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Memorandum

To: Superior Charter Township Board of Trustees
From: Brian Camiller, Plante Moran
Date: December 5, 2025
Subject: Year End Budget Amendments for FYE December 31, 2025 (Compliance with Public Act 2 of 1968)

Purpose & Compliance Context
This memo requests Board approval of year end budget amendments to align fund and departmental budgets with projected balances as of December 31, 2025 and to ensure compliance with Michigan's Uniform Budgeting and Accounting Act (Public Act 2 of 1968). Under MCL 141.437, any deviation from the original General Appropriations Act must be amended as soon as it becomes apparent and quantifiable; amendments must clearly indicate each intended change to the affected appropriation items.

Summary of Significant Amendments

1. **Remove "Use of Fund Balance" from Revenues**
   "Use of fund balance" is not an actual revenue source and should not be presented as such. Where spending requires fund balance, we will instead reflect it through appropriation and ending fund balance presentation consistent with the Act and Treasury guidance.

2. **Payroll & Benefits—27 Pay Periods + Year End Accrual**
   Calendar 2025 has 27 pays rather than the usual 26, resulting in *minor* adjustments to salaries and related benefits. We will also accrue wages earned in late December 2025 that will be paid in January 2026, ensuring GAAP consistent reporting and sufficient appropriations at yearend.

3. **Adjust Over Budget Line Items/Departments**
   Wherever actuals already exceed (or are projected to exceed) appropriations, we will increase appropriations—and, where needed, re-estimate revenues or reduce other lines—so no department or fund remains over budget at 12/31, in line with MCL 141.437 requirements.

4. **Utilities Fund—$1.8 Million Legal Settlement**
   Amend the Utilities Fund budget to recognize and appropriate for the $1.8M legal settlement outflow.

5. **Interest Income Exceeding Expectations**
   Interest earnings have outperformed budget in several funds. The amendment increases interest revenue estimates where warranted. Those increases partially help offset the expenditure amendments.

6. **Close the ARPA Fund; Move Remaining Balance to General Fund**
   We recommend closing the ARPA Fund and moving the remaining ARPA money to the General Fund.

   - Policy effect: This does not change the Board's previously approved uses of ARPA dollars; the Board retains discretion to revise those uses if desired.
   - Earnings: The General Fund will now recognize the interest income earned on the unspent ARPA balance.
   - Transparency: The Township's intended uses for ARPA will remain transparent in the 2025 financial statements via note disclosure and internal tracking.

Forward Looking Practice—Quarterly Amendments

Beginning in 2026, we will bring a budget amendment to the Board after every quarter to keep appropriations current and avoid year-end catch-up amendments.

Requested Board Action (December Meeting)

Motion: *Approve the year end budget amendments for the fiscal year ending December 31, 2025, as presented, in order to conform appropriations and revenue estimates to projected year end results and to maintain compliance with Public Act 2 of 1968.* MCL 141.437

