

TILDEN TOWNSHIP FINANCIAL POLICY RESOLUTION

The following action was taken at the regular meeting of the Tilden Township Board, held on October 22, 2024.

BE IT RESOLVED, the following proposed policies were approved by roll call vote of the Tilden Township Board.

- A. Accounts Payable Policy
- B. Accounts Receivable Policy
- C. ACH and EFT Transaction Policy
- D. Backhoe Policy
- E. Cash Handling and Receipting Policy
- F. Credit Card Policy
- G. Financial Institutions Policy
- H. Financial Reports Policy
- I. Garbage and Recycle Policy
- J. Hall/Pavilion Rental Policy
- K. Investment and Depository Policy
- L. Payroll Policy
- M. Purchasing Policy
- N. **Water/Utility Policy**

BE IT FURTHER RESOLVED, the Township policies will be reviewed and updated on a yearly basis.

Motion by: _____

Seconded By: _____

Ayes: _____

Nays: _____

Absent: _____

Date: October 22, 2024

ACCOUNTS PAYABLE POLICY

ACCOUNTS PAYABLE

The Township Clerk and/or Deputy Clerk shall be responsible for processing all accounts payable.

PROCESSING OF CLAIMS

Requests for payments to vendors shall be processed in Accounts Payable, thru BS&A. The Clerk will document the invoice/bill with the appropriate chart of account number and initial it. The invoice/bill will be given to the Treasurer to verify that the funds are available and the Treasurer will initial it. The Township Board approves all invoices/bills prior to any disbursement of funds.

- A. **Checks:** The Clerk and/or Deputy Clerk will issue the check thru Accounts Payable, in BS&A. Once the check is printed, the bottom portion is saved with the original invoice/bill and filed for record keeping. The check is given to the Office Manager/Secretary to be mailed to the vendor.
- B. **ACH/EFT:** Once initialed the invoice/bill will be given to the Treasurer to process. A copy of the receipt will be attached to the invoice/bill. The Treasurer will give the invoice/bill with receipt attached to the Clerk and/or Deputy Clerk to input the ACH/EFT into Accounts Payable.
 - a. List of vendors that are payable via ACH/EFT are listed in the ACH/EFT policy and is updated annually.

ACCOUNTS RECEIVABLE POLICY

INVOICE PREPARATION

The Treasurer shall be responsible for processing all accounts receivable in the proper fund accounts. These can be but not limited to:

- A. Freedom of Information Act requests
- B. Hall and Pavilion rentals
- C. Landfill
- D. Miscellaneous
- E. Tax
 - a. Personal
 - b. Real
 - c. Specific Ore
- F. Utility
- G. Zoning-related activities

All invoices shall include a remittance advice or invoice to be returned to the Township with payment. The remittance advice or invoice shall include the name, amount invoiced, purpose and that payment is to be made to the Township and mailed to the Treasurer. All payments to the Township shall be made by cash, check and/or electronic payment.

- A. **Hall and Pavilion rentals:** Resident to pay based on the Tilden Township Hall/Pavilion Rental agreement
- B. **Landfill:** A resident is to pay a \$100 upfront payment if utilizing the Marquette County landfill. Once the bill is received from the Marquette County Landfill the difference will be billed to the resident and/or reimbursed. If payment is not received within 30 days of invoice being billed, that amount will be added to their next tax bill.
- C. **Taxes:** The county mails out tax bills to the residents.

POSTING AND DISTRIBUTION OF ACCOUNTS RECEIVABLE

A copy of all invoices or bills for money owed to the Township shall be given to the Office Manager/Secretary. The Office Manager/Secretary will use the invoice copy as verification when payment is received. The Office Manager/Secretary and/or Deputy Treasurer will use the invoice copy to record the receivables in the Cash Receipting module thru BS&A. See the Cash Receipting policy for reference money received.

Invoices are to be reconciled to the general ledger on a monthly basis.

ACCOUNTING FOR ACCOUNTS RECEIVABLE

For all payments received, once the money is entered thru Cash Receipting, the account will be credited. A monthly listing of all amounts invoiced but not yet received shall be completed and reconciled by the Treasurer. All revenue > 30 days to be listed.

