to be charged to a Federal grant, the travel must be necessary, reasonable, and consistent with this policy also.

**Mileage**

Township employees, department heads, and elected officials who use a privately-owned vehicle to conduct authorized Township business shall be reimbursed at a rate established by the IRS. Reimbursing on a mileage basis would be in lieu of actual costs incurred to a privately-owned vehicle while traveling for Township-related business (e.g., gas, repairs, etc.).

- When traveling for authorized Township business, transportation should be shared whenever possible. When traveling to out-of-state activities, economical use of Township funds has priority over personal convenience or preference. Other means of travel will be considered by the Superintendent when it is in the best interest of the Township.
- All mileage shall be computed from the normal work location to the destination point and return except in the following situations:
  - Mileage will be computed from residence to destination if the actual departure is from the residence and if the distance is less than the distance from work location to destination.
  - If the distance is greater from the residence, the employee may leave from that location, however, mileage will be calculated from the work location to destination.
  - Under no circumstances is mileage reimbursed between residence and normal work location.



## **Appendix A, Section 11**

### **Air Travel**

Transportation by airline for a Township employee or elected official conducting Township business out-of-state is permitted when it is to the advantage of the Township as measured by criteria such as comparative travel costs, the time of the traveler, and other related items as considered by the Superintendent. Employees and elected officials shall purchase the least expensive accommodation available for air travel. Persons choosing to fly first class when tourist (coach) class is available will only be reimbursed for the lower rate. Transportation expenses in excess of the cost of coach-class airfare and associated costs, e.g., baggage costs, bellhop costs, valet costs, etc. will not be allowed.

- Airfare costs will be authorized for Township employees or elected officials only. Any costs associated with guests traveling with the authorized individual traveling on Township business will not be paid for by the Township. The guest traveling with the authorized individual shall be responsible for those expenses.
- Round trip tickets shall be secured whenever economical and practicable.
- Trip insurance coverage for traveling by air is not a reimbursable expense.

### **Meals**

Appropriate meals in relation to authorized Township-business related travel will be paid for by the Township. The Township shall follow the meal rates published by the United States General Service Agency (USGSA - [www.gsa.gov](http://www.gsa.gov)). Receipts are required for reimbursement and/or to support credit card charges made with Township credit cards and they shall not exceed the total of the receipts. Meal expenses that are included in the registration fees shall be paid at the rate charged by the sponsors of the event. When meals are provided at a conference or event, there will be no reimbursement of meal costs for those that are provided. Guidelines for limited exceptions to this section of the policy include dietary restrictions and other exceptions for the authorized traveler. These exceptions are required to be approved by the Superintendent. The maximum allowable tip for meals is 20% of the actual meal costs, excluding any alcoholic drinks, if any. Meals will not be reimbursed for non-Township travelers (e.g., spouses, members of a family, friends, etc.) that may be traveling with an authorized Township traveler.

### **Accommodations**

The Township encourages travel to be planned as timely as possible and the use of the appropriate Township credit card to secure a room prior to the commencement of travel. Reimbursement may be made for overnight accommodations subject to the following restrictions and limitations:

- If the destination is 50 miles or more from the normal work location, or
- If the training, temporary assignment, meeting/conference, etc. has a duration of more than one day, the nights between such workdays may be spent in the immediate vicinity of the activity and reimbursement claimed for reasonable cost of lodging.

### **Incidental Expenditures**

Incidental expenditures must be kept to a minimum and will only be reimbursed if it is determined that they were essential and efficient to the conduct of Township business.

### **Budget for Travel-Related Expenses**

Anticipated annual expenses expected to be expended during the up-coming fiscal year associated with attendance at meetings, conferences, and seminars shall be requested by the department head or elected official during the normal process of preparing the respective departmental budget.

- Employees or elected officials, and/or their designees, are allowed to attend their national and state professional conferences or conventions in the State of Michigan, provided it is within the travel budget. Employees attending these functions must have the approval of the department head/elected official.
- Travel requiring overnight stay will be allowed subject to approval of the department head or elected official (or Superintendent in the case of a department head) and the availability of funds within the department budget.
- Travel for the purposes of transacting Township business, i.e., meeting with State Officials or to discuss common concerns with other governmental officials will be allowed, subject to approval of the department head or elected official (or Superintendent in the case of a department head).
- Expenditures for hospitality or alcoholic beverages are not allowed to be charged to the Township credit card nor will they be reimbursed under any circumstances.

### **Travel Expenses**

Authorized expenses will be paid to a Township employee or elected official on a reimbursement basis upon submission of a Township expense report along with all proper supporting documentation expense report shall identify the appropriate general ledger line items being charged for the travel expenses.

- Receipts submitted for reimbursement or to support charges placed on the Township credit cards must be the originals whenever possible. Receipts showing signs of erasures or alterations may be returned to the employee for a statement of facts explaining the reason for the alterations before the expense will be approved for payment.
- All expenses that reimbursement is requested for must be submitted no more than 30 days after the expenses have been incurred.
- The department head or elected official that is approving travel expense items at the department level prior to submitting it for reimbursement, is responsible for approval/certification of all items of expense as being necessary, correct, and not in conflict with this policy.

The use of these Township issued credit cards will be accepted only if supported by an itemized receipt.

### **OVERSIGHT AUTHORITY**

Any exceptions or unusual circumstances not provided for in this policy must have specific approval from the Superintendent or, in the case of an elected official, the Board, prior to commencing travel.

Oversight authority for travel is the responsibility of the Superintendent/elected official where the travel expenses are being incurred. Ultimate oversight authority is the responsibility of the Board.

### **DISCIPLINARY MEASURES**

Disciplinary measures consistent with existing law, Township policy, and collective bargaining agreements, etc., when applicable, may be taken if there is a violation of this policy. Refer to the personnel handbook and policies for specific measures to be taken.

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**BEDFORD CHARTER TOWNSHIP  
BUDGET PROCESS**

**GENERAL**

Bedford Charter Township's fiscal year is based on a calendar year. The Township follows Generally Accepted Accounting Principles (GAAP) guidelines to account for all funds. GAAP requires using the Modified Accrual basis of accounting for all governmental funds, and the accrual basis of accounting for proprietary funds.

The Township uses the modified accrual basis of accounting to budget ALL funds. Thus, the basis of budgeting is not the same as the basis of accounting for all proprietary funds. Under GAAP basis of accounting, capital outlays and debt service payments are not reported as expenditures in the current year, but allocations are made for depreciation and amortization expense. Under the modified accrual basis of budgeting, these amounts are recorded as expenditures in the current year.

The basis for the township budget and financial decision making is the Strategic Plan as adopted and periodically amended by the Township Board. The Township Board seeks input from citizens and employees to establish a set of goals to guide decision making.

The Township adheres to the State of Michigan Charter Township Act; Act 359, as amended and the State of Michigan Uniform Budgeting and Accounting Act; Public Act 2 of 1968, as amended

**BUDGET PREPARATION**

To prepare the budget the following steps are taken:

- The Township Board, Superintendent and department heads review the Strategic Plan and the Board amends as necessary.
- Departmental budget information is prepared by the Superintendent for distribution to department directors. The following information is included in an Excel workbook:
  - Last three (3) years of audited amounts
  - Original current year budget numbers
  - Estimated payroll amounts for the individual department
  - Year-To-Date amounts from the most recent revenue and expense report
  - A column for department heads to request next year's budget amounts and allowance for detail on those line items
- While the department directors are preparing the proposed department or activity budgets, the Superintendent is reviewing additional information such as historical trends and the outlook for the next year.
- The budget workbooks are completed by the department heads and additional paperwork containing the accomplishments and goals are forwarded to the Superintendent.
- From the workbooks, a preliminary change in net assets number is calculated.
- The Superintendent will then review the budgets with the appropriate department head.
- Any changes made to the requested amounts are incorporated into the workbooks.

By September 1st of each year the preliminary budget is delivered to the Township Board for review. A copy is placed in the Clerk's Office to be available to the public for citizen review.

Work Sessions are then scheduled to discuss items in the proposed budget.

### **BUDGET FINALIZATION**

The final draft of the budget is then prepared and a public hearing set. The Township Board must formally adopt the proposed budget for the following year before the end of the current fiscal year. All required publications and a public hearing are scheduled accordingly.

Upon adoption by the Township Board, the final adopted version of the budget is prepared with any changes made prior to or at adoption. The budget is then provided in digital format on the Township's website.

Once adopted, the Clerk will import the budget into BS&A, which will be utilized to monitor the budget and prepare periodic budget to actual comparisons.

### **AMENDMENTS**

If at any time an adjustment or amendment is required to the current budget, a supplemental budget appropriation is presented to the Township Board for approval at a public Board meeting. All budget adjustments are completed with formal Board approval.

These amendments are to be presented, at minimum, on a quarterly basis and proposed by the Clerk. Any budget updates will be entered into BS&A once approved.

### **ADDITIONAL NOTES**

The Township Board has a self-imposed budget requirement for the General Fund, which requires that the undesignated fund balance be greater than or equal to three months of operating expenses.

The Township operates with a balanced budget as its annual financial plan for all funds. This means that revenues shall equal or be greater than expenses for all governmental funds. In years where extraordinary events occur, expenditures may actually be greater than revenues. The difference will be taken from fund balance. As long as fund balance remains positive, the budget will continue to be considered balanced.

**BEDFORD CHARTER TOWNSHIP**  
**CAPITAL ASSET MANAGEMENT POLICY**

**GENERAL**

The purpose of this policy is: (1) to describe the policies and procedures utilized in the Township's capital asset management system; (2) put in place guidelines for accounting for and depreciating the Township's capital assets.

The primary goals of this policy are:

- To ensure that the Township's capital assets are accounted for in conformance with generally accepted accounting principles; and
- To establish a consistent and cost-effective method for accounting of the Township's capital assets.

This capital asset policy is in accordance with generally accepted accounting principles and closely conforms to capital asset accounting practices as recommended by the Government Finance Officers Association. The Government Finance Officers Association (GFOA) recommends that every state and local government consider the following applicable guidelines in establishing capitalization thresholds for capital assets:

- Capital assets should be capitalized only if they have an estimated useful life of at least one year following the date of acquisition.
- Capitalization thresholds should be applied to individual assets rather than to groups of similar items (e.g., desks, tables).
- Governments should exercise control over their non-capitalized assets by establishing and maintaining adequate internal control procedures at the department level.

**DEFINITIONS**

*Capital Assets* – Capital assets include land, land improvements, buildings, building improvements, construction in progress, machinery and equipment, vehicles, infrastructure, easements, intangible assets (such as computer software), works of art, and historical treasures.

*Capitalization* – Capitalization of an asset occurs when the cost of the asset meets the “threshold” and the “estimated useful life” set in the organizational guidelines.

*Depreciation* – Depreciation is the process of allocating the cost of property over a period of time, rather than recognizing the cost as an expense in the year of acquisition. Generally, at the end of an asset's life, the sum of the amounts charged for depreciation in each accounting period (accumulated depreciation) will equal the original cost less salvage value, if any.

*Donated Capital Asset* – Donated assets are those assets contributed to the Township. The donated assets are treated like any other capital asset (using the estimated acquisition cost on the date received as its basis).

*Estimated Useful Life* – Estimated useful life means the estimated number of months or years that an asset will be able to be used for the purpose for which it was purchased. In determining useful life, consideration is given to the asset's present condition, use of the asset, construction type, maintenance policy, and how long it is expected to meet service demands.

## Appendix A, Section 13

*Fair Market Value* – The amount that would be paid if the item were sold currently in a transaction between a willing buyer and a willing seller.

*Historical Cost* – The historical cost of a capital asset includes the cost or estimated cost at the time of acquisition, freight charges, installation, and site preparation charges, and the cost of any subsequent additions or improvements, excluding repairs.

*Infrastructure Asset* – Infrastructure assets are long-lived capital assets that normally can be preserved for a significantly greater number of years than most capital assets (non- infrastructure assets). Infrastructure assets are normally stationary in nature and are of value only to the government entity. Examples include the water and sewer lines.

*Estimated Useful Life* – Estimated useful life means the estimated number of years that an asset will be able to be used for the purpose for which it was purchased. In determining useful life, consideration is given to the asset's present condition, use of the asset, construction type, maintenance policy, and how long it is expected to meet service demands.

*Salvage Value* – The salvage value of an asset is the value it is expected to have when it is no longer useful for its intended purpose.

*Straight-line Method* – The straight-line method of depreciation is the simplest and most commonly used method for calculating depreciation. It can be used for any depreciable property. Under the straight-line method, the basis of the asset is written off evenly over the useful life of the asset. The same amount of depreciation is taken each year. In general, the amount of annual depreciation is determined by dividing an asset's depreciable cost by its estimated life

*Capitalization Threshold* – The capitalization threshold is the dollar amount that an asset must equal or exceed if that asset is to be capitalized. Otherwise, the item would be considered as an expense at the time of acquisition.

### **POLICY/PROCEDURES**

*Threshold* – effective with the implementation of this policy, the Township will capitalize individual assets other than Buildings, Building Improvements and Land Improvements, and Infrastructure that cost \$5,000 or more and have an estimated useful life of more than one (1) year. Assets acquired with debt proceeds may be capitalized regardless of cost. In addition, assets acquired prior to the implementation date of this policy that were capitalized at a lower threshold may continue to be depreciated on the basis of past practice.

Effective with the implementation of this policy, infrastructure projects and improvements shall be capitalized in accordance with this policy so as to substantially account for the Township's investment in infrastructure and consider related debt.

Individual assets that cost less than \$5,000, but that operate as part of a network system may be capitalized in the aggregate, using the group method, if the estimated average useful life of the individual asset is greater than one (1) year. A network is determined to be where individual components may be below \$5,000 but are interdependent and the overriding value to the Township is on the entire network and not the individual assets (e.g., computer systems and telephone systems).

## Appendix A, Section 13

*Valuation* – in accordance with generally accepted accounting principles, the Township will value its capital assets at historical cost. Historical cost includes the cost or estimated cost at the time of acquisition, freight charges, installation and site preparation charges, and the cost of any subsequent additions or improvements, excluding repairs. If a capital asset is donated to the Township the asset will be valued based on the estimated acquisition cost at the time the asset is donated.

*Depreciation* – the Township will use the Straight-Line Method as its “basic approach” (standard approach) to depreciate capital assets.

*Capital Assets Inventory Report* – as part of the financial audit, the Superintendent’s office shall submit a capital asset report to the Township’s external auditor on an annual basis. This report will include, but not be limited to, the following information:

- Type of asset (i.e., land, building, infrastructure)
- Date of acquisition
- Acquisition cost
- Estimated useful life
- Annual depreciation
- Accumulated depreciation

*Estimated Useful Lives* – the following ranges are guidelines in setting estimated useful lives for depreciating assets.

Building & Improvements	20 – 40 years
Equipment	5 – 10 years
Vehicles	10 – 20 years
Sewer system and improvements	30 – 50 years
Flowage rights	20 years

*Capital vs. Repair and Maintenance Expense* – with respect to improvements on non-infrastructure and infrastructure capital assets, under the basic approach, costs should be capitalized if the useful life of the asset is substantially extended, or the cost results in a substantial increase in the capacity or efficiency of the assets. Otherwise, the cost should be expensed as repair and maintenance.

*Inventory* – for internal control purposes, the Township may maintain an inventory listing of certain assets (controlled equipment) that do not meet the above reference capitalization amounts. Controlled equipment includes items that should be specifically accounted for and inventoried periodically due to the high re-sale value of the equipment and potential risk of theft. Controlled equipment may include items such as computers, construction equipment, and other office equipment.

Each department head is responsible for all controlled equipment within their areas of responsibility.



## Appendix A, Section 13

*Disposal and Transfer of Township's Assets* – disposition of Township assets will be performed in a manner that is in the best interest of the Township and in accordance with disposal provisions within this policy.

### **OVERSIGHT AUTHORITY**

Oversight authority for capitalization and categorization of potential capital assets is the responsibility of the department head, as ultimately directed by the Superintendent and Board. The Superintendent will review the management of these applicable assets to assure conformity with this policy.

