

**WEST TRAVERSE TOWNSHIP**  
**PO BOX 528**  
**HARBOR SPRINGS MI 49740**  
**(231) 526-7361**

**Cindy Baiardi- Clerk**  
**Kristi Hollingsworth – Treasurer**

**Robert Sandford – Supervisor**

**John Baker – Trustee**  
**Eva Lauer – Trustee**

**PROPOSED BUDGET FOR FISCAL YEAR BEGINNING APRIL 1, 2020 AND  
ENDING MARCH 31, 2021**

**Governmental Funds**

- **General**
- **Road**
- **Thorne Swift Nature Preserve**

**Proprietary Funds**

- **Sewer**
- **Water**

**General Fund:  
 2019-20 YE Estimate, 2020-21 Draft Budget**

<b>GENERAL FUND</b>	<b>2020-21</b>	<b>2019-20</b>	<b>2019-20</b>	<b>2019-20</b>	<b>2018-19</b>
<b>2020-21 Draft</b>	<b>DRAFT</b>	<b>YE</b>	<b>AMENDED</b>	<b>ADOPTED</b>	<b>ACTUAL</b>
<b>03/24/2020</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>AUDIT</b>
<b>Taxable Value (\$Million)</b>	<b>316.3</b>	<b>307.1</b>	<b>307.1</b>	<b>307.1</b>	<b>295.5</b>
<b>General Millage</b>	<b>0.90</b>	<b>0.90</b>	<b>0.90</b>	<b>0.90</b>	<b>0.80</b>
<b>Change in Taxable Value</b>	<b>3.0%</b>	<b>3.9%</b>	<b>3.9%</b>	<b>3.9%</b>	<b>-0.1%</b>
<b>REVENUES:</b>					
Property Taxes - Current Net of Refunds	284,690	273,724	276,390	276,390	236,771
425 Payment - Glenn Beach	19,500	19,571	19,000	19,000	17,025
Prior Year PRE Audit Denials	0	0	0	0	17
Interest & Penalties on Taxes	4,000	6,500	2,000	2,000	3,034
Summer School Tax Fee	6,100	6,130	6,100	6,100	6,175
Zoning Fees	2,000	3,275	2,000	2,000	3,685
State Shared Revenue	140,000	143,007	135,000	135,000	136,809
METRO Act (Moved to Road Fund)	0	0	0	0	0
Interest Income	8,000	8,000	5,000	5,000	6,496
Property Tax Administration Fee	0	0	0	0	0
LTBB Fire Agreement	3,000	4,240	2,500	2,500	3,930
Miscellaneous Income / Other Revenues	0	1,500	0	0	2,638
<b>Subtotal Routine Revenues</b>	<b>467,290</b>	<b>465,946</b>	<b>447,990</b>	<b>447,990</b>	<b>416,579</b>
Transfer from Cook Fund	0	0	0	0	0
<b>Total Revenues</b>	<b>467,290</b>	<b>465,946</b>	<b>447,990</b>	<b>447,990</b>	<b>416,579</b>
<b>EXPENDITURES:</b>					
Township Board	12,000	12,000	12,000	12,000	11,296
Trustees	12,000	12,000	12,000	12,000	11,819
Township Supervisor	20,500	20,500	20,500	20,500	16,535
Deputy Supervisor	5,000	0	0	0	0
Elections	8,000	4,000	2,000	2,000	6,821
Accounting/Audit	2,000	6,000	7,000	7,000	1,400
Assessing	40,000	38,000	38,000	38,000	34,525
Legal Services	12,000	20,000	22,000	22,000	20,546
Township Clerk	22,000	22,000	22,000	22,000	20,680
Deputy Clerk	5,000	0	1,000	1,000	0
Bookkeeper	0	0	0	0	0
Secretary	21,500	21,000	21,000	21,000	20,708
Township Office	5,000	5,000	5,000	5,000	2,994
Information Technology	12,000	34,000	32,000	32,000	7,147
Board of Review	3,000	3,000	3,000	3,000	2,360
Township Treasurer	26,000	26,000	26,000	26,000	23,609
Summer School Tax Collection	0	0	0	0	0
Deputy Treasurer	5,000	200	1,000	1,000	545
Township Hall	38,000	35,000	43,000	43,000	20,634
Fire Protection	90,000	80,555	90,000	90,000	92,347
Planning Commission	15,000	10,000	20,000	20,000	9,322
Zoning	16,500	15,000	15,000	15,000	12,205
Roads - Maintenance	0	0	0	0	0
FEMA Flood Plain	5,000	5,000	10,000	120,000	7,109
Landfill	2,000	5,000	2,000	2,000	1,361