ACH AND EFT TRANSACTION POLICY

PURPOSE

The purpose of this resolution is to establish guidelines for Tilden Township to process payments using ACH and/or EFT transactions to transfer money from one bank account to another bank account used in place of paper-based payment methods like checks and cash to make transactions faster and safer.

- A. ACH stands for Automated Clearing House, a network that processes electronic payments between bank accounts.
- B. EFT stands for Electronic Funds Transfer that is an electronic transfer of money from one bank account to another using computer-based technology.

AUTHORITY

The Treasurer may enter into an ACH agreement as provided by **MI Public Act 738 of 2002 (excerpts listed below)**.

- A. "ACH arrangement" means the agreement between the originator of the ACH transaction and the receiver of the ACH transaction.
- B. "ACH policy" means the procedures and internal controls as determined under a written policy developed and adopted by the treasurer of a local unit under section 3.
- C. "ACH transaction" means an electronic payment, debit, or credit transfer processed through an automated clearing house.
- D. "Automated clearing house" or "ACH" means a national and governmental organization that has authority to process electronic payments, including, but not limited to, the national automated clearing house association and the federal reserve system.
- E. "Governing body" means any of the following:
 - a. The township board of a township.
- F. "Local unit" means any of the following:
 - a. A township.
- G. "Treasurer" means the elected treasurer in a township or county.
- H. A local unit shall not be a party to an ACH arrangement unless the governing body of the local unit has adopted a resolution to authorize electronic transactions and the treasurer of the local unit has presented a written ACH policy to the governing body. The ACH policy shall include all of the following:
 - I. That an officer or employee designated by the treasurer is responsible for the local unit's ACH agreements, including payment approval, accounting, reporting, and generally for overseeing compliance with the ACH policy.
 - J. That the officer or employee responsible for disbursement of funds shall submit to the local unit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the payment, and the department levels serviced by payment. This report can be contained in the electronic general ledger software system of the local unit or in a separate report to the governing body of the local unit.
 - K. A system of internal accounting controls to monitor the use of ACH transactions made by the local unit.
 - L. The approval of ACH invoices before payment.
 - M. Any other matters the treasurer considers necessary.

RESPONSIBILITY

The Township Treasurer shall be responsible for all ACH agreements, including payment approval, accounting, reporting and generally overseeing compliance with the ACH resolution. Accounts payable by this method may include utility and recurring payments and will be updated on a yearly basis and then provided to the Township Board for approval.

- A. 906 Technologies
- B. AT&T
- C. IRS
- D. Insurance Company ??
- E. MI State Treasury

F. Payroll Liabilities

- a. For payment of State and Federal payroll taxes, the Treasurer shall initiate payment to the proper to the proper authority upon receipt of the information from the Clerk.

G. Semco Energy

H. Spectrum

I. Upper Peninsula Power Company (UPPCO)

J. Wells Fargo

INTERNAL ACCOUNTING CONTROLS

The Township Treasurer shall be responsible for the establishment of ACH agreements. The Treasurer shall notify the Clerk of those accounts to be paid by ACH or EFT. Upon receipt of an invoice for payment for accounts to be paid by ACH or EFT the Clerk shall approve payment and give to the Treasurer to process the payment. Once payment is processed, the invoice will be given back to the Clerk with a copy of the receipt(s) for record keeping.

All ACH/EFT transactions will be provided to the Township Board that includes the vendor name, amount due and date due. The Township Board will approve all transactions prior to any disbursement. Exceptions to Township Board monthly approval would be:

- A. Utility Payments
- B. Payroll

All other invoices approved by the Clerk and payable by ACH or EFT may be paid, in that matter, if deemed in the best interest of Tilden Township to avoid a late fee.

BACKHOE POLICY

PURPOSE

The Tilden Township backhoe was purchased with general fund monies so the following actions were put in place.

Any Township resident needing assistance on a small job done with the Township backhoe, may call the Supervisor and/or the DPW Foreman during regular business hours to request assistance. Small jobs shall be scheduled if time allows and only during regular business hours. No resident shall be allowed to schedule the backhoe more than once per year and not for the same small job.