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**BEDFORD CHARTER TOWNSHIP  
CAPITAL ASSET DISPOSAL POLICY**

**GENERAL**

The Capital Asset Disposal Policy outlines the procedures and guidelines for the disposal of capital assets owned by Bedford Charter Township. The purpose of this policy is to ensure that the disposal of capital assets is conducted in a transparent, responsible, and compliant manner, while maximizing the value of assets and minimizing financial risk.

**DEFINITIONS**

*Disposal:* The process of selling, transferring, donating, or otherwise removing capital assets from the local government's ownership.

*Surplus:* Capital assets that are no longer needed for operational purposes.

*Fair Market Value:* The price at which the asset would change hands between a willing buyer and a willing seller, both having reasonable knowledge of the relevant facts.

*Obsolete:* Capital assets that are no longer useful due to technological advancements or changes in operational needs.

*Selling Authority:* The designated individual or department responsible for overseeing and approving capital asset disposals. Bedford Charter Township has designated the Superintendent as the Selling Authority.

**POLICY/PROCEDURES**

*Identification of Surplus Assets:* The department or unit responsible for the management of assets shall identify surplus capital assets that are no longer needed for operational purposes. Surplus assets may include items that are obsolete, damaged beyond repair, or have exceeded their useful life.

*Evaluation and Valuation:* The Superintendent shall determine the fair market value of surplus assets through appropriate methods, which may include appraisals, market research, or expert assessments. The value assessment shall consider the asset's condition, age, market demand, and any other relevant factors.

*Disposal Methods:* The local government may dispose of surplus capital assets through the following methods:

- Public Auction: Selling assets through a public auction to obtain competitive bids.
- Sealed Bids: Inviting sealed bids from interested parties and selecting the highest bidder.
- Negotiated Sale: Negotiating with potential buyers to achieve the best possible value.
- Donation: Donating assets to charitable organizations or other governmental entities if deemed appropriate.
- Trade-In: Exchanging surplus assets for new assets with a supplier or vendor.

## Appendix A, Section 14

*Approval Process:* Prior to initiating the disposal process, the department or unit seeking to dispose of assets must submit a disposal request to the Superintendent. The Superintendent will review the request and ensure compliance with this policy before granting approval.

*Documentation:* All capital asset disposals must be well-documented. This documentation should include details such as the asset description, disposal method, fair market value, buyer information (if applicable), approval records, and reasons for disposal.

### **REPORTING AND ACCOUNTABILITY:**

The local government shall maintain records of all capital asset disposals, including details of the assets, disposal methods, and financial transactions. These records shall be periodically reviewed to ensure adherence to policy guidelines.

### **COMPLIANCE AND LEGAL CONSIDERATIONS:**

All capital asset disposals shall comply with federal, state, and local laws, regulations, and guidelines. The local government shall seek legal counsel when necessary to ensure compliance.

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## Appendix A, Section 15

### BEDFORD CHARTER TOWNSHIP

#### RECORD RETENTION POLICY

##### GENERAL

Bedford Charter Township has adopted this record retention policy to ensure that all documents of the Township are retained in accordance with the State of Michigan and other Federal requirements for documents of a local government. This includes the time period documents must be held, as well as the medium in which these documents should be held, and how document destruction should take place.

##### DOCUMENT DESTRUCTION

Documents that have been held for the appropriate time period should be destroyed soon after that period has expired. By January 31 each year, all documents whose retention period expired in the previous years must be gathered and securely destroyed. The Township will either shred all items internally or contract with a secure document destruction company.

##### RETENTION REQUIREMENTS

Series Title	Series Description	Retention Period
Insurance Policies	These files include insurance policies that provide coverage for property and casualty, workers compensation, errors and omission, fleet, general liability, umbrella, etc.	RETAIN UNTIL: Insurance provider is no longer obligated to pay out on the particular policy after it expires. NOTE: if a policy covers a "lifetime," then 80 years should be sufficient
Insurance Claims	These files are used to document claims that are submitted to an insurance provider. They may contain claim forms, correspondence and supporting documents for each claim that is submitted.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years
Accident Reports/Claims--Adults	Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on government property. The reports may list the location of the accident, description of the accident, first aid administration, witnesses, person injured, type of injury or property damage, actions taken, recommendations to prevent reoccurrence, etc. The reports may be reviewed and signed by relevant administrators. These files may include	RETAIN UNTIL: Date created PLUS: 7 years

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	related information, such as witness statements, medical information, legal counsel, subsequent claims, etc.	
Accident Reports/Claims--Minors	Accident reports for personal injuries, property damage claims, and other incidents provide details about any unexpected incidents on government property. The reports may list the location of the accident, description of the accident, first aid administration, witnesses, person injured, type of injury or property damage, actions taken, recommendations to prevent reoccurrence, etc. The reports may be reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, subsequent claims, etc.	RETAIN UNTIL: Minor turns 18 years old. NOTE: Pre-injury waivers effectuated by parents on behalf of their minor children are not presumptively enforceable. Specifically, within the context of Michigan's overriding policy, and in the absence of any specific legislative exceptions permitting the waiver of liability by parents in these situations, the release signed on behalf of a minor cannot be construed as valid. PLUS: 3 years
Bids and Quotes--Awarded	Bids are received from vendors for products, services and contracts that are needed for construction, furnishings, ground maintenance, trash and snow removal, cleaning services, transportation, etc. These files may include the invitation to bid, request for proposal, the bid documents that are submitted, the reviewer documentation, etc.	RETAIN UNTIL: Contract with the awarded vendor expires PLUS: 6 years
Bids and Quotes—Not Awarded	Bids are received from vendors for products, services and contracts that are needed for construction, furnishings, ground maintenance, trash and snow removal, cleaning services, transportation, etc. These files may include the invitation	RETAIN UNTIL: Bid is awarded PLUS: 2 years

## Appendix A, Section 15

	to bid, request for proposal, the bid documents that are submitted, the reviewer documentation, etc.	
Contracts, Leases and Agreements	These contracts may cover a variety of services including construction, custodial work, copiers, facility rental, information technology service providers, maintenance, wiring, telephone services, employment, land, etc. These files may include contracts, correspondence with the vendor, warranties, copies of purchase orders, etc.	RETAIN UNTIL: Expiration PLUS: 6 years
Annual Budget	These records document the requested and adopted amount of money for all departments, along with any amendments that is appropriated for each account/line item for each fiscal year. These records may include work papers. A copy of all approved budgets will be retained permanently in the governing body's meeting records.	RETAIN UNTIL: Fiscal year ends PLUS: 5 years Retained within the BS&A software
Financial Data System	This record is used as a general ledger to track and document financial transactions. It is usually maintained as a database or spreadsheet. It may contain digital images, electronic documents and electronic correspondence that serve as supporting documents for each transaction. This system may also contain data that documents other government functions, such as payroll, pensions, etc. Select data and supporting documents may need to be retained longer if the transaction relates to a contract, loan or other activity that is not completed within the specified timeframe.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years Retained within the BS&A software
Accounting Transaction Detail	This record details all revenue, expenditures and balance sheets that are recorded in various accounts. It may be retained as paper, electronic data, computer output microfiche, etc. It also includes the chart of accounts that defines the accounting codes that are used.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years Retained within the BS&A software
Receivables	These records document items that are purchased by others or services that are provided to others. They may include invoices, cash receipts, support documents, agreements, ledgers, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years

## Appendix A, Section 15

Receipts	These records document deposits into various accounts. They may include a cash receipt list, receipt register, etc. Information in these records may include the check number, date, receipt number, description, amount deposited, batch number, account number, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years
Journal Entries	These records document transfers between accounts, they record expenses not included in accounts payable, and revenues not in cash receipts. The transaction balance report may identify the account number, account description, transaction amount, date, journal entry number, transaction description, etc. <i>Note: individual records that document the purchase of a fixed asset may need to be retained until the asset is disposed of.</i>	RETAIN UNTIL: Fiscal year ends PLUS: 7 years Retained within the BS&A software
Budget Summaries and Balance Sheets	These records document the status of budgetary activity on each account. They may identify the account balances per month and year to date, activity within the month on each account, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years
Payment Records	These files document the payment for goods and services. They may include purchase orders, packing slips, requisitions, invoices, communications and utility bills, travel vouchers, receipts, etc. <i>Note: individual records that document the purchase of a fixed asset may need to be retained until the asset is disposed of.</i>	RETAIN UNTIL: Fiscal year ends PLUS: 7 years
Procurement Card Applications	These records document which employees are issued a procurement card for making purchases. These files may include the procurement cardholder application, cardholder agreement form, the cardholder maintenance form, etc.	RETAIN UNTIL: Procurement card is no longer held by the cardholder PLUS: 5 years
Bank Activity	These records document activity on the government entity's bank account. They may include deposit slips, reconciliations, cancelled checks, check registers, bank statements, electronic funds transfer transactions, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years
Annual Local Unit Fiscal Report	The State of Michigan and the Federal Government require all local units of government to file an annual fiscal report with the Michigan Department of Treasury (Form F-65) that documents financial activity.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years

## Appendix A, Section 15

Sales Tax Reports	These annual reports are prepared at the end of each calendar year to document the amount of sales tax that is collected. They are sent to the Michigan Department of Treasury.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years
Municipal Finance and Borrowings	These files document bonds for capital and construction projects. They may include transcripts of bond proceedings and other supporting documentation.	RETAIN UNTIL: Expiration PLUS: 7 years
Qualifying Statements	These forms are submitted annually to the Michigan Department of Treasury. They permit the local government to buy bonds. If no bonds are sold, these records can be destroyed after 1 year.	RETAIN UNTIL: Date created PLUS: 1 year
Final Affidavit of Payment	The final affidavit of payment is evidence that all funds that were borrowed by the local government were paid back in full.	Permanent
Bond Cremation Certificates	The Bond Cremation Act (PA 56 of 1962) requires public corporations to cremate or disintegrate obligations or interest coupons upon maturity, and to receive a certificate documenting the destruction of the records.	Permanent
Fixed Asset Inventory Data	This record is a list of all major property and its book value. Local government policy determines the value at which property must be included in an inventory. The value of these items is then distributed across the useful life of the property. Information on the inventory may include a description of the item, value, date purchased, depreciation amount, insurable value, building location, etc.	RETAIN UNTIL: Annual report for the fiscal year in which the item was disposed is audited
Fixed Asset Annual Report	The Government Accounting Standards Board (GASB) Statement 34 establishes the annual reporting requirements for financial statements prepared by local governments. This annual report is produced from the fixed asset inventory.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years
Disposition of Scrap and Surplus Materials	These records document the disposition (destruction or sale) of scrap and surplus materials. They may include authorizations, correspondence, receipts, inventories, etc.	RETAIN UNTIL: Fiscal year ends PLUS: 3 years



## Appendix A, Section 15

Audits - Support Documents	Audits of finances are conducted annually by an independent certified public accounting firm. These files may include work papers, schedules, reconciliations, etc.	RETAIN UNTIL: Final report is issued [see OMB Circular A-133.320 (g)] PLUS: 7 years
Audits - Final Report	This final report is submitted by the auditors. A copy of final audit reports will be retained permanently in the governing body's meeting records. However, this office may select to keep a permanent copy too.	RETAIN UNTIL: Date created PLUS: 10 years
Financial Projections, Plans, and Forecasts	These reports contain multi-year projections/plans/forecasts about anticipated income and/or expenditures. They may cover capital improvement projects, construction cost schedules, general fund revenue, fund balances, taxable value, road projects, etc.	RETAIN UNTIL: Superseded by a new report
Indirect Costs	These records are created annually to determine the allowable indirect cost rate that the local government may charge to various state and federal grants.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years
Grants	These files document grants from state, federal and private agencies that are administered by the finance department. These files may contain applications, budgets, worksheets, adjustments, plans, rules and regulations, award letters, committee records, staffing sheets with account numbers, grant evaluation/monitoring reports, audits, periodic progress reports, etc.	RETAIN UNTIL: Grant is closed out, plus any additional time that is required by the granting agency for auditing purposes
Denied Grant Applications	These records document grants that were applied for but were not received. They may have reference value for preparing future grant applications. They may contain application forms, budget proposals, letters of support, narrative plans, supporting documentation, etc.	RETAIN UNTIL: Date created PLUS: 1 year
State Reports	Local governments are required to submit various financial reports to the Michigan Department of Treasury annually.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years
Pension Plan Documentation	These records document the terms of employee pension plans. They include plans that are administered by the local government, and plans that are administered by outside parties.	RETAIN UNTIL: No employees are enrolled in this specific plan

## Appendix A, Section 15

Pension Investment and Finance Statements	Some local governments administer their own pension plans internally or with the assistance of a vendor. These monthly reports document pension plan investments and the financial status of accounts.	RETAIN UNTIL: Fiscal year ends PLUS: 7 years
Pension Plan Audits, Annual Reports and Actuarial Valuations	Some local governments administer their own pension plans. These reports document annual audits, financial reporting and third-party actuarial valuations of the pension plan accounts and investments.	Permanent
Employee Pension Files	Some local governments administer their own pension plans. These records document pension benefits for employees and retirees and their beneficiaries. They may include the original hiring notice, promotion notices, correspondence, exclusion letters, beneficiary forms, insurance elections, disability retirement approvals, etc.	RETAIN UNTIL: Retiree or beneficiary dies, or a former employee becomes ineligible for a pension PLUS: 5 years
Public Body Meeting Records	These files document the meetings of public bodies such as retirement boards, investment committees, etc. They include agendas, minutes, and supporting documentation that were reviewed by the public body during its meetings.	Permanent
Subject Files	These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities. <i>Subject files are generally organized alphabetically by topic.</i> Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence (including electronic mail), research materials, project planning notes, organizational charts, etc. Subject files do NOT include files related to individual projects. For topics of continuing interest, files may be segmented into annual files.	RETAIN UNTIL: Topic is no longer of interest for ongoing administration PLUS: 5 years

## Appendix A, Section 15

General Correspondence	General correspondence may include referral correspondence. If the correspondence does pertain to a specific issue, it should be filed with other relevant records. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action.	RETAIN UNTIL: Date created PLUS: 2 years
Transitory Correspondence	Transitory correspondence is any form of written communication with a short-term interest that has no documentary value. This type of correspondence has limited administrative and evidential value that is lost soon after the communication is received. <i>Transitory messages do not set policy, establish guidelines or procedures, certify a transaction or become a receipt.</i> Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, notifications of an upcoming meeting, and similar records.	RETAIN UNTIL: Date received PLUS: up to 30 days
Freedom of Information Act (FOIA) Requests	This file will document any requests for information or public records. They may include requests for information, correspondence, a copy of the information released, and billing information.	RETAIN UNTIL: Date created PLUS: 1 year
Contact Lists/Directories	These records contain contact information for individuals and groups that the agency may need to contact for ongoing and special projects, programs, activities, events, surveys, etc. They may contain names, affiliations, address, phone numbers, e-mail addresses, etc. They may exist in paper or electronic form.	RETAIN UNTIL: Information is superseded for current contacts, or the list is obsolete

## Appendix A, Section 15

Planners/Calendars	These may be electronic or manual planners and calendars that are used to track an individual staff member's work-related meetings, assignments, and tasks. Individual employees are responsible for retaining their planners/calendars for the duration of this retention period.	RETAIN UNTIL: Date created PLUS: 2 years
Staff and Project Meeting Records	These records document staff meetings, meetings with other government agencies, etc. They may include meeting minutes, agendas, and distribution materials, etc. Meeting records may also be retained in subject files (see item #200) if they relate to a specific topic.	RETAIN UNTIL: Date created PLUS: 2 years
Annual Reports	These reports document the department's activities, and they may contain both narrative and statistical information.	RETAIN UNTIL: Date created PLUS: 10 years
Departmental Planning Budget	These records document budget planning and tracking activities for the finance department. They may include budget requests, statistics, budget amendments, budget summaries and balance sheets, etc.	RETAIN UNTIL: Date created PLUS: 5 years
Publications	These records may include press releases, brochures, newsletters and other items that are published by the department.	RETAIN UNTIL: No longer of reference value
Memorabilia	This series includes photographs, news clippings, certificates, awards, etc. that document events and activities of the entity.	RETAIN UNTIL: No longer of reference value
Audio-Visual Materials	These records include photographs, video recordings, audio recordings, slides, etc. in analog and digital formats. They document general program activities, facilities, people, etc. If the audio-visual materials are supporting documents to a specific business process, then they should be retained as long as any other records that document the business process.	RETAIN UNTIL: No longer of reference value

**BEDFORD CHARTER TOWNSHIP**  
**PURCHASING AND BID POLICY**

**GENERAL**

This Policy is adopted by Bedford Charter Township ("Township") Board of Trustees ("Board") as a guideline for the purchase of goods and services necessary and appropriate for the normal and routine operation of the Township.