**General Fund:  
 2019-20 YE Estimate, 2020-21 Draft Budget**

<b>GENERAL FUND</b>	<b>2020-21</b>	<b>2019-20</b>	<b>2019-20</b>	<b>2019-20</b>	<b>2018-19</b>
<b>2020-21 Draft</b>	<b>DRAFT</b>	<b>YE</b>	<b>AMENDED</b>	<b>ADOPTED</b>	<b>ACTUAL</b>
<b>03/24/2020</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>AUDIT</b>
Airport Authority	9,000	8,583	9,000	9,000	8,333
Other Services	1,500	1,500	1,500	1,500	1,121
Library Services	5,000	4,818	5,000	5,000	4,818
Recreation	20,000	17,000	15,000	15,000	14,344
Cook Property	0	0	0	0	0
Miscellaneous	0	0	0	0	0
Capital Expenses	0	0	0	0	0
Insurance / Bonding	7,000	6,047	7,000	7,000	6,103
<b>Subtotal Routine Expenditures:</b>	<b>420,000</b>	<b>412,203</b>	<b>442,000</b>	<b>552,000</b>	<b>358,681</b>
Transfer to Water Fund	0	0	0	0	0
Transfer to Road Fund	0	0	0	0	0
Loan to Thorne Swift	0	0	0	0	0
<b>Total Expenditures</b>	<b>420,000</b>	<b>412,203</b>	<b>442,000</b>	<b>552,000</b>	<b>358,681</b>
<b>REVENUES-EXPENDITURES:</b>	<b>47,290</b>	<b>53,743</b>	<b>5,990</b>	<b>(104,010)</b>	<b>57,898</b>
<b>SUMMARY:</b>					
<b>Beginning Balance</b>	<b>1,543,599</b>	<b>1,489,856</b>	<b>1,489,856</b>	<b>1,489,856</b>	<b>1,431,957</b>
Revenues - Expenditures	47,290	53,743	5,990	(104,010)	57,898
<b>Ending Balance</b>	<b>1,590,889</b>	<b>1,543,599</b>	<b>1,495,846</b>	<b>1,385,846</b>	<b>1,489,855</b>

**Road Fund:  
 2019-20 YE Estimate, 2020-21 Draft Budget**

<b>ROAD FUND</b>	<b>2020-21</b>	<b>2019-20</b>	<b>2019-20</b>	<b>2019-20</b>	<b>2018-19</b>
<b>2020-21 Draft</b>	<b>DRAFT</b>	<b>YE</b>	<b>AMENDED</b>	<b>ADOPTED</b>	<b>ACTUAL</b>
<b>03/24/2020</b>	<b>BUDGET</b>	<b>ESTIMATE</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>AUDIT</b>
<b>Taxable Value (\$Million)</b>	<b>316.3</b>	<b>307.1</b>	<b>307.1</b>	<b>307.1</b>	<b>295.5</b>
<b>Road Millage</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.60</b>
<b>REVENUES:</b>					
Road Millage - Current	158,161	153,080	153,550	153,550	178,106
425 Payment - Glenn Beach	10,500	10,873	10,500	10,500	12,769
Interest & Penalties on Taxes	100	120	80	80	88
METRO Act	6,300	6,354	6,200	6,200	6,294
Interest Income	1,000	1,100	300	300	962
Transfer from General Fund	0	0	0	0	0
Other Revenues	0	0	0	0	0
<b>Total Revenues</b>	<b>176,061</b>	<b>171,527</b>	<b>170,630</b>	<b>170,630</b>	<b>198,218</b>
<b>EXPENDITURES:</b>					
Road Projects	110,000	167,196	170,000	170,000	104,446
Road Miscellaneous	12,000	4,500	12,000	12,000	1,084
<b>Total Expenditures</b>	<b>122,000</b>	<b>171,696</b>	<b>182,000</b>	<b>182,000</b>	<b>105,530</b>
<b>REVENUES - EXPENDITURES:</b>	<b>54,061</b>	<b>(169)</b>	<b>(11,370)</b>	<b>(11,370)</b>	<b>92,688</b>
<b>SUMMARY:</b>					
<b>Beginning Balance</b>	<b>446,372</b>	<b>446,541</b>	<b>446,541</b>	<b>446,541</b>	<b>353,852</b>
Revenues - Expenditures	54,061	(169)	(11,370)	(11,370)	92,688
<b>Ending Balance</b>	<b>500,433</b>	<b>446,372</b>	<b>435,171</b>	<b>435,171</b>	<b>446,541</b>