The Township DPW Foreman shall require a minimum of a three, (3) day notice before any work can begin to allow for a Miss Dig call-out.

The maximum hours allowed shall be 3 hours and the minimum of 1 hour shall be charged to the resident.

The charge shall be \$50.00 per hour.

A hold harmless agreement must be signed before any work can begin

CASH HANDLING AND RECEIPTING POLICY

PURPOSE

To provide policies and procedures for the accounting, safekeeping, cash handling and deposit of Tilden Township funds and to identify special services provided by the Treasurer.

AUTHORITY

The Treasurer is charged with the authority and responsibility of all Tilden Township cash in a timely and efficient manner. Positions that are authorized to receive cash for the Treasurer are the Deputy Treasurer and the Office Manager/Secretary. Responsibilities include but are not limited to:

1. The receipt, handling, and deposit of Tilden Township cash into the authorized bank accounts.
2. The method of tracking and documentation of all such transactions.
3. Regular reporting of cash to the Clerk and the Board.
4. Inspection of cash records, including overages and shortages.

REVENUE SOURCES

Monies received may be in the form of cash, coin, check, credit card EFT, ACH, and/or wire transfers from governmental agencies, businesses, and individuals. Payments are made in person, by U.S. mail, or transmitted electronically by bank, ACH, or Fed Wire Transfer.

Payments are for various types of services including, but not limited to, are water, property taxes, miscellaneous debris, permits, licenses, dump tickets, landfill, hall and pavilion rentals.

All monies received must be processed using the Cash Receipting process and preparation of a weekly and/or needed deposit into the Township's bank accounts.

RECEIVING CHECKS

Accepting and Cashing Checks

1. No two-party checks shall be accepted.
2. No cash may be given back to a customer on a check transaction.
3. No employee personal checks shall be cashed.
4. Unsigned checks are not accepted. If the unsigned check is received in person, as the customer to sign the check. If received, via USPS, mail the check back to the resident requesting their signature and to return for processed.

Check endorsements

1. All checks shall be stamped with the designated stamp "For Deposit Only."

RECEIVING CREDIT/DEBIT CARDS

Must be PCI (Payment Card Industry) compliant, which are technical and operational standards that businesses must follow to secure and protect credit card data provided by cardholders.

1. General Requirements:
 - a. Must have hardware and software to initiate an export record into BS&A cash receipting system.

- b. The credit/debit credit transaction is encrypted and transmitted to the merchant processor. No credit/debit card information is to be stored on the Tilden Township server.

RECEIVING CASH

The Township Treasurer shall maintain a cash drawer to exchange currency in order to make change for a cash financial transaction. The cash drawer will be balanced, via Cash Receipting, by either the Treasurer, Deputy Treasurer and/or Office Manager/Secretary on a weekly and/or needed basis.

PETTY CASH

The Township Treasurer shall maintain a petty cash fund of to provide for the purpose of receipting of payment for items under \$5.00 or discrepancies in the cash drawer. Routine or other non-emergency purchases shall not be made from the petty cash fund.

RECEIPTING AND POSTING OF CASH RECEIPTS

The Treasurer, Deputy Treasurer and Office Manager/Secretary are responsible for all cash, check and/or credit card payments. They shall provide a record of all money received and the purpose of the amount received. All monies received will be posted to the Cash Receipting module of BS&A. Each payment is linked to an account number and/or GL number that will be applied but not limited to a Tax, Utility, and/or miscellaneous payments. A deposit report is created once the deposit is finalized and that report will be provided to the Treasurer and Clerk.

DEPOSIT PROCEDURES

The Treasurer and/or Deputy Treasurer will make all deposits to the bank following Township procedure. The Treasurer may authorize other Township personnel to make deposits if the Township Board has agreed to incorporate that function in the job description for that position. Deposit receipts are to be attached to the appropriate report and filed. Under no circumstances shall money be kept, pending deposit, overnight outside of the Township. Monies shall be kept in the safe.