**DEFINITIONS**

*Purchasing Agent* shall mean the Superintendent. In the Superintendent's absence the Clerk shall act as the Purchasing Agent.

*Goods* shall mean materials and supplies, equipment, machinery, vehicles, and tangible things of any kind that are necessary and appropriate for acquisition and use by the Township, its officials and employees in conducting Township business.

*Services* shall mean all labor furnished and performed by non-Township personnel or entities, by contract or otherwise, that is necessary and appropriate for conducting the Township's business and affairs for which Township funds are paid, whether or not goods are furnished as a part of or incident to such services.

*heads* shall mean the elected official or township employee charged with leadership of a department.

**PURCHASES UNDER \$3,000**

- The Purchasing Agent may make or authorize purchases of less than \$3,000 for goods or services.
- The Purchasing Agent may delegate purchasing responsibilities to one or more elected officials or to staff members, and specifically, the Purchasing Agent shall delegate purchasing authority to the Clerk and the Treasurer as may be necessary and appropriate to carry out their respective statutory duties.
- Every reasonable attempt must be made to ensure the Township receives the best value for its purchases and the funds expended.
- Every reasonable attempt must be made to ensure that purchases are not made from vendors or providers who are currently in default on payment of any taxes, license fees, water/sewer bills, special assessments or other monies due to the Township.
- All purchase documentation should be submitted to the Clerk's office for review and preparation for presentation of bills to the Board for approval.

**PURCHASES FROM \$3,000 TO \$20,000**

- For purchases within this range, a minimum of three quotes is required. Each potential purchasing source will use uniform specifications from which a quote may be made. This should include a description of the items to be purchased, quantity, price per unit, special terms and/or specifications, and the desired delivery date. This information can be issued in either written or oral form. The response from each source shall be maintained by the Purchasing Agent in a readily retrievable format. The written documentation maintained should include a description of the item(s) being purchased, quantity, price per unit, proposed delivery date, and any other information used by the department head or Purchasing Agent to make an informed decision that is in the best interest of the Township. This documentation should support the justification of the purchase selection.

**PURCHASES OVER \$20,000**

- Any purchase of goods or services involving an anticipated amount in excess of \$20,000.00 shall be made by a request for proposal ("RFP") and the receipt of sealed bids.
  1. The Township, or its agent, shall prepare the RFP. The request for sealed bids shall specify the place where the bids shall be received, the date and time of opening the bids received, the final date and time for submission of sealed bids and the address to which the sealed bids are to be submitted. All requests shall also include a description of the services, goods and/or supplies to be purchased and whether performance and/or payment bonds are requested and shall also request such information concerning the bidders as may be appropriate. The Township shall have the right, and each request for bids shall state that the Township reserves the right to accept or reject any or all bids, to negotiate with any bidder, to waive any informality or errors in the bidding process and to accept any bid deemed to be in the best interest of the Township, including a bid that is not the low bid.
  2. A Notice to Bidders shall be posted on the Township website, published in the Township's newspaper of record, and may also be sent to potential bidders known to the Township.
  3. Each bid/proposal shall be in writing, signed by the bidder and shall contain the full name of any person or company interested therein. Each bid/proposal shall be marked on the outside "sealed bid for (description of goods or services)."
  4. At a time and place prescribed in the request for opening bids/proposals, the Clerk shall publicly open all bids/proposals and read the amounts aloud.
  5. Following opening, the bids/proposals shall be tabulated/reviewed and shall be referred to the Board for action. The Board may reject any and all bids/proposals, may waive any informality and defects in any bid/proposal or in the bidding process, may direct the Purchasing Agent to negotiate with any bidder/vendor, and may accept any bid/proposal and award a contract to the lowest and/or best bidder/vendor competent to furnish the goods or services. The awarding of a contract shall be upon a bid/proposal deemed to be in the best interest of the Township, including a bid/proposal that is not the lowest submitted. Pertinent information shall be considered by the Board in its review of the bids/proposals, and may include:
    - Cost;
    - Reliability and quality of goods or service;

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- Timeliness of delivery of goods or service;
  - Ability, capacity and skill of bidder to supply the goods or service;
  - Experience, reputation and efficiency of the bidder including but not limited to previous and existing compliance of the bidder with the laws and ordinances relating to supplying goods and services of a similar nature;
  - Ability to provide future maintenance and service;
  - The quality of performance of previous contracts by the bidder;
  - Warranties;
  - Conditions attached to bid/proposal;
  - Whether the bidder is in default on payment of any taxes, license fees or other monies due the Township; and
  - Compatibility of the proposed item with existing Township items.
6. The Superintendent shall notify all bidders of the action taken by the Board.

### EXCEPTIONS

- In case of an emergency, when necessary to protect the health, safety, welfare, and wellbeing of the community, the Purchasing Agent, may make or authorize a purchase higher than \$3,000. Such expenditure shall be considered for ratification at the next regular Board meeting.
- If, in its discretion, the Board determines that an RFP or quotes and/or sealed bids are not practicable for a specific purchase, such requirements may be waived. Such waiver shall require a concurring vote of a majority of the members of the Board, after stating the reason why an RFP or quotes and/or the sealed bid process are not required for that situation.
- Unless otherwise decided by the Board, this Policy shall not apply to purchases of or contracts for professional services, which include legal, engineering, accounting and information technology services, or to the purchase of insurance, or to employment contracts. The selection of such persons and contracts for such services shall be determined by the Board, in its discretion.
- Sole-Source Vendors: A contract may be awarded without a competitive bid when it is determined in writing by the department head that there is only one source for the required supply or service or when competitive bidding is not feasible.
- Cooperative Purchasing Programs: Bidding requirements may be waived if the purchase of supplies, equipment or services is available through cooperative purchasing programs or bidding conducted by another entity or association
- Time and Materials: Where work may be of a continuing nature or where it is uncertain what the scope of the work will be, the best estimate of the total cost will be used in determining the appropriate bidding requirements. In the event the progress of the work exceeds the original estimate by 10% or \$2,000, whichever is less, the work will be halted and re-evaluated in light of the totality of this Policy.
- For lease, or other multi-year obligations, the Township shall consider monthly payments, interest rate, ancillary costs, and total payments.



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- Competitive bids/proposals are deemed inappropriate for and are not required for the following:
  1. Intergovernmental agreements;
  2. All matters relating to services of offices, officials, board and commission members, and employees in their capacities as personnel of the Township;
  3. Emergency repairs;
  4. Purchases made through State or Federal purchasing programs;
  5. The amendment or renewal of previously awarded contracts, unless the Board decides otherwise; or
  6. The acquisition of any interest in real property.

### CRITERIA FOR SERVICE AND QUALITY

In addition to cost criteria, the Township may consider other criteria such as quality, reliability, life-cycle cost, service, timing of delivery, warranty, vendor's ability and capacity to perform, local vendors, and or prior experience with a vendor.

Local Purchasing. The Township will purchase from local or regional merchants when appropriate, taking into account price, service and quality.

### PAYMENT PROCESS

All invoices for the purchase of goods and services, upon receipt by the Township or by any of its departments or commissions, shall be forwarded to the Clerk's office. Where possible, the invoice will be emailed directly to the Deputy Clerk or an established Accounts Payable email address for the Township. For those that are purchased directly by a department head, the department head is responsible for reviewing the invoice, ensuring that the item or service has been received and indicating the appropriate account for the expense account. Once the department head has reviewed the invoice, where applicable, the Deputy Clerk will enter the appropriate information into BS&A and, for any invoices that were not received electronically, scan the invoices into BS&A. Invoices are approved by the Clerk through electronic approval in BS&A. Once reviewed by the Clerk, the Board approves, via motion, the invoices for payment.

The Clerk will then initiate ACH transactions for all payments paid online and the Township will follow the ACH/EFT Policy in place. For any that are paid via physical check, the Clerk reviews the check register to ensure that no additional items have been added from the Board approved checks.

Checks are then printed by the Deputy Clerk, who provides those to the Clerk to be signed. These checks and invoices are then provided to the Treasurer to be signed and mailed.



**BEDFORD CHARTER TOWNSHIP**

**FUND BALANCE CLASSIFICATION AND BEST PRACTICES POLICY**

**GENERAL**

The Township Board recognizes that the maintenance of fund balance is essential to the preservation of the financial integrity of the Township and is fiscally advantageous for both the Township and its taxpayers. Preservation of fund balance is a component of financial health of any governmental entity to help to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. To retain this stable financial base, the Township needs to maintain a fund balance in the General Fund that is sufficient to fund General Fund cash flows, to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature as they relate to the General Fund, and to provide funds for future approved projects of the General Fund.

The purpose of this policy is to address the requirements of the Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. This Statement defines the classifications of fund balance in governmental funds. Fund balance classifications depict the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include non-spendable fund balance and amounts that are restricted, committed, or assigned, or any combination of those classifications. The General Fund may also include an unassigned amount of fund balance.

This policy also establishes a key element of the financial stability of the Township by setting guidelines for fund balance of the General Fund. It is essential that the Township strives to maintain adequate levels of fund balance in the General Fund to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. Fund balance also provides cash flow liquidity for the general operations of the Township.

**DEFINITIONS**

*Fund Balance* – Fund balance is a measurement of available financial resources in a fund and is the difference between total assets and total liabilities in each fund. GASB Statement 54 distinguishes fund balance classifications based on the relative strength of the constraints that control the purposes for which specified amounts can be spent. Beginning with the most restrictive constraints, fund balance amounts will be reported in various categories as noted in the following definitions.

*Non-spendable* – The non-spendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form, such as inventory or prepaid items or (b) legally or contractually required to be maintained intact, such as the corpus of an endowment fund. These amounts will be determined before all other classifications.

*Restricted* – Fund balance will be reported as restricted when constraints are placed on the use of resources by an outside source such as being (a) externally imposed by creditors (such as through debt covenants), grantors (a grant that can only be used for public safety purposes), contributors (a donor gives money specifically for park improvements), or laws or regulations of other governments; (b) imposed by law through constitutional provisions or enabling legislation; (c) dedicated voter approved millages; etc.

*Committed* – This classification of fund balance can only be used for specific purposes pursuant to formal action of the Township Board. A majority vote of the Board is required to approve a commitment of fund balance and a majority vote of the Board is required to remove a commitment of fund balance.

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*Assigned* – Amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance. This would include all remaining amounts (except negative balances) reported in governmental funds, other than the General Fund, that are not classified as non-spendable, restricted or committed. The Board delegates to the Supervisor or his/her designee the authority to assign amounts to be used for other specific purposes. Examples of this are assignments for working capital, or other departmental assignments.

*Unassigned* – Unassigned fund balance is the residual classification for the General Fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the General Fund.

### **ORDER OF APPLICATION OF FUND BALANCE**

When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it shall be the policy of the Township to consider restricted amounts to have been reduced first. When an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used, it shall be the policy of the Township that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts. This policy applies to all governmental funds of the Township.

### **GENERAL FUND FUND BALANCE**

The fund balance of Township's General Fund has been accumulated to provide stability and flexibility to respond to unexpected adversity and/or opportunities. The Township's basic goal is to limit expenditures to anticipated revenue of the current year in order to maintain a balanced current year budget without utilizing fund balance but that cannot always be maintained to support important programs/services within the Township and planned usages of fund balance may occur occasionally. This should only occur after the formal budget process is followed and there is approval of the Township Board.

It is the goal of Township to achieve and maintain an unassigned fund balance in the General Fund greater than 20% of annual expenditures and other financing uses. The use of fund balance is appropriate to avoid creating a structural deficit, as long as it is approved by Board.

If fund balance drops below 20% of General Fund expenditures and other financing uses, the current year budget will be evaluated and adjusted where feasible as a plan to add back a minimum of 1% to fund balance until the 20% target is reached.

### **OVERSIGHT AUTHORITY**

Oversight authority for fund balance categorization and fund balance levels is the responsibility of the Township Board. The Board will review departmental management of these accounts to ensure conformance with this policy.

# **FEDERAL FINANCIAL INTERNAL CONTROLS AND PROCEDURES**

## Appendix B

### FEDERAL FINANCIAL INTERNAL CONTROLS AND PROCEDURES

As a precondition to receive federal funds, prospective recipients must have effective administrative and financial internal controls. As described in Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, OMB Uniform Guidance and the Compliance Supplement, Organizations must have written procedures for certain components of grant administration. This document itemizes the Organization's procedures for those components.

Organization elements:

The characteristics of internal control are presented in the context of the components of internal control discussed in *Internal Control-Integrated Framework* (COSO Report), published by the Committee of Sponsoring Organizations of the Treadway Commission. The COSO Report provides a framework for organizations to design, implement, and evaluate control that will facilitate compliance with the requirements of Federal laws, regulations, and program compliance requirements. COSO also has published *Guidance on Monitoring Internal Control Systems* (January 2009), which is available at [www.coso.org/GuidanceonMonitoring.htm](http://www.coso.org/GuidanceonMonitoring.htm). Statement on Auditing Standards No. 109 (SAS 109), *Understanding the Entity and Its Environment and Assessing the Risks of Material Misstatement*, issued by the Auditing Standards Board of the American Institute of Certified Public Accountants (AICPA) and a related AICPA audit guide, *Audit Guide, Assessing and Responding to Audit Risk in a Financial Statement Audit*, incorporate the components of internal control presented in the COSO Report.

Characteristics of internal control relating to each of the five components of internal control that should reasonably assure compliance with the requirements of Federal laws, regulations, and program compliance requirements. A description of the components of internal control and examples of characteristics common to the 12 types of compliance requirements are listed below. Objectives of the 12 types of compliance requirements follow this introduction.

**Control Environment** sets the tone of an organization influencing the control consciousness of its people. It is the foundation for all other components of internal control, providing discipline and structure.

- Sense of conducting operations ethically, as evidenced by a code of conduct or other verbal or written directive.
- The Board is responsible for engaging the auditor, receiving all reports and communications from the auditor, and ensuring that audit findings and recommendations are adequately addressed.
- Management's positive responsiveness to prior questioned costs and control recommendation.
- Management's respect for and adherence to program compliance requirements.
- Key managers' responsibilities clearly defined.
- Key managers have adequate knowledge and experience to discharge their responsibilities.
- Staff knowledgeable about compliance requirements and being given responsibility to communicate all instances of noncompliance to management.
- Management's commitment to competence ensures that staff receive adequate training to perform their duties.
- Management's support of adequate information and reporting system.

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**Risk Assessment** is the entity's identification and analysis of risks relevant to the achievement of its objectives, forming a basis for determining how the risks should be managed.

- Program managers and staff understand and have identified key compliance objectives.
- Organizational structure provides identification of risks of noncompliance:
  - Key managers have been given responsibility to identify and communicate changes.
  - Employees who require close supervision (e.g., inexperienced) are identified.
  - Management has identified and assessed complex operations, programs, or projects.
  - Management is aware of results of monitoring, audits, and reviews and considers related risk of noncompliance.
- Process established to implement changes in program objectives and procedures.

**Control activities** are addressed in each compliance element area.

**Information and Communication** are the identification, capture, and exchange of information in a form and time frame that enable people to carry out their responsibilities.

- The accounting system provides for separate identification of Federal and non-Federal transactions and allocation of transactions applicable to both.
- Adequate source documentation exists to support amounts and items reported.
- A recordkeeping system is established to ensure that accounting records and documentation retained for the time period required by applicable requirements, and the provisions of laws, regulations, contracts or grant agreements applicable to the program.
- Reports provided timely to managers for review and appropriate action.
- Accurate information is accessible to those who need it.
- Reconciliations and reviews ensure accuracy of reports.
- Established internal and external communication channels.
  - Staff meetings.
  - Bulletin boards.
  - Memos, circulation files, e-mail.
  - Surveys, suggestion box.
- Employees' duties and control responsibilities effectively communicated.
- Channels of communication for people to report suspected improprieties have been established.
- Actions taken as a result of communications received.
- Established channels of communication between the pass-through entity and subrecipients.