Attachment A

GL Number	Description	Current Budget	Proposed Q4 Amendment Increase/ (Decrease)	Updated Amended Budget - 12.31.2025	Explanation
General Fund					
Revenue:					
101-000-477.000	CABLE TV FRANCHISE FEES - COMCAST	150,000.00	30,000.00	180,000.00	To bring inline with expected YE activity
101-000-574.000	STATE CONSTITUTIONAL REVENUE SHARING	1,584,244.00	30,000.00	1,614,244.00	To bring inline with expected YE activity
101-000-574.002	STATE REVENUE SHARING	54,515.00	10,000.00	64,515.00	To bring inline with expected YE activity
101-000-577.001	GRANTS	0.00	10,000.00	10,000.00	To bring inline with expected YE activity
101-000-654.001	PLANNING & ZONING ADMIIN FEES	20,000.00	12,000.00	32,000.00	To bring inline with expected YE activity
101-000-699.999	APPROPRIATION FROM FUND BALANCE	163,821.00	(163,821.00)	-	Use of Fund Balance is not a true Rev.
101-000-699.464	TRANSFER IN - ARPA FUND	0.00	800,000.00	800,000.00	Transfer of remaining ARPA balance to GF
	Increase to General Fund Revenue		728,179.00		
Expenditures:					
101-101-703.000	SALARIES	40,000.00	5,000.00	45,000.00	To bring inline with expected YE activity
101-171-724.000	TOWNSHIP SUPERVISOR TAXB BENEFITS	6,445.00	10,000.00	16,445.00	To bring inline with expected YE activity
101-191-703.000	SALARIES	93,084.00	15,000.00	108,084.00	To bring inline with expected YE activity
101-191-725.000	TAXABLE BENEFITS	10,293.00	5,000.00	15,293.00	To bring inline with expected YE activity
101-215-703.000	SALARIES	101,391.00	8,000.00	109,391.00	To bring inline with expected YE activity
101-215-703.001	SALARIES	132,907.00	10,000.00	142,907.00	To bring inline with expected YE activity
101-215-725.000	TAXABLE BENEFITS	17,500.00	5,000.00	22,500.00	To bring inline with expected YE activity
101-253-703.000	SALARIES	101,391.00	10,000.00	111,391.00	To bring inline with expected YE activity
101-253-703.001	SALARIES	94,161.00	12,000.00	106,161.00	To bring inline with expected YE activity
101-253-752.000	OPERATING SUPPLIES	500.00	5,000.00	5,500.00	To bring inline with expected YE activity
101-257-703.000	SALARIES	217,201.00	18,000.00	235,201.00	To bring inline with expected YE activity
101-257-725.000	TAXABLE BENEFITS	46,015.00	7,500.00	53,515.00	To bring inline with expected YE activity
101-261-802.000	PROFESSIONAL SERVICES -ATTORNEYS	15,000.00	10,000.00	25,000.00	To bring inline with expected YE activity
101-261-805.013	FIREMAN'S PARK	30,035.00	16,000.00	46,035.00	To bring inline with expected YE activity
101-265-805.000	CONTRACT SERVICES	21,000.00	5,000.00	26,000.00	To bring inline with expected YE activity
101-265-934.000	REPAIR & MAINTENANCE	40,000.00	10,000.00	50,000.00	To bring inline with expected YE activity
101-701-806.000	PROFESSIONAL SERVICES - OTHER	75,000.00	55,000.00	130,000.00	To bring inline with expected YE activity
	Increase to General Fund Expenditures		206,500.00		
Side Street Maintenance Fund					
Expenditures:					
203-443-805.000	CONTRACT SERVICES	26,500.00	6,000.00	32,500.00	To bring inline with expected YE activity

GL Number	Description	Current Budget	Proposed Q4 Amendment Increase/ (Decrease)	Updated Amended Budget - 12.31.2025	Explanation
Fire Fund					
Revenue:					
206-000-664.000	INTEREST/DIVIDENDS	79,500.00	15,000.00	94,500.00	To bring inline with expected YE activity
206-000-687.000	INSURANCE REIMBURSEMENTS INCOME	38,800.00	6,300.00	45,100.00	To bring inline with expected YE activity
	Increase to Fire Revenue		21,300.00		
Expenditures:					
206-336-703.000	SALARIES	1,046,528.00	90,000.00	1,136,528.00	To bring inline with expected YE activity
206-336-703.002	OVERTIME	300,000.00	80,000.00	380,000.00	To bring inline with expected YE activity
206-336-709.000	FICA	90,532.00	50,000.00	140,532.00	To bring inline with expected YE activity
206-336-715.000	PENSION	258,956.00	80,000.00	338,956.00	To bring inline with expected YE activity
206-336-725.000	TAXABLE BENEFITS	188,838.00	100,000.00	288,838.00	To bring inline with expected YE activity
206-336-806.000	PROFESSIONAL SERVICES - OTHER	45,000.00	50,000.00	95,000.00	To bring inline with expected YE activity
206-336-935.000	INSURANCE & BONDS	80,000.00	10,000.00	90,000.00	To bring inline with expected YE activity
206-965-965.000	TRANSFER TO BLDG. CONST. RESERVE	356,546.00	(356,546.00)	-	
	Increase to Fire Expenditures		103,454.00		
Legal Defense Fund					
Revenue:					
211-000-699.999	APPROPRIATION FROM FUND BALANCE	20,000.00	(20,000.00)	-	Use of Fund Balance is not a true Rev.
Law Enforcement Fund					
Revenue:					
266-000-664.000	INTEREST/DIVIDENDS	45,000.00	55,000.00	100,000.00	To bring inline with expected YE activity
ARPA Fund					
Revenue:					
464-000-664.000	INTEREST/DIVIDENDS	10,000.00	25,000.00	35,000.00	To bring inline with expected YE activity
Expenditures:					
464-523-995.101	TRANSFER OUT TO GENERAL FUND	0.00	800,000.00	800,000.00	Transfer of remaining ARPA balance to GF
Parks & Recreation Fund					
Revenue:					
508-000-699.999	APPROPRIATION FROM FUND BALANCE	85,000.00	(85,000.00)	-	Use of Fund Balance is not a true Rev.
Utilities Department					
Expenditures:					
635 · PS	Attorneys	25,000.00	1,800,000.00	1,825,000.00	LaSalle Settlement