CREDIT CARD POLICY

AUTHORIZATION

The Clerk is responsible for issuing and monitoring compliance with the Tilden Township's credit card policy.

PURPOSE

Township credit cards may be used by an office or employee of the Township for the purchase of goods or services for the official business of the Township. The use of credit cards is limited to the following:

- A. Purchase of capital outlays up to \$500 for travel, meals and accommodation while on Township business (excluding expenses incurred in operating a privately owned vehicle)
- B. Gas, oil and other necessary expenses incurred in operating Township-owned vehicles.
- C. Purchase of supplies from vendors that are not in the local vicinity and online vendors.

RECEIPTING

A copy of the vendor's receipt is to be submitted to the Office Manager/Secretary. All receipts will be attached to the appropriate credit card bill and submitted to the Clerk to process for payment. If no credit card slip/receipt was obtained the employee shall submit a signed voucher that shows the name of the vendor, purchase description, date and amount of the transaction.

The Clerk shall review each credit card statement to ensure that all transactions comply with the Township.

RESPONSIBLE

An official or employee is responsible for the credit cards protection and custody. If a credit card is lost or stolen, the Clerk shall be notified. The entity issuing the lost or stolen credit card shall immediately be notified to cancel the card.

An officer or employee issued a credit card shall return the credit card to the Clerk upon termination of his or her employment or service with the Township.

PAYMENT

Payment will follow the Accounts Payable policy guidelines.

FINANCIAL INSTITUTIONS POLICY

PURPOSE

The purpose of this policy is to list approved Financial Institutions that the Tilden Township Board approves for the Treasurer to conduct Township business in.

- A. Embers Credit Union
- B. First Bank
- C. Flagstar Bank
- D. Honor Credit Union
- E. Marquette Community Credit Union
- F. Michigan Class
- G. Nicolet National Bank
- H. Range Bank
- I. River Valley Bank
- J. TruNorth Federal Credit Union

APPROVAL

Transactions must be signed by the Clerk or Deputy Clerk and the Treasurer or Deputy Treasurer.

FINANCIAL REPORTS POLICY

PURPOSE

The purpose of this policy is to establish monthly and/or quarterly report requirements that are to be provided to the Tilden Township Board.

REPORTS

The Clerk shall provide the Township Board:

- A. Quarterly: Revenue and Expenditure report
- B. Quarterly: Trial Balance report
- C. As required: Recommended budget amendments

The Treasurer shall provide the Township Board:

- A. Quarterly: Investment Report that includes the name of financial institution, type of investment, anticipated yield and date of maturity
- B. Monthly: Cash activity by fund that includes the deposits, checks, withdrawals and interest
- C. Monthly: Summary report of Cash activity by bank account, certificate of deposit and investment account that includes the balance and interest incurred
- D. Monthly: Check list report that lists all accounts payable.

All elected officials shall review the financial reports prior to the Board meeting and shall recommend to the Board any necessary budget amendments or fund transfers.

The cash balances of the various funds shall be reconciled to the bank statements monthly. The Treasurer must keep track of the total cash and investments allocable to each fund and must review these reconciliations to each month's bank statements. The Treasurer and Clerk will both receive copies of all bank statements. The Treasurer will reconcile the bank accounts, print the bank reconciliation, initial the bank statement and provide them to the Clerk. The Clerk will review the bank reconciliation, finalize the reconciliation and initial that it is completed. The signed bank statements will then be filed for record keeping. Bank statements and reconciliations shall be retained for audit purposes by the Treasurer and Clerk.

GARBAGE AND RECYCLE POLICY

PURPOSE

The purpose of this policy is to promote garbage and recycling. Thereby reducing the amount of solid waste that is deposited in the Marquette County Solid Waste Management Authority's landfill facility.

GARBAGE COLLECTION

In agreement with North Country Disposal, Tilden Township residents' garbage will be picked up on a weekly basis.

RECYCLE COLLECTION

In agreement with 906 Recycling each resident will receive a container for approved recycles that will be picked up on a weekly basis.

Trailer will be parked near the garage in National Mine for all glass recyclables.