**Monitoring** is a process that assesses the quality of internal control performance over time.

- Ongoing monitoring built-in through independent reconciliations, staff meeting feedback, supervisory review, and management review of reports.
- Periodic site visits performed at decentralized locations (including subrecipients if applicable) and checks performed to determine whether procedures are being followed as intended.
- Follow up on irregularities and deficiencies to determine the cause.
- Internal reviews are performed.

## **Appendix B**

- Management meets with program monitors, auditors, and reviewers to evaluate the condition of the program and controls.
- The Board reviews the results of all monitoring or audit reports and periodically assesses the adequacy of corrective action if needed.

### **ACTIVITIES ALLOWED OR UNALLOWED And ALLOWABLE COSTS/COST PRINCIPLES**

#### **Control Objectives**

To provide reasonable assurance that Federal awards are expended only for allowable activities and that the costs of goods and services charged to Federal awards are allowable and in accordance with the applicable cost principles.

#### **Control Activities**

- Accountability provided for charges and costs between Federal and non-Federal activities.
- Process in place for timely updating of procedures for changes in activities allowed and cost principles.
- Computations checked for accuracy.
- Supporting documentation compared to list of allowable and unallowable expenditures.
- Adjustments to unallowable costs made where appropriate and follow-up action taken to determine the cause.
- Adequate segregation of duties in review and authorization of costs.
- Accountability for authorization is fixed in an individual who is knowledgeable of the requirements for determining activities allowed and allowable costs.

### **CASH MANAGEMENT**

#### **Control Objectives**

To provide reasonable assurance that the (1) drawdown of Federal cash is only for immediate needs and (2) reimbursement is requested only after costs have been incurred.

#### **Control Activities**

- Cash flow statements are prepared to determine essential cash flow needs.
- The accounting system is capable of scheduling payments for accounts payable and requests for funds to avoid time lapse between draw down of funds and actual disbursements of funds.
- Appropriate level of supervisory review of cash management activities.
- Written policy that provides:
  - Procedures for requesting cash advances as close as is administratively possible to actual cash outlays and reimbursement only after costs have been incurred;
  - Monitoring of cash management activities; and
  - Repayment of excess interest earnings where required.

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### ELIGIBILITY

#### Control Objectives

To provide reasonable assurance that only eligible individuals and organizations receive assistance under Federal award programs, that subawards are made only to eligible subrecipients, and that amounts provided to or on behalf of eligible individuals or groups of individuals were calculated in accordance with program requirements.

#### Control Activities

- Written policies provide direction for making and documenting eligibility determinations.
- Procedures to calculate eligibility amounts consistent with program requirements.
- Eligibility objectives and procedures clearly communicated to employees.
- Authorized signatures (manual or electronic) on eligibility documents periodically reviewed.
- Adequate safeguards in place to ensure access to eligibility records (manual or electronic) limited to appropriate persons.
- Manual criteria checklists or automated processes used in making eligibility determinations.
- Process for periodic eligibility re-determinations in accordance with program requirements.
- Verification of accuracy of information used in eligibility determinations.
- Procedures to ensure the accuracy and completeness of data are used to determine eligibility requirements.

Process in place to ensure benefits were discontinued when eligibility requirements no longer met or period of eligibility expires

### EQUIPMENT AND REAL PROPERTY MANAGEMENT

#### Control Objectives

To provide reasonable assurance that proper records are maintained for equipment acquired with Federal awards, equipment is adequately safeguarded and maintained, disposition or encumbrance of any equipment or real property is in accordance with Federal requirements, and the Federal awarding agency is appropriately compensated for its share of any property sold or converted to non-Federal use.

#### Control Activities

- Accurate records are maintained on all acquisitions and dispositions of property acquired with Federal awards.
- Property tags are placed on equipment.
- A physical inventory of equipment is periodically taken and compared to property records.
- Property records contain description (including serial number or other identification number), source, who holds title, acquisition date and cost, percentage of Federal participation in the cost, location, condition, and disposition data.
- Procedures established to ensure that the Federal awarding agency is appropriately reimbursed for dispositions of property acquired with Federal awards.



## Appendix B

- Policies and procedures in place for responsibilities of recordkeeping and authorities for disposition.

### **MATCHING, LEVEL OF EFFORT, EARMARKING**

#### **Control Objectives**

To provide reasonable assurance that matching, level of effort or earmarking requirements are met using only allowable funds or costs which are properly calculated and valued.

#### **Control Activities**

- Evidence obtained such as a certification from the donor, or other procedures performed to identify whether matching contributions:
  - Are from non-Federal sources;
  - Involve Federal funding, directly or indirectly; and
  - Were used for another federally assisted program.

Note: Generally, matching contributions must be from a non-Federal source and may not involve Federal funding or be used for another federally assisted program.

Adequate review of participation reports and adjusting entries

### **PERIOD OF AVAILABILITY OF FEDERAL FUNDS**

#### **Control Objectives**

To provide reasonable assurance that Federal funds are used only during the authorized period of availability.

#### **Control Activities**

- An accounting system prevents obligation or expenditure of Federal funds outside of the period of availability.
  - Review of disbursements by person knowledgeable of period of availability of funds.
  - End of grant period cut-offs are met by such mechanisms as advising program managers of impending cut-off dates and review of expenditures just before and after cut-off date.
- Cancellation of unliquidated commitments at the end of the period of availability.

### **PROCUREMENT AND SUSPENSION AND DEBARMENT**

#### **Control Objectives**

To provide reasonable assurance that procurement of goods and services are made in compliance with the provisions of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, and that covered transactions (as defined in the suspension and debarment common rule) are not made with a debarred or suspended party.

#### **Control Activities**

- Job descriptions or other means of defining tasks that comprise particular procurement jobs.
- The contractor's performance with the terms, conditions, and specifications of the contract is monitored and documented.
- Establish segregation of duties between employees responsible for contracting and accounts payable and cash disbursing.
- Procurement actions appropriately documented in the procurement files.



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- All procurement is subject to the board-approved purchasing guidelines. The Township has currently authorized a more conservative policy than that outlined below.
- **Minimum requirements** as outlined in Title 2 CFR 200.317-326 (Procurement Requirements pertaining to Uniform Guidance):
  - General Standards:
    - Documented policies
    - Include full and open competition
    - Include a conflict-of-interest policy
    - Documentation includes cost and price analysis and vendor selection process
  - Procurement levels:
    - Micro purchases – Purchases less than \$3,000 – no price quotes necessary
    - Small purchases – Purchases less than \$150,000 – need documented rate quotes, but no cost or price analysis
    - Sealed bids – Purchases greater than \$150,000 – utilized for construction projects and when price is a major factor
    - Competitive proposals – Purchases greater than \$150,000 – utilized when fixed price or cost reimbursement is necessary, includes request-for-proposal with evaluation methods
    - Sole source – Purchases that are unique in nature when there is a public emergency, special authorization given by an agency or there is no competition
- Management reviews procurement and contracting decisions for compliance with Federal procurement policies.
- Procedures established to verify that vendors providing goods and services under the award have not been suspended or debarred by the Federal Government.
- Official written policy for procurement and contracts establishing:
  - Contract files that document significant procurement history;
  - Methods of procurement, authorized including selection of contract type, contractor selection or rejection, and the basis of contract price;
  - Verification that procurements provide full and open competition;
  - Requirements for cost or price analysis, including for contract modifications;
  - Obtaining and reacting to suspension and debarment certifications; and
- Official written policy for suspension and debarment that:
  - Contains or references the Federal requirements;
  - Prohibits the award of a subaward, covered contract, or any other covered agreement for program administration, goods, services, or any other program purpose with any suspended or debarred party; and
  - Requires staff to determine that entities receiving subawards of any value and procurement contracts equal to or exceeding \$25,000 and their principals are not suspended or debarred, and specifies the means that will be used to make that determination, i.e., checking the *System for Award Management* (Sam.gov); obtaining a certification; or inserting a clause in the agreement.

## Appendix B

### PROGRAM INCOME

#### Control Objectives

To provide reasonable assurance that program income is correctly earned, recorded, and used in accordance with the program requirements.

#### Control Activities

- Pricing and collection policies procedures clearly communicated to personnel responsible for program income.
- Mechanism in place to ensure that program income is properly recorded as earned and deposited in the bank as collected.
- Policies and procedures provide for correct use of program income in accordance with Federal program requirements.

### REPORTING

#### Control Objectives

To provide reasonable assurance that reports of Federal awards submitted to the Federal awarding agency or pass-through entity include all activity of the reporting period, are supported by underlying accounting or performance records, and are fairly presented in accordance with program requirements.

#### Control Activities

This section incorporates reporting control activities for financial, performance and special reporting, as applicable.

- Written policy exists that establishes responsibility and provides the procedures for periodic monitoring, verification, and reporting of program progress and accomplishments.
- The general ledger or other reliable records are the basis for the financial reports.
- Annual reports required for participation in Federal award programs are created and reviewed by the management.
- Supervisory review of reports performed to assure accuracy and completeness of data and information included in the reports.
- The required accounting method is used (e.g., cash or accrual).

### SUBRECIPIENT MONITORING

#### Control Objectives

To provide reasonable assurance that Federal award information and compliance requirements are identified to subrecipients, subrecipient activities are monitored, subrecipient audit findings are resolved, and the impact of any subrecipient noncompliance on the pass-through entity is evaluated. Also, the pass-through entity should perform procedures to provide reasonable assurance that the subrecipient obtained required audits and takes appropriate corrective action on audit findings.

#### Control Activities

- Identify to subrecipients the Federal award information (e.g., ALN title and number, award name, name of Federal agency, amount of award) and applicable compliance requirements.

## Appendix B

- Include in agreements with subrecipients the requirement to comply with the compliance requirements applicable to the Federal program, including the audit requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200.
- Subrecipients' compliance with audit requirements monitored using techniques such as the following:
  - Determining by inquiry and discussions whether subrecipient met thresholds requiring an audit under Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200
  - If an audit is required, assuring that the subrecipient submits the report, report package or the documents required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200 and/or recipient's requirements; and
  - If a subrecipient was required to obtain an audit in accordance with Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200 but did not do so, following up with the subrecipient until the audit is completed. Taking appropriate actions such as withholding further funding until the subrecipient meets the audit requirements.
- Subrecipient's compliance with Federal program requirements monitored using such techniques as the following:
  - Issuing timely management decisions for audit and monitoring findings to inform the subrecipient whether the corrective action planned is acceptable,
  - Maintaining a system to track and follow-up on reported deficiencies related to programs funded by the recipient and ensure that timely corrective action is taken,
  - Regular contacts with subrecipients and appropriate inquiries concerning the Federal program,
  - Reviewing subrecipient reports and following-up on areas of concern,
  - Monitoring subrecipient budgets,
  - Performing site visits to subrecipients to review financial and programmatic records and observe operations, and
  - Offering subrecipients technical assistance where needed.
- Official written policies and procedures exist establishing:
  - Communication of Federal award requirements to subrecipients;
  - Responsibilities for monitoring subrecipients;
  - Process and procedures for monitoring;
  - Methodology for resolving findings of subrecipient noncompliance or weaknesses in internal control; and
  - Requirements for and processing of subrecipient audits, including appropriate adjustment of pass-through entity's accounts.

### FINANCIAL MANAGEMENT SYSTEMS

The financial management system of the Organization must meet the following standards:

1. *Financial reporting.* Accurate, current, and complete disclosure of the financial results of financially assisted activities must be made in accordance with the reporting requirements of the grant.
  - a. See the REPORTING section of this document.
2. *Accounting records.* Records adequately identify the source and application of funds provided for financially assisted activities.
  - a. Accounting is done by analyzing, recording, summarizing and interpreting financial transactions of the Organization. The financial record system is adequate to provide financial and related operational information for all interested parties: the

## Appendix B

Organization board; the administration; the public; auditors; local, state and federal authorities; and Organization employees. It is also designed to demand accuracy and a reasonable degree of internal control.

- b. The Organization currently uses BS&A financial software for financial management of the Organization. The software provides applications that allow for the completion of the accounting and payroll processes necessary to remain compliant with applicable State and Federal laws.
3. *Internal control.* Effective control and accountability must be maintained for all grant cash, real and personal property, and other assets. The Organization must adequately safeguard all such property and must assure that it is used solely for authorized purposes.
  - a. The Organization's internal controls over significant transaction streams are documented separately.
4. *Budget control.* Actual expenditures or outlays must be compared with budgeted amounts for each grant.
  - a. The Organization's procedures for developing, approving and amending the budget are documented separately and budgets are reviewed on a periodic basis, as required by statute.

### SUPPLIES

Materials and supplies are defined as tangible personal property other than equipment, costing less than \$5,000 (based on the Organization's capitalization policy), or other lower threshold consistent with grantee policy (Uniform Guidance recommends \$5,000 based on procurement levels noted above). Materials and supplies that are necessary to carry out the project are allowable as prescribed in the governing cost principles. Title to supplies acquired under a grant or subgrant will vest, upon acquisition, with the grantee or subgrantee. If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate fair market value upon termination or completion of the award (Uniform Guidance recommends \$5,000 based on procurement levels noted above), and if the supplies are not needed for any other federal sponsored program or project, the grantee or subgrantee shall compensate the awarding agency for its' share.

### PAYROLL

Compensation for personnel services includes all remuneration, paid currently, for services rendered during the period of performance under Federal awards, including but not necessarily limited to wages, salaries, and fringe benefits. The costs of such compensation are allowable to the extent that they satisfy the specific requirements of this and other appendices under 2 CFR Part 225.

- The individual's total wage or salary is reasonable for the service rendered; i.e., it was consistent with wages or salaries paid for similar work in other activities of the Organization.
- The individual's employment conformed to local employment laws and regulations meeting federal merit system or other requirements, where applicable.
- The payroll charge is supported by documentation prescribed in Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200.
- The payroll charge is supported by personnel activity reports; e.g., time and attendance records.

## **Appendix B**

- Charges for leave, employee insurance, pension plans, etc., are reasonable and required by law, employee agreements, or an established policy of the Organization and are distributed equitably to federal programs and other activities.
- Charges for authorized absences such as annual leave, sick leave, holidays, court leave, military leave and other similar benefits are allowable and are allocated equitably to all federal programs and other activities.

### **FEDERAL TIMEKEEPING**

The Organization performs the following to meet federal timekeeping requirements:

- A payroll time sheet is completed each payroll period by any employee whose wage is being funded by a federal grant source. This time sheet is reviewed by the department head.
- Any employee whose time is funded 100% by a federal source completes a Time Certification Form twice a year which is reviewed and approved by the program director or the principal.
- Any employee who is providing instructional support services to students and is funded by a federal grant, completes a log of the students he or she has worked with and what type of instructional support was provided.

### **COPYRIGHTS**

Copyright Ownership, Government License. Except as otherwise specified in the grant or by this paragraph, the grantee may own or permit others to own copyright in all subject writings. The grantee agrees that if it or anyone else does own copyright in a subject writing, the Federal government will have a non-exclusive, nontransferable, irrevocable, royalty-free license to exercise or have exercised for or on behalf of the U.S. throughout the world all the exclusive rights provided by copyright. Such license, however, will not include the right to sell copies or photo records of the copyrighted works to the public.

### **RETENTION AND ACCESS REQUIREMENTS FOR RECORDS**

All Michigan Freedom of Information Act requests are acted upon as soon as possible and within the timelines as stipulated within the Act.

### **CONFLICTS OF INTEREST/PECUNIARY INTERESTS**

The Organization has approved policy that the Board shall not knowingly enter into a contract with any supplier of goods and/or services under which any Board member, officer, employee or agent of the Organization has any pecuniary or beneficial interest either direct or indirect, unless the person has not solicited the contract or participated in the negotiations leading up to the contract.

Board members and Organization personnel shall not accept any gifts or favors from vendors which might, in any way, influence their recommendations on the eventual purchase of equipment, supplies or services.

Purchases made by the Organization do not show any favoritism toward any vendor. Each order is placed in accordance with the policies of the Board on the basis of quality, price and delivery with past service a factor if all other considerations are equal.

## **Appendix B**

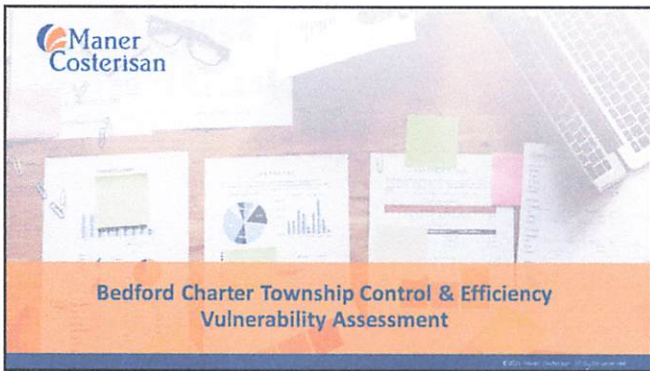
### **TRAINING FOR FEDERAL FINANCIAL INTERNAL CONTROLS AND PROCEDURES**

All new employees will be given proper training for the procedures itemized in this document by existing, experienced staff members. The length of training is commensurate with the amount of prior experience of the new employee and will be adequate so he or she fully understands the financial procedures of the Organization. Employees will receive refresher training as needed.

### **CONSEQUENCES OF COMPLIANCE FAILURES**

All employees are instructed to follow the procedures contained herein. Any employee who does not follow these procedures as instructed will be disciplined in a progressive manner as itemized in the Organization's employee handbook or other contract agreements.

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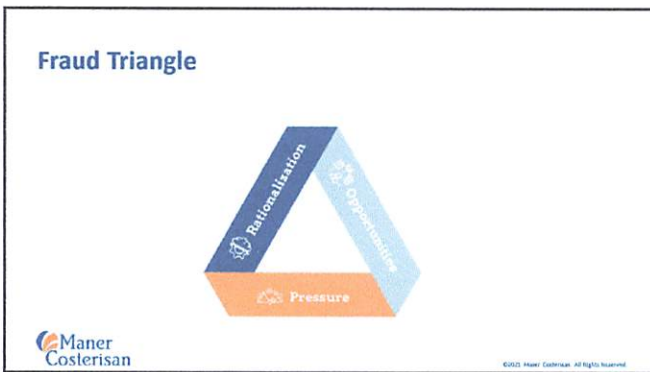
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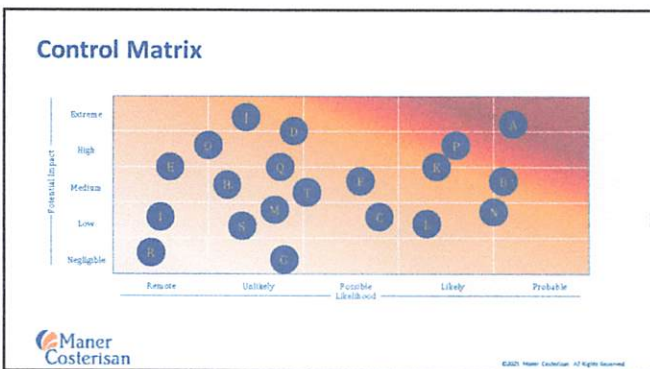
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**Control Recommendations**

- A. Bank Reconciliation process
- B. Positive Pay
- C. Cash handling process
- D. Vendor onboarding
- E. Vendor Audits
- F. Credit card use policy
- G. Credit card rewards



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**Control Recommendations**

- H. Payroll review process
- I. Paid Time Off (PTO) tracking
- J. Accounting and bank system access review
- K. Cybersecurity review and training
- L. Conflict of Interest policy
- M. Fraud Policy
- N. Password requirements



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**Control Recommendations**



- O. Ongoing staff training
- P. Board training
- Q. Finance Committee creation
- R. Investment policy
- S. Federal policies and procedures
- T. Travel policy

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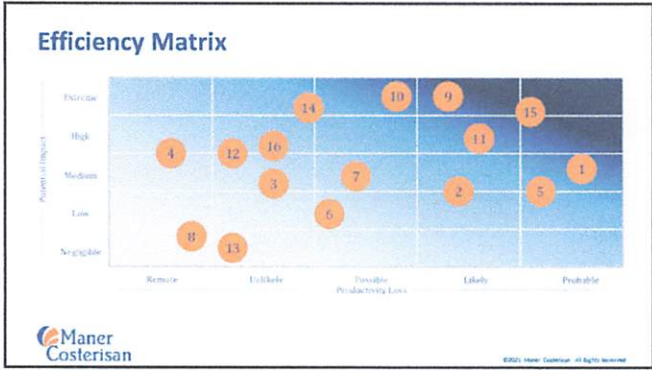
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- ### Efficiency Recommendations
1. ACH transactions
  2. Payroll processing
  3. Expense reimbursement & credit card management
  4. Credit limit review
  5. Credit Card integration
  6. Personnel file creation and storage
- Maner Costerisan

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- ### Efficiency Recommendations
7. Check deposit process
  8. Budgeting process
  9. Quarterly budget amendments
  10. Township Strategic plan
  11. Capital Asset policy
  12. Capital asset updates
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- Maner Costerisan

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### Efficiency Recommendations

- 13. Record Retention policy
- 14. Purchasing and Bid policy
- 15. BS&A training
- 16. Fund Balance policy



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### Questions

Bethany Verble, CPA, CFE  
Senior Manager

[bverble@manercpa.com](mailto:bverble@manercpa.com)

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# CHARTER TOWNSHIP OF BEDFORD

115 S. Uldriks Drive, Battle Creek, MI 49037

P: 269.968.6917 F: 269.965.0908

[www.bedfordchartertwpmi.gov](http://www.bedfordchartertwpmi.gov)

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August 28, 2023

Joyce Feraco, Clerk  
Tara McLinden, Deputy Clerk  
Charter Township of Bedford  
115 S. Uldriks Dr.  
Battle Creek, MI 49037

Dear Clerk Feraco & Deputy Clerk McLinden,

This letter is to inform you of my decision to resign as Supervisor of the Charter Township of Bedford, **effective October 5, 2023**. I will publicly announce this decision at the September 14 Board meeting. This has been a difficult decision, however, due to several personal competing demands requiring an increasing amount of my time and attention, I believe this is the most appropriate decision.

It has been a privilege to serve the citizens of Bedford since being elected as Trustee in November 2020 and then being appointed Supervisor in June 2022. I have met and worked with many wonderful individuals and, as a Board, we have moved forward with important projects to improve our community. I am confident that the Board and Superintendent McKinley will continue to work diligently to “build a better Bedford” and I will do everything possible to assist in ensuring a smooth transition for whomever is appointed by the Board or elected by our community as the new Supervisor.

Best Regards,

Joni L. Jones  
Supervisor

RESOLUTION TO OPT OUT OF TRANSPORTATION AUTHORITY  
OF CALHOUN COUNTY

WHEREAS, Calhoun County provided notice that it intended to create a public transit authority named the Transportation Authority of Calhoun County ("TACC"), pursuant to authority granted under the Public Transportation Authority Act, being 1986 PA 196; MCL 124.451, et seq. (the "Act"); and,

WHEREAS, the Calhoun County Board of Commissioners approved a resolution adopting the Articles of Incorporation for the TACC, at its regular Board meeting on September 7, 2023 and,

WHEREAS, the County also provided a Letter dated August 7, 2023 as required by MCL 124.458 (7), notifying all political subdivisions in the County that they would be included in the TACC unless they withdrew from the TACC, as provided by MCL 124.458 (5); and,

WHEREAS, the Charter Township of Bedford wishes to exercise its option to withdraw from the TACC, as provided by MCL 124.458 (5);

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Charter Township of Bedford withdraws from the TACC, and requests that the articles of incorporation for the TACC not include the Charter Township of Bedford.

Motion:

Support:

Yeas:

Nays:

Absent:

I certify that the above Resolution was adopted by the Board of Trustees of the Charter Township of Bedford on September 14, 2023.

BY: Joni L. Jones, Supervisor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*(Resolution #09/14/23/52)*



# CALHOUN COUNTY

## OFFICE OF THE ADMINISTRATOR/CONTROLLER

“Building a Better County Through Responsive Leadership”

315 W. Green Street  
Marshall, MI 49068  
(269)781-0966 – Office

Kelli D. Scott  
Administrator/Controller

September 8, 2023

Dear Municipal Official,

The Calhoun County Board of Commissioners adopted of the Articles of Incorporation for the “Transportation Authority of Calhoun County,” or TACC at its September 7, 2023, meeting, under Act 196 of 1986; MCL 124.451. The Articles of Incorporation included the entire County as the geographical area to be serviced by the TACC. This letter is to inform you that every political subdivision in the County, (that means any city, village, or township), or a portion of that political subdivision, has the right to withdraw from the TACC. To be effective, a political subdivision must adopt a resolution withdrawing, entirely or partially, from the TACC, and provide notice of that withdrawal to the County on or before the thirtieth day following the date the public authority is incorporated or until the expiration of the thirtieth day after receiving notification under subsection (7), whichever is later.

Municipalities that have already passed a resolution to opt-out will be asked to confirm that action with a new resolution. This avoids any challenges to the validity of the previous action. Beginning from this September 8th notification date, the 30-day deadline for unconditional withdrawal is **October 9, 2023**. After this date, conditional withdrawal from the TACC can only occur according to MCL 124.458 (1) or (2), which would require either a 2/3 vote of the TACC Board, or a vote of the electors, among other requirements.

If a political subdivision withdraws, no millage vote would go to its residents, no millage could be collected in that subdivision, and no transportation services would be provided. Also, no incoming or outgoing rides would be available to the political subdivision, its residents, or businesses for the remainder of the millage term.

If a municipality does not withdraw, and a millage is passed or other sufficient operating revenues are secured, transit services will be provided. The goal of creating the TACC is to provide transportation access to all county residents, connecting them to essential services in the county and beyond. Once fully operational, residents will be able to get a ride the same day anywhere in the county that has not opted out. The system will be designed with the customer in mind so that they are easy to understand and use, affordable, safe, comfortable, and convenient.

If you have additional questions concerning the TACC or your option to withdraw, you may contact me by email at [kdscott@calhouncountymi.gov](mailto:kdscott@calhouncountymi.gov) or by cell phone at 269.841.6853. Lastly, an example opt-out resolution, with instructions, has been included with this notice.

“Calhoun County is an Equal Opportunity Employer”

Very Truly Yours

A handwritten signature in blue ink, appearing to read "Kelli Scott". The signature is fluid and cursive, with the first name "Kelli" and the last name "Scott" clearly distinguishable.

Kelli Scott  
Calhoun County  
Administrator/Controller



**MUNICIPAL AGREEMENT FOR EARLY VOTING ELECTION SERVICES  
AMONG THE CITY OF BATTLE CREEK, THE CITY OF SPRINGFIELD, CHARTER TOWNSHIP OF BEDFORD, AND  
PENNFIELD CHARTER TOWNSHIP LOCATED in CALHOUN COUNTY, MICHIGAN**

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This Municipal Early Voting Site Agreement (the "Agreement") is made among the City of Battle Creek, 10 N. Division St., Battle Creek, MI, the City of Springfield, 601 Avenue A, Springfield, MI, the Charter Township of Bedford, 115 S. Uldriks Dr., Battle Creek, MI and Pennfield Charter Township, 20260 Capital Avenue, NE, Battle Creek, MI. Under this Agreement, each municipality will be assisted by and work in consultation with their respective clerk in their official capacity. The municipalities may be referred to individually as a "party" and jointly as "parties".

**PURPOSE OF THE AGREEMENT.** The municipalities enter into this Agreement pursuant to Article II, Section 4(m) of the Michigan Constitution of 1963 and the Michigan Election Law, 1954 Public Act 116, MCL 168.720a *et seq.*, for the purpose of operating a joint early voting site.

Name of municipality	Number of precincts in municipality (168.720f(1)(b))	Number of registered electors in municipality (updated each election)
City of Battle Creek	21	40,495
City of Springfield	2	3,983
Charter Township of Bedford	3	7,847
Pennfield Charter Township	3	7,392
	29 Precincts	59,717 Registered Voters

1. **DEFINITIONS.** The following words and expressions used throughout this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows:
  - 1.1 **Municipal Agreement:** an agreement, or any amendment to the agreement, between 2 or more municipalities located in whole or in part in the same county to jointly conduct early voting, which sets the terms and conditions and any other mutually agreed to written and executed modification, amendment, exhibit, and attachment to this Agreement. (168.720a(f))
  - 1.2 **Coordinator:** the individual appointed by the clerks of the municipalities participating in this Agreement and identified as the individual responsible for organizing and monitoring the administrative requirements of early voting. The coordinator shall develop the Early Voting Plan (EVP) and the early voting budget for each election.
  - 1.3 **Department:** the Michigan Secretary of State Bureau of Elections.
  - 1.4 **Early Voting Plan (EVP):** the document and any addenda to the document outlining the manner in which early voting will be provided in a county or municipality, as described in MCL 168.720a *et seq.* The requirements of an EVP are described in MCL 168.720h(3).
  - 1.5 **Election Services** encompasses the following individual Election Services provided by any participating municipality's Elections Division, if applicable:

Joint Early Voting Center services that are open and available for a least 9 consecutive days of early voting beginning on the second Sunday before a

statewide or federal election and ending on the Sunday before a statewide or federal election; and is open for at least 8 hours each day during the required 9 consecutive days of early voting.

- 1.6 **Legislative Body of the Municipality:** the city or township council, commission or board, elected or appointed and serving in the municipality.
- 1.7 **Municipality:** any participating municipality, which are entities created by state or local authority as a city or township, which are primarily funded by or through state or local authority, including, but not limited to, their council, commission, board, departments, divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, volunteers, and/or any such persons' successors.
- 1.8 **QVF:** the Qualified Voter File as described in MCL 168.509m.
- 1.9 **QVF Controller:** the individual appointed by the municipal clerks and identified as the Qualified Voter File (QVF) administrator of early voting information within the QVF.
- 1.10 **Site Supervisor:** the participating municipal clerks or a member of the participating municipal clerks' staff who shall act as supervisor for each day of early voting. The participating municipal clerks may appoint a different participating municipal clerk or member of the participating municipal clerks' staff to act as a supervisor for different days of early voting. (168.720f(6) & 168.720g(7))

## **2. PARTIES TO THIS EARLY VOTING AGREEMENT.**

The Parties to this agreement include the City of Battle Creek, the City of Springfield, the Charter Township of Bedford, Pennfield Charter Township, all located in Calhoun County, Michigan. The parties agree to jointly coordinate early voting for their registered voters for each statewide and federal election beginning on the second Saturday before each statewide and federal election and ending on the Sunday prior to each statewide and federal election, providing for a minimum of 8 hours each day during the required 9 consecutive days of early voting. (168.720d(1)(b))

## **3. SCOPE OF THE AGREEMENT.**

The parties agree to coordinate early voting, with the assistance of, and in consultation with, the clerk of each municipality that is a party to this agreement.

## **4. COORDINATOR.**

- 4.1 Victoria L. Houser, Battle Creek City Clerk, will serve as Coordinator of the joint early voting site and will be responsible for organizing and monitoring the administrative requirements, including staffing, of early voting for the participating municipalities, with the assistance of, and in consultation with, participating clerks.
  - 4.1.1 In the event that that coordinator is unable to personally supervise and staff each early voting site on each day of early voting, the coordinator may designate early voting site supervisors, to include participating municipal clerks, deputy clerks, or their staff, to assist with the staffing and supervision of early voting.



- 4.2** If the coordinator becomes unavailable for any reason, the role will be filled in one of the following ways, as determined by the parties upon execution of this Agreement:
- 4.2.1** The clerks of the participating municipalities must determine the new coordinator among themselves and would submit a revised EVP to that effect to the Department.
- 4.2.2** If the coordinator is unavailable, Alicia Greene, Battle Creek Deputy Clerk, as backup coordinator, would assume the responsibilities of coordinator, with assistance, and in consultation with participating clerks. If the backup coordinator is unavailable for any reason, the clerks of the participating municipalities would determine the new coordinator among themselves and would submit a revised EVP to that effect to the Department.