DUMP AND TIRE TICKETS

Each resident will be granted four dump tickets each year, April thru September, to offset the cost of removing unwanted materials, or two tire tickets and/or three dump tickets with one tire ticket.

Dump and Tire tickets will be available at the hall. A form will be utilized which will track the residents name, address, and amount of tickets given.

In years past, there have been promotions of tire disposal days which is posted at the Hall for days/times.

HALL AND PAVILION RENTAL POLICY

PURPOSE

To set policies and procedures in place for the rental of the Tilden Hall and pavilions for the residents.

RESIDENT

A resident is one who owns property within the Township of Tilden.

FEES

The following table shows the rental fees for residents:

Event	Charge	Refund
Family use for funeral or luncheon	No charge	
Parties for up to 100 guests/invites	\$100.00	\$50.00
Wedding receptions/parties with more than 100 guests/invites	\$350.00	\$200.00
Pavilion rental	\$50.00	\$25.00

INSURANCE

Renter of Hall and/or Pavilion shall maintain, at its sole expense, liability insurance protecting and insuring both the Renter and the Tilden Township from all claims for injury or damage to person or property arising out of the use of the Property by Renter. The amount of the insurance shall be not less than two-hundred and fifty thousand and 00/100 dollars (\$250,000.00) per occurrence for accident, bodily injury, or death and not less than two-hundred and fifty thousand and 00/100 dollars (\$250,000.00) for property damage. Tilden Township shall be named as an additional insured in connection with the activities contemplated in this Agreement, to be stated explicitly on the Certificate(s) of Insurance, and Renter must provide Tilden Township written proof of such coverage as a condition precedent to this Agreement, and before Renter is permitted to utilize the Hall and/or Pavilion.

AGREEMENT

The renter must abide by the conditions listed on the Hall and Pavilion Rental Agreement. Attached.

REFUND

Refund will be issued to the renter if upon confirmation of compliance with the terms contained within the above mentioned agreement.

INVESTMENT AND DEPOSITORY POLICY

WHEREAS, the Board of Tilden Township, Marquette County, in exercising its fiduciary responsibilities desires to safeguard the funds of the Township that may be invested from time to time, and

WHEREAS, Public Act 77 of 1989, [MCL 41.77](#) requires that the Township Board designate the banks or depositories for the money belonging to the Township, including the time for which the deposits shall be made and all details for carrying into effect the authority given in this act, and

WHEREAS, Public Act 196 of 1997, [MCL 129.91](#), *et seq.*, requires township boards, in consultation with the Township Treasurer, to adopt an investment policy, now

BE IT FURTHER RESOLVED, That the Tilden Township Treasurer is authorized to manage funds belonging to the township, including depositing funds in approved financial institutions and administration of investments in conformance with MCL 41.77 and policies as set forth in this resolution.

BANK ACCOUNTS

All bank accounts shall be in the name of the Township and the Township Treasurer. The use of the Township's tax ID number shall be strictly controlled by the Treasurer and/or Clerk, and it shall not be used to open non-Township bank accounts. Tax collections shall be deposited in a separate bank account in the control of the Treasurer. Bank signature cards shall be kept current and the authorized signers limited to the Township Treasurer, Township Clerk, Deputy Clerk, and Deputy Treasurer.

AUTHORIZED DEPOSITORIES

The Treasurer shall recommend financial institutions for approval for the safekeeping of Township funds based on an evaluation of the performance and solvency of the institution, as well as past performance in exercising due care and prudence in managing the custody of Township funds held in trust, if applicable. The Treasurer shall periodically evaluate approved and potential financial depositories and shall make recommendations as to appropriate changes in approved depositories when warranted. The Board shall approve, by resolution, the financial institutions on an annual basis.

In determining safekeeping and custody qualifications, financial institutions document a minimum capital requirement of at least \$10,000,000 and at least five years of operation. All financial institutions and brokers/dealers shall be pre-qualified by supplying the following:

- A. Audited financial statements
- B. Proof of NASD certification or FDIC insurance
- C. Proof of state registration
- D. Certification of having read, understood and agreement to comply with the Tilden Township investment policy.