**5. QVF CONTROLLER.**

- 5.1** Victoria L. Houser, Battle Creek City Clerk, with assistance from, and in consultation with, participating clerks, will serve as the Qualified Voter File (QVF) administrator of early voting information within the QVF. The controller's duties will also involve setting up the necessary voting regions, user access, and application access needed for the sites designated in the Agreement. The QVF controller must meet the security requirements of a QVF user. The QVF controller can be the same as the coordinator as long as the appropriate QVF training is completed. (168.720f(1)(l))

**6. APPROVAL OF EARLY VOTING SITES.**

- 6.1** Pursuant to MCL 168.662, the Legislative Body in each municipality shall provide a suitable early voting site for each precinct in the municipality for each election. If at any election, a municipality conducts early voting jointly with 1 or more municipalities located in the same county, early voting sites must be provided in accordance with section 720f.
- 6.2** The Coordinator considered a number of factors in the process of determining the number of early voting sites needed. Those factors included: there are only four municipalities which are parties to this agreement; the collective number of registered voters; historic voter turnout; the Early Voting Site Capacity; and, consultation with the other three municipal clerks. The conclusion was that one Early Voting Site was sufficient to meet the needs of the voters in the participating municipalities.

The Coordinator also considered a number of factors when determining the location of the Early Voting Site, in consultation with the other three participating municipalities' clerks. Those factors included: Location with easy accessibility to participating municipality voters; Americans with Disabilities requirements; interviewing owners of potential sites for their concerns; square footage to be made available; noise level to avoid disruption to voters; and consultation with all participating municipality' Clerks.

- 6.3** After considering twenty different sites located within Calhoun County, visiting many of the sites in person, and consulting with all Clerks to the participating municipalities, the

Coordinator selected The Kool Family Community Center, located at 200 W. Michigan Avenue, Battle Creek, MI 49017 to serve as the Early Voting site for all 2024 and 2025 statewide and federal elections.

- 6.4** Each participating municipal clerk shall provide notice specifying the location of the early voting site to each registered elector entitled to vote at that early voting site. The notice must be provided no later than 45 days before an election. The participating municipal clerk must provide notice by one of the following methods:

**6.4.1** Updating and sending the voter ID card issued under section 499; or,

**6.4.2** Sending a separate notice by mail or other method designed to provide actual notice to the registered elector.

- 6.5** The Coordinator shall be responsible to provide the Secretary of State the information necessary to include the location, along with the dates and hours of operation, of each early voting site on the department of state's website for each election covered by this Agreement.

**7. APPOINTMENT OF ELECTION INSPECTORS.**

- 7.1** The Battle Creek City Board of Election Commissioners, at least 21 days before each statewide and federal election, shall appoint a minimum of 3 election inspectors at the early voting site, for each day of early voting, and as many more in its opinion is required for the efficient, speedy and proper conduct of the election, for each statewide and federal election.
- 7.2** The City of Battle Creek Board of Election Commissioners shall also appoint election inspectors or receiving board members to canvass the early vote returns on Election Day, who will also be responsible for reporting the early voting results to the county clerk.
- 7.3** The Battle Creek City Board of Election Commissioners will further designate one appointed election inspector at the early voting site as chairperson.
- 7.4** The selection of election inspectors will be governed by MCL 168.674.

**8. APPROVAL OF EARLY VOTING HOURS.**

- 8.1** The Coordinator considered and discussed with the other three participating municipalities' clerks the following factors for approving any additional days and hours of early voting: Combined, the four participating municipalities are still below 60K registered voters; the option to vote on Election Day and via AV are still adequate and available; and the four participating municipalities do not have the resources available to offer additional days, which includes adequate staffing and electors. Monday is the day the Clerks program the 21 precinct laptops and ensure all supplies are at precincts and all AV ballots are balanced, thus the Coordinator, after consultation with the three participating municipalities' clerks, concluded there are not resources available to offer an Early Voting Center on Monday or on Election Day. Finally, the conclusion was that the minimum number of hours and days required by state law will be adequate.
- 8.2** Based upon the above process, the parties to this agreement determine that::

- 8.2.1 The 8 hours of early voting for the required 9 consecutive days of early voting will begin at 8:00 AM (EST) and close at 4:00 PM (EST) each day, allowing each registered and qualified elector present and in line at the early voting site at the hour prescribed for closing of the early voting site (4:00 PM) to vote.
- 8.2.2 No additional days of early voting will be offered beyond the 9 consecutive days of early voting as provide in section 720b. No additional hours, beyond the 8 hours each day of early voting, will be offered.
- 8.2.3 The days and hours specified in this Agreement apply only to statewide and federal elections. (168.720f(1)(f))

**9. NOTICE OF EARLY VOTING HOURS.**

- 9.1 Not less than 45 days before Election Day, the clerk of each participating municipality will give public notice of the dates and hours for early voting at the joint early voting site by posting of the notice on each municipality's website
- 9.2 The Notice of Early Voting Hours shall be compiled by the Coordinator and published in the Battle Creek Shopper News.

**10. BUDGET AND COST SHARING.**

- 10.1 The clerks of the participating municipalities to this agreement, in consultation with one another, will develop an EVP, and corresponding budget, for each statewide and federal election. Each participating municipality will be responsible for a pro-rata share of all costs associated with early voting based upon the percentage of its number of registered voters as compared to the collective number of registered voters among all participating municipalities to this Agreement. The Early Voting Coordinator will be responsible to ensure payment is remitted for all costs associated with early voting and will submit an invoice to each participating municipality for its pro-rata share based upon its percentage of registered voters as determined by the Qualified Voter File after the election. They will be invoiced after the election, which shall be paid within thirty (30) days after the date of the invoice. The Coordinator will apply for available grant funding for equipment and supplies prior to each statewide and federal election. The Coordinator will request reimbursement from all eligible sources following each statewide and federal election. (168.720f(i))
  - 10.1.1 Each municipal party to this agreement will be responsible for the fraction of costs corresponding to the fraction of registered voters in the Qualified Voter File for each municipality's jurisdiction, to be updated each election.
  - 10.1.2 .

**11. STAFFING AND SUPERVISION**

- 11.1 The coordinator, with the assistance of, and in consultation with participating clerks, will ensure adequate staffing and supervision at the early voting site, including selection of the site supervisor who oversees early voting for each of the 9 consecutive days of early voting. (168.720f(6))
- 11.2 The site supervisor shall operate in the same manner and have the same authority as a municipal clerk operates in an election day polling place.

- 11.3** The site supervisors for each day of early voting are listed in the attached schedule, Exhibit B.

**12. TABULATORS AND EARLY VOTING POLL BOOK LAPTOPS AT EARLY VOTING SITE(S).**

- 12.1** As required in 168.720f(1)(j))the clerks of the participating municipalities shall consult with one another to do all of the following:
- 12.1.1** For each day of the 9 consecutive days of early voting for each statewide and federal election, determine the number of tabulators and early voting poll book laptops, and other voting equipment, that are necessary at each early voting site, for each election based upon the number of registered voters in each municipality and other relevant considerations.
  - 12.1.2** The clerks of the participating municipalities will be responsible to obtain a minimum of one tabulator, and a maximum of three tabulators, for the early voting site, to be purchased with grant funding, if available. If grant funding is not available, the participating municipalities will allocate the costs as described in 10.1 and 10.1.1.
  - 12.1.3** The City of Battle Creek will be providing up to 11 ICX/ADA devices and printers for the early voting site, to be programmed with the assistance of participating clerks.
  - 12.1.4** If EV EPB laptops are not provided by the Secretary of State, Bureau of Elections, The City of Battle Creek will be providing up to 10 Early Voting Poll Book laptops, to be programmed with assistance of participating clerks.
  - 12.1.5** As additional information is provided by the Bureau of Elections, the participating municipalities will determine the use of paper ballots or ballots produced by an “on-demand” ballot printer
  - 12.1.6** The Battle Creek City Board of Election Commissioners, with assistance of the Battle Creek Clerk staff and participating municipal clerks, will be responsible for conducting the preliminary and public accuracy testing of the electronic voting equipment, no later than 5 days before the start of early voting for each statewide and federal election, in accordance with the requirements of section 798.
- 12.2** The coordinator, with assistance from participating municipal clerks and each clerk’s staff, will be responsible for setting up the early voting poll book and early voting poll book laptops, including but not limited to downloading the early voting poll book. The coordinator, with assistance from participating municipal clerks and each clerk’s staff, must update each early voting poll book each day before early voting starts, ensuring the early voting poll book reflects new registered voters, absent voter ballots received, and ballots cast at an early voting site since the last update. (168.720j(7))
- 12.3** The tabulator and early voting poll book laptops used at the joint early voting site must be configured as a single configuration set, programmed to issue and tabulate ballots for all registered voters of the City of Battle Creek, the City of Springfield, the Charter Township of Bedford and Pennfield Charter Township, as set forth in MCL 168.720j(5)(a).

**13. CLOSING PROCEDURES DURING EARLY VOTING AND ON ELECTION DAY**

- 13.1** During Early Voting, the coordinator, and participating clerk supervisors and staff, and the early voting precinct board of inspectors, must ensure compliance with the closing procedures described in MCL 168.720j(8) and 720j(9) and any instructions issued by the Secretary of State. At the conclusion of each day of early voting, the board of election inspectors at the early voting site must:
- 13.1.1** Verify the number of ballots tabulated equals the number of electors identified in the early voting poll book as having been issued a ballot at the early voting site that day, noting in the poll book any reason for discrepancies.
  - 13.1.2** Remove the voted ballots from the tabulator bin, seal the ballots, along with any spoiled, duplicated or defective ballots, in an approved ballot container. A separate approved ballot container is to be used each day of early voting. If more than one container is needed each day, those containers will be for only one day of early voting. Subsequent days' ballots will be placed in individual daily ballot containers.
  - 13.1.3** Record the seal number on the Ballot Container Certificate and in the Early Voting Poll Book.
  - 13.1.4** Print a poll list of electors from the early voting poll book who voted at the early voting site that day, and add it to the paper early voting poll book.
  - 13.1.5** Record the number on the public counter on the tabulator at the end of each day of early voting, and at the beginning of each day of early voting in the paper poll book.
  - 13.1.6** Secure any absent voter ballots that are to be processed at the early voting site in a locked room.
  - 13.1.7** Secure the tabulator in a locked room.
  - 13.1.8** Lock the room in the building in which the early voting site is located.
- 13.2** During Early Voting, the coordinator and/or the early voting site supervisor shall ensure all necessary steps are taken to ensure the electronic voting equipment, the EPB laptops, the ballot containers, blank ballots and all other election materials are secured at the close of early voting each day until the opening of early voting the following day. MCL 168.720j(10)
- 13.3** After the last day of early voting, the municipal clerks and the early voting site supervisor shall deliver the electronic voting equipment, each ballot container, the blank ballots, and other election materials to the clerk who will oversee the closing of the election after the polls close on Election Day at 8:00 PM (EST). (168.720j(10))
- 13.4** No later than the Friday before Election Day, each municipal clerk of the participating municipalities shall post on their websites the location where the precinct canvass of early votes will take place and the time the early voting precinct canvass will begin. (168.720j(10))

**14. CANVASS OF EARLY VOTE RETURNS AND REPORTING OF EARLY VOTING RESULTS**

- 14.1** At the conclusion of Election Day, the coordinator must ensure compliance with the canvass and reporting requirements described in MCL 168.720j(11)-(14) and MCL 168.801-810.

- 14.2** At the conclusion of Election Day, the coordinator shall ensure compliance with the closing procedures described in MCL 168.720j(11) and any instructions issued by the Secretary of State.
- 14.2.1** Canvass the vote as provided in MCL 168.801 to 168.810.
- 14.2.2** Generate the tabulator totals tape and make results available to those present.
- 14.2.3** Complete the Statement of Results, the Ballot Summary and the Certificate of Election Inspectors in the Early Voting Poll Book.
- 14.2.4** If a ballot container is opened during the canvass, reseal the ballot container and record the seal on the ballot container certificate and in the poll book.
- 14.3** The county clerk shall report early voting results as a separate category, distinct from categories required under section 765a(1) and shall add these results to the totals for each precinct. (168.720j(12))
- 14.4** If, during the county canvass of the votes, it is necessary to retabulate ballots from a precinct, and any ballots from that precinct are sealed in 1 or more ballot containers from an early voting site that contain ballots from multiple precincts, each necessary ballot container must be opened and the ballots sorted by precinct so that the ballots needing to be retabulated can be identified and segregated. The sorting must be done at the canvass. This also applies to a recount of a precinct. (168.720j(13))
- 14.5** Early Voting results must not be generated or reported until after 8:00 PM on Election Day. An individual shall not intentionally disclose an election result from an early voting site before 8:00 PM on Election Day. An individual who violates this subsection is guilty of a felony. (168.720j(14))
- 15. EXECUTION OF MUNICIPAL JOINT EARLY VOTE SITE AGREEMENT.**
- 15.1** This municipal Joint Early Voting Site Agreement must be finalized and signed by all participating municipalities: No later than 125 days before the first regularly scheduled statewide or federal election in each even numbered year.
- 15.1.1**
- 16. EARLY VOTING PLAN.**
- 16.1** No later than 120 days before the first statewide or federal election in each even numbered year) the coordinator and participating municipal clerks will ensure an EVP, including an early voting budget and cost sharing procedures, attached as Exhibit A, is filed with the Calhoun County Clerk .
- 17. NOTICE TO SOS OF CHANGES TO LOCATIONS, DAYS, AND HOURS OF EARLY VOTING.**
- 17.1** No later than 45 days before the first early voting day allowed by statute, the coordinator will provide the Secretary of State notice of any changes made to a previously submitted EVP that affect the locations, dates, and hours of operation for each joint early voting site operated by the participating municipalities, ensuring correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.
- 18. DURATION OF MUNICIPAL JOINT EARLY VOTE SITE AGREEMENT.**

**18.1** This Agreement and any amendments will be effective when executed by all Parties, as evidenced by the signature of each participating City Manager or Township Supervisor, as may be applicable, as well as each municipal clerk.

**18.2** This agreement has no fixed termination date, subject to subsection 11 of Section 720f of Act 118 of 1954.

**18.3**

**19. CANCELLATION, MODIFICATION, AND TERMINATION OF MUNICIPAL JOINT EARLY VOTE SITE AGREEMENT.**

**19.1** Subject to subsection 11 of Section 720f of Act 118 of 1954, a party to this municipal agreement may withdraw from the agreement by providing 30 days written notice to all the other parties to the agreement stating the intended date of withdrawal. Provided, however, a party may not withdraw from the Agreement during the period beginning 150 days before the first statewide general November election in an even numbered year and ending on the completion of the county canvass for that statewide general November election in that even numbered year.

**19.2** If a municipality withdraws from a municipal agreement, the municipality must conduct early voting as provided under section 720e.

**19.3** If the parties terminate the Agreement for any reason, the clerk of each participating municipality must submit a revised EVP to the Department outlining the manner in which early voting will be provided.

**19.4** If a party withdraws from the Agreement for any reason, the clerk of the municipality withdrawing from the Agreement must submit a revised EVP to the Department outlining the manner in which early voting will be provided.

**19.5** If the Agreement covers any elections in addition to statewide and federal elections, a Party may not withdraw from the Agreement during the period beginning 150 days before the election covered under the Agreement and ending on the completion of the county canvass for that election.