The Treasurer shall annually examine the financial condition and registrations of qualified financial institutions and brokers/dealers by obtaining annual updates of the information listed above.

BE IT FURTHER RESOLVED, That when the Treasurer's analysis of the Township's cash flow requirements reveal that surplus funds will not be required to meet current expenditures for a specific length of time, the Treasurer is authorized to make prudent investments for a length of time that will provide a reasonable return on investment yet ensure that such funds will be available when needed and will not be exposed to undue risk. The Treasurer is authorized to invest township funds in the following instruments:

- A. Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- B. Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, but only if the financial institution is eligible to be a depository of funds belonging to the state under a law or rule of this state or the United States.
- C. Bankers' acceptances of United States banks.
- D. Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.
- E. Mutual funds registered under the investment company act of 1940, title I of chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of either of the following:
 - a. The purchase of securities on a when-issued or delayed delivery basis.
 - b. The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
 - c. The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
- F. Obligations described in subdivisions (a) through (g) if purchased through an interlocal agreement under the Urban Cooperation Act of 1967, Public Act 7 of 1967, (*Ex Sess*), MCL 124.501.
- G. Investment pools organized under the Surplus Funds Investment Pool Act, Public Act 367 of 1982, MCL 129.111.
- H. The investment pools organized under the Local Government Investment Pool Act, Public Act 121 of 1985, MCL 129.141.
 - a. Investments in mutual funds shall be limited to securities whose intention is to maintain a net asset value of \$1.00 per share.

BE IT FURTHER RESOLVED, the Township Board, upon recommendation of the Tilden Township Treasurer may authorize the Tilden Township Treasurer to make investments of longer than six months with prior approval of the board.

BE IT FURTHER RESOLVED, That the objectives of this policy are to:

- A. maintain safety of principal of township funds;
- B. maintain a diversified investment portfolio;
- C. maintain adequate liquidity; and
- D. achieve a market rate of return on relatively safe investment instruments.

To accomplish these objectives, decisions and actions involving the Township's investment portfolio shall meet the following criteria:

SAFETY

Safety of principal is the foremost objective of Tilden Township's investment practices. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall investment portfolio. The Treasurer shall minimize credit risk by investing only in the safer types of securities, pre-qualifying financial institutions, brokers/dealers, intermediaries, and advisers with whom the township will do business; and diversifying the investment portfolio so that the impact on the investment portfolio resulting from losses on individual securities will be minimized.

DIVERSIFICATION

The investments shall be diversified by avoiding over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities). Investments shall have varying maturities. Investment instrument selection shall avoid high credit risks and shall include use of readily available funds such as local government investment pools or mutual funds to maintain sufficient liquidity.

LIQUIDITY

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Securities shall have maturity dates concurrent with cash flow needs. Securities with active secondary or resale markets, as well as money market mutual funds offering same-day liquidity for short-term funds shall also be used to ensure liquidity. The Treasurer shall minimize interest rate risk by avoiding the need to sell securities prior to maturity and investing operating funds primarily in short term-securities, money market mutual funds or similar public investment pools. Securities shall not normally be sold prior to maturity except to minimize loss of principal; to improve the quality, yield or target duration in the portfolio; or to meet liquidity needs.

RETURN ON INVESTMENT

The investment portfolio shall be designed to attain a market average rate of return during budgetary and economic cycles while taking into account investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to safety and liquidity objectives. The core of investments is limited to relatively low risk securities, and a fair rate of return relative to risk is assumed.

BE IT FURTHER RESOLVED, That the Treasurer shall make such investments and only such investments as a prudent person would make in dealing with the property of another, having in view the preservation of the principal and the amount and regularity of the income to be derived.

The standard of prudence to be used shall be the "fiduciary" standard and shall be applied in context of managing an overall portfolio.

BE IT FURTHER RESOLVED, The Treasurer may elect to have certificates and other evidence of investments held by a financial institution, provided that the financial institution presents to the Township Treasurer sufficient documentation and acknowledgment of the investment instruments held on behalf of the Township.

BE IT FURTHER RESOLVED, That the Treasurer shall refrain from personal business activity that could conflict with the proper execution and management of township investments, or that could impair the Treasurer's ability to make impartial investment decisions.

BE IT FURTHER RESOLVED, That the Treasurer shall provide on a quarterly basis a written report to the Township Board concerning the investment of Township funds. (PA 213 of 2007 updated). Any investments made for over six, (6) months shall be approved by the Township Board prior to investing. All monies from the current tax collection and monies budgeted for the current fiscal year shall only be invested in CD's of one hundred & one (101) days or less.

BE IT FURTHER RESOLVED, That the Township shall comply with all applicable statutory standards for investment of public funds as they now exist or as they may be subsequently amended. Any provision of this resolution that conflicts with applicable statutory requirements and standards is void.

The Treasurer may invest in the following U.S. agencies under PA 196.

- A. U.S. Backed:
 - a. Government National Mortgage Association (GNMA or Ginnie Mac)
 - b. Farmers Home Administration
 - c. Small Business Administration
 - d. General Services Administration
 - e. Federal Housing Administration, Dept of Housing & Urban Development
 - f. Washington Metropolitan Transit Authority
- B. U.S. Sponsored:
 - a. Federal Home Loan Banks
 - b. Federal National Association
 - c. Farm Credit System
 - d. Financing Corporation
 - e. United States Postal Services
 - f. Tennessee Valley Authority
- C. Other Agencies:
 - a. International Bank for Reconstruction & Development (World Bank)
 - b. Inter-American Development Bank
 - c. Student Loan Marketing Association (Sallie Mac)
 - d. Federal Home Loan Mortgage Corporation (Freddie Mac)

PAYROLL POLICY

PURPOSE

To ensure the Township complies with Michigan wage and hour laws that regulate the method of payment of wages, the payment of wages upon termination of employment, allowable deductions, income tax withholding and payment of employment taxes, wage garnishments, recordkeeping and maintenance of payroll records.

PAYPERIODS

Township officials are paid at the monthly Board meeting for the previous month. Employees are paid each Thursday for the previous week (Sunday thru Saturday). In the event of a payday falling on a Holiday, paychecks will be issued the day prior.

PAYMENT ON TERMINATION

An employee who voluntarily terminates employment will be paid all wages earned and due as soon as the amount can be determined, or at the latest, on the next regularly scheduled payday. Discharged employees will be paid as soon as the correct amount is determined, or within 7 days of termination.

TIMECARDS

All completed timecards for non-exempt employees shall be submitted to the Supervisor on the Monday following the end of each pay period. Employee shall document departments worked during the pay period to ensure proper allocation of funds. Timecards will be signed by both the employee and the employee's department head.

DEDUCTIONS AND WITHHOLDINGS

The Township shall comply with federal and state laws regarding Income Tax and Social Security deductions. All voluntary deductions shall be authorized in writing. The Clerk shall be notified at least 5 days prior to the end of the pay period of any changes in voluntary deductions or withholding allowances desired by an employee. The Township shall make appropriate deductions to satisfy any court orders for garnishments or for child or spousal support orders.

PAYROLL CHANGES

A payroll change order or other documentation shall be used to make any employee changes or to add a new employee to payroll. A payroll change order or other documentation must be signed by the Clerk. A new employee change order shall also be accompanied by the following:

1. New Hire Reporting Form
2. I-9 Form
3. W-4 Form (state and federal)
4. Voluntary deduction forms
5. Health Insurance forms

PAY ADVANCES

Pay advances shall not be authorized under any circumstances.

PAYROLL PROBLEMS

Employees shall immediately notify the Office Manager/Secretary or Clerk of any problems or errors on their paycheck. A written account of the problem and its resolution shall be created by the authorized person.

PURCHASING POLICY

PURPOSE

The purpose of this policy is to control the expenditure of funds for supplies, parts, repairs, services, training and equipment for the normal and routine operation of Tilden Township including all contracted outside services.

- A. The Township Board is the purchasing agent for Tilden Township.
- B. Purchases are being made in a manner that ensures the Tax Payers are receiving the best value for the money being spent.