**CITY OF BATTLE CREEK:**

\_\_\_\_\_  
By: Rebecca L. Fleury                      Dated  
Its: City Manager

\_\_\_\_\_  
By: Victoria Houser                      Dated  
Its: City Clerk

**CITY OF SPRINGFIELD:**

\_\_\_\_\_  
By: Vester Davis, Jr.                      Dated  
Its: City Manager

\_\_\_\_\_  
By: Kristin Vogel                      Dated  
Its: City Clerk

By: Joni Jones  
Its: Supervisor

By: Kevin Leiter  
Its: Supervisor

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Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
City of Battle Creek	Victoria L. Houser	21	40,495

### Municipality 2:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
City of Springfield	Kristin Vogel	2	3,983

### Municipality 3:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Charter Twp. Of Bedford	Joyce Feraco	3	7,847

### Municipality 4:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Pennfield Charter Twp.	Kathleen Case	3	7,392

### Early Voting Location Information:

	Early voting site #1		
<b>Location of site</b>	The Kool Family Community Center, Lew Boyd Room, 200 W. Michigan Ave		
<b>Municipalities served at site</b>	Battle Creek City, Springfield City, Charter Township of Bedford and Pennfield Charter Township		
<b>Number of Election Workers at site</b>	1 Chairperson, 3 - 10 EV EPB Operators, 4 – 10 Inspectors and 1-2 Supervisors, per day to facilitate voting. Staffing needs vary for each election type and day of early voting.		
<b>Is this an EV site for all 9 days of Constitutionally-required early voting? (Y/N)</b>	Yes		
<b>Hours for 9 days of Constitutionally-required early voting</b>	8:00 AM (EST) through 4:00 PM (EST)		
<b>How many (if any) additional days of early voting will be provided at this site?</b>	None		

<b>Hours for any additional days of early voting</b>	None
<b>Is this site ADA compliant?</b>	Yes
<b>In selecting this site, did you take into account expected turnout, population density, public transportation, accessibility, travel time, travel patterns, and any other relevant considerations?</b>	<p>Yes, all participating municipalities are within 10 miles of the Early Voting Center, with no heavy concentration of traffic.</p> <p>The Early Voting Center is adjacent to a Battle Creek Transit bus stop.</p> <p>Most of the participating municipality's voters have an address of Battle Creek, and several are very familiar with Battle Creek, as they work, attend church, shop and dine in Battle Creek.</p>

### Early Voting Equipment Information:

	<b>Early voting site #1</b>		
<b>Number of tabulators at site</b>	1 -3 Tabulators		
<b>Municipality responsible for providing tabulators</b>	City of Battle Creek, in coordination with participating municipalities, will use SOS/BOE funding to purchase tabulator, if available.		
<b>Number of early voting poll book laptops</b>	A minimum of 3 Early Voting poll book laptops, with a probability of 10 laptops.		
<b>Municipality responsible for providing early voting poll book laptops</b>	City of Battle Creek, in coordination with participating municipalities, will use SOS/BOE funding to purchase EV EPB laptops, if available		
<b>Clerk responsible for taking the necessary steps to set up the early voting poll book laptops</b>	City of Battle Creek, City Clerk and staff, with assistance from, and in coordination with participating municipal clerks and their staff		
<b>Board of election commissioners responsible for testing equipment</b>	City of Battle Creek Election Commission, to include Battle Creek City Clerk, City Attorney and City Assessor (with assistance of participating municipal clerks)		

## EXHIBIT B: SITE SUPERVISORS

### Early Voting Site Supervisors:

	<b>Co-Supervisor at Early voting site</b>	<b>Co- Supervisor at Early voting site</b>
<b>Early Voting Day 1</b>	Battle Creek Staff	Bedford Staff*
<b>Early Voting Day 2</b>	Battle Creek Staff	Springfield Staff*
<b>Early Voting Day 3</b>	Battle Creek Staff	Bedford Staff*

<b>Early Voting Day 4</b>	Battle Creek Staff	Pennfield Staff*
<b>Early Voting Day 5</b>	Battle Creek Staff	Bedford Staff*
<b>Early Voting Day 6</b>	Battle Creek Staff	Pennfield Staff*
<b>Early Voting Day 7</b>	Battle Creek Staff	Pennfield Staff*
<b>Early Voting Day 8</b>	Battle Creek Staff	Battle Creek Staff*
<b>Early Voting Day 9</b>	Battle Creek Staff	Springfield staff*

**Describe the communication strategy for informing electors of their opportunity for early voting:**

Battle Creek Communications staff to develop communication plan, in coordination with participating municipal clerk staff. Communication plan to include local paper publication, website publication (each municipality) and social media notices.

\*Participating municipal supervisory staffing to change based upon staff availability.

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## Resolution NO.

A Resolution seeking approval of an Early Voting site, located at the Kool Family Community Center, 200 W. Michigan Avenue, Battle Creek, Michigan.

**BATTLE CREEK, MICHIGAN - 9/5/2023**

That an Early Voting site be established at the Kool Family Community Center, located at 200 W. Michigan Avenue, Battle Creek, Michigan, to facilitate early voting for all qualified and registered voters of the City of Battle Creek, the City of Springfield, the Charter Township of Bedford and Pennfield Charter Township.

Section 662 (1) requires the legislative body in each municipality to provide a suitable early voting site for each precinct in the municipality. This section also allows a municipality to conduct early voting jointly with 1 or more other municipalities located in the same county, as provided in section 720f. A publicly owned or controlled building, including, but not limited to, a municipal building or school building, must be used as a polling place, unless it is not possible or convenient to use a publicly owned or controlled building as a polling place. When not possible or convenient to use a publicly owned or controlled building, Section 2 allows the legislative body to designate an early voting site, provided the building is not owned or leased by an elected official, an individual who is a candidate, or a person that is regulated under the Michigan campaign finance act, 1976 PA 388, MCL 169.201 to 169.282. In addition, a building must not be designated as an early voting site if a portion of that building is leased by an elected official, an individual who is a candidate or a person that is regulated under the Michigan campaign finance act, 1976 PA 388, MCL 169.201 to 169.282, and the portion leased by such person is located within 100 feet from the entrance of the early voting site located inside that building.

Section 7 requires the legislative body ensure the early voting site is accessible and complies with the Voting Accessibility for the Elderly and Handicapped Act and the Help America Vote Act of 2002. This location complies with both acts.

Battle Creek City Commission  
9/5/2023

### Action Summary

**Staff Member:** Victoria L. Houser

**Department:** City Clerk

### SUMMARY

A Resolution seeking approval of an Early Voting site, located at the Kool Family Community Center, 200 W. Michigan Avenue, Battle Creek, Michigan.

### BUDGETARY CONSIDERATIONS

The Department of State estimates the total implementation costs of early voting for fiscal years 22/23 and 23/24 for all Michigan local units of government to be \$36.0 million, with annual ongoing costs to local units of government for FY 24/25 at \$10.0 million.

Section 720d(1)(b) allows a municipality to enter into a municipal agreement and jointly conduct early voting with 1 or more other municipalities located in the same county as provided under section 720f, which prescribes the provisions that must be included in a municipal agreement.

The implementation costs of early voting for the City of Battle Creek are estimated to be \$62,713. To ensure prudent use of our funds, while ensuring adequate staffing for the 9 days of Early Voting, the City of Battle Creek Clerk's office will enter into a Municipal Agreement for Early Voting with the City of Springfield, the Charter Township of Bedford and Pennfield Charter Township. The Kool Family Community Center, the Lew Boyd Room, provides sufficient space to accommodate the 4 municipalities' 29 precincts and 59,786 registered voters.

### HISTORY, BACKGROUND and DISCUSSION

On November 8, 2022, Michigan voters approved Proposal 22-2, a proposal to amend the State Constitution to add provisions regarding elections. Proposal 22-2, in part, entitles voters the right, once registered, to vote in each statewide and federal election in person at an early

voting site prior to Election Day. An Early Voting site must be open for at least 9 consecutive days of early voting, beginning on the second (2nd) Saturday prior to a statewide or federal election, ending on the Sunday prior to a statewide or federal election. An Early Voting site must also be open a minimum of 8 hours of each day during the 9 consecutive days of early voting, for the municipal agreement, those hours will be from 8:00 am to 4:00 pm. All electors in line by 4:00 pm at an Early Voting site each day, will be allowed to cast their ballot.

Early Voting dates and times will be posted no less than 45 days prior to each statewide and federal election.

**POSITIONS**

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**ATTACHMENTS:**

File Name	Description
No Attachments Available	

# MONTHLY SUPERINTENDENT ACTION PLAN

MEETING DATE: 08/10/2023

REPORT DATE: 09/14/2023

THIS ACTION PLAN IS DESIGNED TO PROVIDE A COMPREHENSIVE UNDERSTANDING OF JOB DUTIES CURRENTLY ESTABLISHED AND UNIQUE TO THE CHARTER TOWNSHIP OF BEDFORD. AN UPDATED MONTHLY ACTION PLAN WILL BE PROVIDED THROUGH THE SUPERVISOR TO THE SUPERINTENDENT THE **FOLLOWING MONDAY OF EACH REGULARLY SCHEDULED BOARD MEETING** AND MAY BE SUBJECT TO AMENDMENTS UPON NOTIFICATION OF URGENT ADDITIONAL ACTION ITEMS THAT MAY REQUIRE THE SCHEDULING OF ANY SPECIAL MEETING.

THIS ACTION PLAN IS A GUIDED REFERENCE TO USE IN PROVIDING FEEDBACK DURING THE SUPERINTENDENT ADDRESS FOR THE BOARD AND PUBLIC AT EACH REGULARLY SCHEDULED MEETING, SPECIFIC TO EACH ITEM PRESENTED.

**IT IS PREFERABLE THAT UPDATES REGARDING MONTHLY ACTION BE SUBMITTED WITH ADDITIONAL COMMENTS IN WRITING AND INCLUDED IN THE BOARD PACKETS FOR A COPY OF RECORDS, AND TO OUTLINE MEASURES TO ACHIEVE BOTH SHORT TERM AND LONG-TERM GOALS AS ESTABLISHED BY THE BOARD OF TRUSTEES.**



## IMMEDIATE ACTION PLAN ITEMS

- € PROVIDE UPDATES AND ASSIST DESIGNATED WEB DESIGNER REGARDING ONGOING REVISIONS TO THE TOWNSHIP WEBSITE (Log in to Revize at least twice weekly to check for updates during migration of content for the Township's new website.)  
*Currently in the migration phase, which is expected to take 2-4 weeks to complete.*

Superintendent – Spoke with Mary Hale on the phone and other representatives regarding the migration process. During this time there is no work for the township to perform. Any requests from REVISE will be sent via email.

- € CREATE A LIST OF ENTITIES INVOLVED IN ESTABLISHING AN **INTERVIEW COMMITTEE AND DATES OF INTERVIEWS** FOR POSITIONS OF ASSESSOR, CODE ENFORCEMENT, BUILDING & ZONING ADMINISTRATOR, CEMETERY SEXTON (BLDG. & GROUNDS). COLLABORATE WITH THE SUPERVISOR ON THIS PLAN PRIOR TO PROCEEDING. **FORWARD SUMMARY TO BOARD MEMBERS WITH ANY APPLICATIONS RECEIVED FOR REVIEW.**

Superintendent –

Cemetery Sexton – This position received one application and a proposal to provide cemetery services. After reviewing the lone application and reviewing the work of Mr. Riste being employed by the township as the temporary Cemetery Sexton for a month, I am making the recommendation to the township board that Mr. Riste is offered the position. This recommendation is contingent on him satisfactorily passing a criminal background check.

Assessor – Treasurer Miller, Joyce Foodle, and myself interviewed several candidates for this position. One discovery made during the interview process is the advertise salary or \$26,000 per year is well below market value. After interviewing several candidates with vary levels of certifications, experience and salary requirements. My recommendation to the Bedford

Township Board is to hire Ms. Michelle Story as our next Assessor. This recommendation is contingent on her satisfactorily passing a criminal background check.

#### Building & Zoning A

- € HOLD INTERVIEWS AND RECORD MINUTES TO INCLUDE WITH RECOMMENDATION. NOTE: ALL PARTIES MUST BE ASKED THE SAME QUESTIONS TO PREVENT BIAS DURING THE INTERVIEW PROCESS.
- € LOOK INTO **BACKGROUND CHECKS** FOR EACH APPLICANT- REVIEW THIS WITH THE SUPERVISOR AND LEGAL COUNSEL.
- € DETERMINE WITH SUPERVISOR WHEN RECOMMENDATIONS WILL BE MADE AND PUT ON THE SCHEDULE FOR BOARD REVIEW OF EACH POSITION. **GOAL IS TO HAVE RECOMMENDATIONS TO THE BOARD FOR VOTE AT SEPT. 14 BOARD MEETING.**
- € DRAFT 2024 BUDGET- IF NEEDED, REQUEST ADDITIONAL INFORMATION FROM DEPARTMENT HEADS FOR THE SEPTEMBER MEETING. **THIS IS DUE BY SEPTEMBER 1<sup>ST</sup>-UPDATE SUPERVISOR WEEKLY ON PROGRESS**

Superintendent – Initial budgets were submitted by August 1<sup>st</sup> deadline. Meeting requests were sent out to all department heads to gather more information, including previous years budgets and expenses, salary details, etc. and general discussion. This process was met with some resistance that include lack of response to meeting requests, lack of documentation, or no communications at all.

- € OBTAIN AN OFFICIAL LOGIN FOR DNR GRANTS PAGE (MiGrants) IN ORDER TO ASSIST THE PARKS AND RECREATION CHAIR WITH GRANT APPLICATIONS AND MONITOR STATUS OF SUBMITTED

Superintendent – Working with Township Supervisor to establish login for MIGrants.

- € PROVIDE A LIST OF OUTCOMES REGARDING AGENDA ITEMS LISTED AS “UNFINISHED BUSINESS” OR MARKED AS “TABLED/POSTPONED” FROM THE PREVIOUS MONTH.

Superintendent – None previous month

- € DISCUSS ANY FUTURE PRESENTATIONS OR PROPOSED RESOLUTIONS THAT MAY BE ON THE SEPTEMBER AGENDA AND UPDATE THE SUPERVISOR ON THESE FOR THE NEXT AGENDA (FIRE DEPARTMENT, TREASURER MILLER)

Superintendent – Treasurer Miller has agreed to making quarterly financial reports at the October board meeting. The Fire Department is working on a presentation regarding the future of Fire Station 1. The date of their presentation in yet to be detrmind.

- € REVIEW IN CONJUNCTION WITH OTHER BOARD MEMBERS, THE UPDATED REPORT AND LIST OF OUTCOMES FROM MANER-COSTERISAN IN ORDER TO MAKE RECOMMENDATIONS MOVING FORWARD. *The financial process review IS SCHEDULED for 8/22/23 from 2-4 PM with Bethany V., accountant from M-C.*

Superintendent – Maner-Costerisan is scheduled at the September 14<sup>th</sup>, board meeting to discuss their report, findings and recommendations.



### **SHORT TERM ACTION PLAN ITEMS**

- € COLLABORATE WITH SUPERVISOR AND/OR REPRESENTATIVE FROM THE BOARD TO REVIEW AND SUGGEST REVISIONS TO THE CURRENT EMPLOYEE/PERSONNEL POLICY MANUAL.

**Superintendent – Attorney Seth Koches forward a copy of the Charter Township of Comstock’s Employee Handbook for reference. I will be working with the Supervisor, board members, etc. to update our current policy manual.**

- € COLLABORATE WITH DESIGNATED BOARD MEMBERS AND LEGAL COUNSEL TO ESTABLISH A PLAN FOR REVIEWING ORDINANCES AND SEPARATING EACH ACCORDING TO POLICE POWER AND LAND USE FOR REVIEW BY BOTH THE BOARD OF TRUSTEES AND PLANNING COMMISSION.
- € COLLABORATE WITH DESIGNATED BOARD MEMBERS AND LEGAL COUNSEL TO ESTABLISH A LIST OF POLICE POWER ORDINANCES ACCORDING TO PRIORITY LEVEL FOR REVIEW.
- € COLLECTIVELY WORK WITH THE SUPERVISOR ON ESTABLISHING BUDGET PROPOSALS FOR THE NEXT FISCAL YEAR AND SECURE DOCUMENTATION NEEDED FOR THE BUDGET REVIEW PROCESS- ADDITIONALLY, GIVE ADEQUATE NOTICE TO THE HEAD OF EACH DEPARTMENT THE DATE AND TIME SCHEDULED FOR THE BUDGET MEETING TO ANSWER QUESTIONS OR PROVIDE A COMPREHENSIVE REPORT ON BUDGET NEEDS.
- € DEVELOP AN ACTION PLAN TO SECURE A CAPITAL IMPROVEMENT PLAN FOR BOTH THE FIRE DEPARTMENT AND TOWNSHIP AS A WHOLE. CAPITAL IMPROVEMENT PLANS SHOULD BE SECURED AND AVAILABLE IN DRAFT FORM BEFORE THE BUDGET MEETING DISCUSSION AT THE END OF THE FISCAL YEAR. CAPITAL IMPROVEMENT PLANS FOR EACH DEPARTMENT SHOULD BE INCLUDED WITHIN THE TOWNSHIP CAPITAL IMPROVEMENT PLAN AND CONSTRUCTED IN TANDEM WITH THE SUPERVISOR AND LEGAL COUNSEL.
- € PROVIDE BUDGET ADJUSTMENTS ON A QUARTERLY BASIS AND REPORT TO BOARD.