AUTHORITY

Township Officials are approved to spend up to their budget which is approved yearly by the Township Board.

- 1. If a purchase exceeds a total amount of \$2,000 a separate approval needs to be given by the Township Board.
- 2. If the purchase amount exceeds \$10,000 follow the steps outlined in the Bid and Quote policy for the Township.
- 3. If a purchase exceeds the budget amount, a budget amendment needs to be presented to the Township Board for approval.
- 4. In emergencies, to protect the health, welfare, safety and well-being of the community purchases made be made with the approval of two additional board members or if it will have an impact on Township operations or finances.

Any purchase for goods or services exceeding an estimated cost of \$10,000 shall require the solicitation of sealed bids. The Supervisor, or other designated official, shall develop bid specifications and get approval from the Township Board.

- 1. Permission from the Township Board may be granted to waive the bidding requirements when there is only one known supplier or there is some other compelling reason to waive the bid procedures.
 - a. Separating the work of vendors into smaller invoices is a violation of this policy.

REQUEST FOR SEALED BIDS

The invitation to bid or the request for proposals for services shall be, but not limited to, being published in the newspaper once and posted on the Township website two (2) weeks prior and mailed to known vendors.

SPECIFICATIONS FOR REQUESTS FOR PROPOSALS

In order to receive comparable and informative bids and proposals, the Township shall prepare comprehensive specifications for prospective candidates. The request should state the following:

- 1. The length of the contract period
- 2. Any required qualifications, such as a certified public accountant license

3. The contactor must be able to meet the Tilden Township's insurance standards as set forth in the attached description of required coverage (Exhibit B). Proof of insurance must be provided with the bid per the Township's Independent Contractor agreement.
4. If attendance is required at Township Board or other meetings, and the number of meetings per year
5. The amount of anticipated consultation time
6. The anticipated nature and number of the activities required, such as the average number of ordinance enforcement prosecutions for an attorney, the number and type of funds to be audited for an accountant, or the number of parcels for an appraiser
7. The titles of the Township officials authorized to direct or request services
8. Scope of work
9. Whether the activity, such as auditing or appraisal, is to be performed at the Township office
10. That all documents and records created in a governmental function are property of the Township and will be subject to the Freedom of Information Act

As appropriate, a request for proposals will ask each candidate to describe:

1. The individual or firm's municipal and Township experience
2. Specific experience with the service or project
3. The names, credentials and references of the specific individuals who will be assigned to work with the Township
4. Specific certification, such as certified public accountant, or memberships in an appropriate association, such as Public Law Section of the Michigan Bar Association
5. Potential conflicts of interest, such as Township property owned, interest owned in businesses located in the Township, or other clients who may have interests that are potentially averse to the Township
6. Services to be billed above the retainer amount, including the amount charged per hour, with a maximum amount for specific types of services such as additional meetings not covered under the retainer or whether the meetings are to be billed on a per diem or hourly basis
7. The individual or firm's policy regarding reimbursement for travel time, phone bills, mileage, copying, postage and other incidental expenses
8. The services the Township requires and if those services are to be included in a retainer

OPENING OF BIDS

Sealed bids shall be opened at the monthly meeting of the Township Board. The Township Supervisor shall open the bids and the names, addresses, date bid was received, and amount of bid shall be recorded by the Township Clerk.

AWARD OF BIDS

Bids or requests for proposals for services exceeding this amount shall be awarded by the Township Board. The criteria for awarding bids or requests for proposals shall be as follows:

1. Cost
2. Experience
3. Reliability
4. Sufficiency of equipment
5. Insurance

6. References
7. Good communication

BOARD MEMBER INTEREST IN BIDDER

Any Board member or department head who has any ownership or other interest in a company submitting a bid shall disclose the conflict of interest to the Board, and that official shall not participate in awarding the bid.

OTHER

The Township need not award a bid to the lowest bidder, if, in the discretion of the Township official or body involved, the other criteria outweigh the cost consideration. The Township may decide not to award the bid.

Attachment: Exhibit B Other Insurance Provisions