### **LONG TERM ACTION PLAN ITEMS**

- € COLLABORATE WITH SUPERVISOR AND/OR DESIGNATED BOARD MEMBER(S) TO START THE REVIEW PROCESS OF ORDINANCES TO CONSOLIDATE AND CODIFY ACCORDING TO STATUTE-INCLUDE A STRATEGIC PLAN TO MAKE ALL ORDINANCES AND DOCUMENTATION EASILY ACCESSIBLE TO THE PUBLIC.



- € INVESTIGATE OPTIONS TO MAKE COMMUNICATION BETWEEN THE TOWNSHIP AND THE RESIDENTS MORE USER-FRIENDLY, INCLUDING PAYMENT PORTALS AND ADDITIONAL MEASURES TO DISTRIBUTE INFORMATION IN REAL-TIME
- € COLLABORATE WITH BOARD MEMBERS AND THE COMMUNITY TO IDENTIFY GAPS IN PROCESSES REGARDING VARIOUS DEPARTMENTS AND DEVELOP A STRATEGIC LONG-TERM PLAN TO ADDRESS ONGOING ISSUES THAT MAY IMPACT EFFICIENCY DURING BOARD TRANSITIONS

#### MONTHLY MAINTENANCE ACTION PLAN AND REPORTING

- € PUBLICLY POST PREVIOUS BOARD MEETING MINUTES, AS APPROVED BY THE TOWNSHIP BOARD, IN ADHERENCE TO TIME REQUIREMENTS ESTABLISHED BY LAW. POSTINGS SHOULD BE AMENDED FROM DRAFT FORM TO APPROVED MINUTES UPON VOTE.-SEE STATUTE ON POSTING REQUIREMENTS.
- € PREPARE AND DISTRIBUTE AGENDA TO ALL BOARD MEMBERS WITH INCLUDED DOCUMENTATION PROVIDED IN PACKETS FOR REVIEW VIA EMAIL **SEVEN DAYS PRIOR** TO REGULARLY SCHEDULED MONTHLY MEETING, UNLESS COMMUNICATED NOTICE TO BOARD MEMBERS RESULTING IN A POTENTIAL DELAY.
- € COMMUNICATE AN ACTION PLAN TO THE TOWNSHIP BOARD TO ADDRESS ANY DELAY IN DISTRIBUTION OF ITEMS WITHIN THE TIME EXPECTED, INCLUDING CONFIRMATION ON DATE THE PACKET WILL BE DISTRIBUTED FOR REVIEW
- € PRINT COPIES OF BOARD PACKETS FOR MEMBERS TO REFERENCE DURING ESTABLISHED MEETINGS AS WELL AS PREPARE ENSURE A SIGN-IN SHEET AND AGENDA ARE AVAILABLE TO THE PUBLIC AT THE MEETING.
- € FOLLOW-UP TO EMAILS, PHONE CALLS, AND INTERPERSONAL REQUESTS WITHIN **TWO BUSINESS DAYS (Best practice – within 24 hours.)**
- € MAINTENANCE OF EMPLOYEE FILES: INCLUDING TIMES SHEETS, DOCUMENTATION OF APPROVED OR UNAPPROVED TIME OFF FOR EMPLOYEE RECORDS ACCORDING TO THE EMPLOYEE POLICY, CORRECTIVE MEASURES REGARDING VIOLATION OF POLICY OR PROTOCOL ESTABLISHED, AND DOCUMENT MEETING AGENDAS AND OUTCOMES REGARDING ESTABLISHMENT OF MEETINGS SCHEDULED TO ADDRESS PROTOCOL, OR LACK THEREOF, TO BE ADDED TO THE EMPLOYEE'S FILE.
- € ATTENDANCE OF ANCILLARY MEETINGS REGARDING PREVIOUS OR FUTURE AGENDA ITEMS OR ANY ADDITIONAL MEETING OUTSIDE OF THE TOWNSHIP OFFICE IN ORDER TO ASSIST THE TOWNSHIP WITH ACTION PLANS MOVING FORWARD.

- € NOTIFY THE SUPERVISOR REGARDING ADDITIONAL ITEMS THAT ARE CONSIDERED “URGENT” AND REQUIRE A SPECIAL MEETING SO SCHEDULES CAN BE COORDINATED FOR A SET DATE OF MEETING AND POSTING REQUIREMENTS ARE MET, AS ESTABLISHED BY LAW.
- € PROVIDE FOR THE SAFETY AND SECURITY OF ALL EMPLOYEES AND AREAS WITHIN THE TOWNSHIP THE TOWNSHIP OFFICE BUILDING AND ANY STRUCTURES DIRECTLY OUTSIDE THE OFFICE: INCLUDING, SECURING RECYCLING BINS, SECURING ALL DOORS, OR COMMUNICATING WITH ANY EMPLOYEE STAYING AFTER OFFICE HOURS THAT ALL DOORS MUST BE CHECKED AND SECURED WITH THE ALARM SET BEFORE THE END OF EACH BUSINESS DAY. DOCUMENT ANY BREACH IN SECURITY FOR THE ESTABLISHMENT OF AN ACTION PLAN.
- € COMMUNICATE WITH LEGAL COUNSEL, OTHER MUNICIPAL ENTITIES, AND RESIDENTS FOR CLARIFICATION ON PROTOCOL AND THE DEVELOPMENT OF MEASURES TO ADDRESS ANY ISSUES OR CONCERNS REGARDING FEEDBACK FROM RESIDENTS.
- € ENGAGE IN ONGOING EDUCATION REGARDING THE SUPERINTENDENT ROLES AND RESPONSIBILITIES, INCLUDING DUTIES OUTLINED WITHIN THE REDBOOK FOR PUBLIC OFFICIALS, PROTOCOL REGARDING MEETING REQUIREMENTS, PUBLIC HEARING REQUIREMENTS, AND PROCESSES RELATED TO MASTER PLAN REVIEW, CONDITIONAL USE REVIEW, BUDGET REVIEW, AND THE PROTOCOL FOR ACQUIRING BIDS (SUBMISSION OF REQUEST FOR PROPOSALS) RELATED TO ADDITIONAL CONTRACTS OR HIRES THAT IMPACT THE FIDUCIARY RESPONSIBILITY OF THE TOWNSHIP.
- € REMAIN THE POINT OF CONTACT FOR MAINTENANCE MEASURES REGARDING THE STRUCTURE OF THE TOWNSHIP OFFICE, ADDITIONAL OFFICES, AND TOWNSHIP BOUNDARIES. THIS INCLUDES BUT IS NOT LIMITED TO: CHECKING INVENTORY OF SUPPLIES, CONTACTING OUTSIDE ENTITIES REGARDING THE BREAKDOWN OF EQUIPMENT OR THE REQUEST OF ITEMS NEEDED FOR APPROPRIATE RECORD KEEPING, AND COMMUNICATING WITH GROUNDS AND MAINTENANCE IF THERE IS AN ISSUE THAT NEEDS TO BE ADDRESSED THROUGH THEIR DEPARTMENT.

#### **AREAS OF INTEREST FOR FUTURE BOARD PROPOSALS AND AGENDA ITEMS**

PLEASE PROVIDE A REFERENCE TO THE BOARD (IF NECESSARY) REGARDING A LIST OF ACTION ITEMS THAT ARE TIME SENSITIVE, AND ANY DISCREPANCIES FOUND REGARDING TOWNSHIP PROTOCOL THAT WOULD REQUIRE ONGOING ATTENTION OR ADDITIONAL REVIEW AS A PROACTIVE GOAL FOR THE SAFETY, SECURITY, AND TRANSPARENCY OF PUBLIC BUSINESS AS IT RELATES TO INTEROFFICE RELATIONS AND PUBLIC SUPPORT.

REFERENCES SHOULD BE IDENTIFIED WITH AT LEAST ONE OTHER BOARD MEMBER AND/OR EMPLOYEE/DEPARTMENT HEAD THAT THE PROTOCOL RELATES TO, AS WELL AS FEEDBACK FROM LEGAL COUNSEL, IF NECESSARY, IN ORDER TO INTERPRET AN APPROPRIATE ACTION PLAN OR IDENTIFY A NEED THAT CAN BE CONSIDERED FOR DISCUSSION BEFORE THE BOARD AND WITHIN ADHERENCE TO THE OPEN MEETINGS ACT **BEFORE** A SCHEDULED BOARD MEETING

**ANY ADDITIONAL FEEDBACK:**

Page: 1/1

Cashier: LOUIS

Amount

[illegible]

73,605.00

141692634	FISH INVESTMENTS LLC	100.00
141718586	BATTLE CREEK MECHANICAL	114.00
141713607	JONES JEFFREY L	150.00
141552475	ADKINS PHILLIP & KELLY	405.00

769.00

75,125.00

74,356.00

TOTAL Cash	751.00
TOTAL Checks	73,605.00
TOTAL Credit Card	769.00
Grand Total:	75,125.00
TOTAL NON-CREDIT CARD/E-PAYMENT	74,356.00



# CALHOUN COUNTY

## Office of Community Development

Parks & Recreation – GIS – Planning – Economic Development – Recycling

315 West Green Street, Marshall, Michigan 49068 – 269/781-0780

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August 29, 2023

Joyce Feraco, Clerk  
Bedford Charter Township  
115 S. Uldriks Drive  
Battle Creek, MI 49037

Dear Ms. Feraco,

The Calhoun County Planning Commission (CCPC), at a regular scheduled meeting held on August 28, 2023, took action to recommend the Bedford Charter Township Board of Trustees approve the Bedford Charter Township Master Plan, as presented. Discussion among the planning commissioners noted the comprehensive nature of the plan and the strong desire to remain rural.

A staff recommendation is enclosed for your review. If you should have any questions regarding the Calhoun County Planning Commission's recommendations noted above, or any other planning/zoning issues, feel free to contact the County Planning Department at 269/781-0817.

Sincerely,

Jennifer Bomba  
Community Development Director

## RECOMMENDED ZONING AMENDMENT FORM

These forms are to be used by the Township Planning Commission for submittal of proposed Township zoning/landuse changes to the Calhoun County Planning Commission (CCPC). The CCPC meets on the fourth Monday of the month. Please submit a completed amendment form by the third Monday of the month for placement on the CCPC Agenda.

Calhoun County Planning Department  
315 West Green Street  
Marshall, Michigan 49068

CCPC Case # 08-23-01

The Bedford Township Planning Commission has acted on the following proposed amendment and is forwarding it to the Calhoun County Planning Commission for recommendation:

A. **AMENDMENT** (please use space below or attach a copy of the proposed changes)

Draft Bedford Charter Township Master Plan.

**TEXT AMENDMENTS:** Please attach a copy of the current subject language along with a copy of the proposed language noting the differences between the two.

**MAP AMENDMENTS:** Please attach at least one copy of a map showing the subject property, citing existing zoning and master plan designations, dimensions and/or acreage of the property, and the proposed zoning and/or master plan designations.

\_\_\_\_\_ Chairperson, or \_\_\_\_\_ Secretary \_\_\_\_\_ Date

B. **A PUBLIC HEARING** on the proposed amendment was held on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

C. **A NOTICE OF PUBLIC HEARING** was published on the \_\_\_\_\_ day of \_\_\_\_\_, 2023 in the \_\_\_\_\_ Newspaper which has general circulation in the Township.

D. **PLEASE ATTACH THE MINUTES OF THE TOWNSHIP PLANNING COMMISSION MEETING AT WHICH THIS CASE WAS CONSIDERED.**

## RECOMMENDED ZONING AMENDMENT FORM

### LOCAL PLANNING COMMISSION ACTION

The Chairperson of the Township Planning Commission certifies that at a meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2023, the proposed amendment contained herein was acted upon as noted below.

- ☐ Recommended for Approval
- ☐ Recommended for Disapproval

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### CALHOUN COUNTY PLANNING COMMISSION ACTION

The Chairperson of the CCPC certifies that at a meeting held on the 28 day of August, 2023, the proposed amendment contained herein was acted upon as noted below.

- ☒ Recommended for Approval
- ☐ Recommended for Approval with Comment
- ☐ Recommended for Disapproval
- ☐ No Formal Action Taken

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### TOWNSHIP BOARD ACTION

The Chairperson of the Township Board certifies that at a meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2023, the proposed amendment contained herein was acted upon as noted below.

- ☐ Approved
- ☐ Approves as Acted on by the CCPC
- ☐ Approved with Board Modification of the CCPC Action
- ☐ Tabled
- ☐ Denied
- ☐ Referred Back to the Township Planning Commission

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

CCPC Case # 8-23-01





# CALHOUN COUNTY

## Planning Commission

### STAFF REPORT

TO:	Calhoun County Planning Commission
FROM:	Jen Bomba, Community Development Director
MEETING DATE:	August 28, 2023
CCPC#:	08-23-01
TOWNSHIP:	Bedford Charter Township
APPLICANT:	Bedford Charter Township
REQUESTED ACTION:	Township Master Plan

#### Department Summary

The Bedford Charter Township Planning Commission, along with their Planning Consultant, has spent considerable time updating the Township Master Plan. The Plan includes a wealth of information that provides the foundation for future planning and land use decisions in the Township. As part of the planning process, public input was received through a community-wide survey. Responses to this survey were used to develop the goals, objectives and policies set forth in the Master Plan. The Appendix of the plan shares the responses to the public survey where Township residents express their desire to preserve natural areas, woodlands, and farmland, while encouraging commercial growth, especially new restaurants. When questioned about expansion of sewer and water utilities within Bedford Charter Township, respondents were split almost equally (128: Yes, 126: No) between support and no support. Residents agree that the Township should pursue more public transportation opportunities and when questioned about future housing in the Township, a significant number of respondents indicate a desire for senior housing options, no surprise given the demographics of the survey respondents (majority of respondents were 61 to 75 years of age).

The Master Plan establishes the following **Goals** as they relate to future land use within Bedford Charter Township:

- *Preserve the current rural residential and agricultural character of the Township;*
- *Protect the natural resources in the Township as a way to preserve a high quality of life;*
- *Minimize the development of scattered land uses which results in inefficient land usage and ultimately increases the costs of providing public services;*
- *Preserve the rights of property owners while maintaining the character of the Township; and*
- *Revitalize M-89 corridor to encourage targeted mixed-use development and harness economic growth.*

The Master Plan further establishes **Objectives** and **Policies** that will guide the Township in achieving their goals. These Objectives and Policies are broken into three categories: "Agricultural," "Residential" and "Mixed-Use." A common objective is to preserve the rural character of Bedford Charter Township and minimize adverse impacts to existing natural resources.

The following future land use categories are established:

- *Natural Preservation*
- *Extraction and Reclamation – (Future remediation of some existing industrial uses)*
- *Rural Residential, Agriculture and Open Space*
- *Rural and Neighborhood Residential*
- *Water Residential*
- *Manufactured Housing Development*



- *Mixed-Use* – (Residential, professional office, and commercial uses)
- *Enterprise* – (Combination of commercial and industrial)
- *Industrial*

Overall, the Bedford Charter Township Master Plan is a comprehensive document that, when followed, will provide for organized and efficient growth while maintaining the existing rural and open spaces that the Township is known for. The newly defined “Extraction and Reclamation” land use category is unique and will allow the Township to focus attention in those areas identified as needing additional resources in order to be redeveloped for an improved future use. Additionally, the new “Enterprise” land use category recognizes the ability for commercial and low impact industrial uses to co-exist and create economic opportunities for the Township.

The **Action Plan** prioritizes action items that will bring the Township's vision into reality. A proposed update of the Township Zoning Ordinance will be the first step in creating policy that will implement the goals established in the Bedford Charter Township Master Plan.

#### **Department Recommendation**

Community Development staff believe that the Bedford Charter Township Master Plan is a thorough and well thought out document. The plan reflects the community's desire to attract new commercial business while preserving the rural character of the community. Community Development staff recommend for adoption of the Bedford Charter Township Master Plan by the Bedford Charter Township Board of Trustees.

#### **Attachments**

Bedford Charter Township Master Plan 2023