**Thorne Swift Fund:  
 2019-20 YE Estimate, 2020-21 Draft Budget**

THORNE SWIFT FUND	2020-21	2019-20	2019-20	2019-20	2018-19
2020-21 Draft	DRAFT	YE	AMENDED	ADOPTED	ACTUAL
03/24/2020	BUDGET	ESTIMATE	BUDGET	BUDGET	AUDIT
<b>Taxable Value (\$Million)</b>	<b>316.3</b>	<b>307.1</b>	<b>307.1</b>	<b>307.1</b>	<b>295.5</b>
<b>Thorne Swift Millage</b>	<b>0.20</b>	<b>0.20</b>	<b>0.20</b>	<b>0.20</b>	<b>0.20</b>
<b>REVENUES:</b>					
Property Taxes	63,264	61,225	61,420	61,420	59,362
Glenn Beach 425	4,200	4,349	4,200	4,200	4,256
Interest & Penalties on Taxes	0	10	0	0	5
Interest Income	50	30	50	50	28
Gate Fees	5,000	8,600	5,000	5,000	8,190
Memorabilia Sales	600	991	600	600	962
Program Fees	0	435	0	0	290
Unspecified Donations	1,000	2,786	1,000	1,000	2,687
Specified Donations	0	200	0	0	0
Miscellaneous Income	0	10	0	0	0
<b>Total Revenues</b>	<b>74,114</b>	<b>78,636</b>	<b>72,270</b>	<b>72,270</b>	<b>75,781</b>
<b>EXPENDITURES:</b>					
Salaries & Payroll Taxes	63,000	59,000	62,000	62,000	59,608
Accounting & Audit	0	0	0	0	0
Sales Tax	0	0	0	0	0
Supplies - Sales Items	1,000	873	1,000	1,000	501
Supplies	3,000	1,500	3,000	3,000	1,339
Program Services	100	0	100	100	0
Legal Services	500	0	500	500	0
Publishing	1,000	619	650	500	396
Insurance	2,000	1,736	2,000	2,000	1,934
Utilities	2,000	2,000	2,000	2,000	1,482
Repair & Maintenance	3,000	3,000	3,000	3,000	2,109
Non-Capital Improvements	2,000	1,000	2,000	2,000	599
Miscellaneous	0	0	0	0	0
Capital Expenses	0	0	0	0	14,725
<b>Subtotal Routine Expenditures:</b>	<b>77,600</b>	<b>69,728</b>	<b>76,250</b>	<b>76,100</b>	<b>82,693</b>
<b>Total Expenditures</b>	<b>77,600</b>	<b>69,728</b>	<b>76,250</b>	<b>76,100</b>	<b>82,693</b>
<b>REVENUES - EXPENDITURES:</b>	<b>(3,486)</b>	<b>8,908</b>	<b>(3,980)</b>	<b>(3,830)</b>	<b>(6,912)</b>
<b>SUMMARY:</b>					
<b>Beginning Balance</b>	<b>124,862</b>	<b>115,954</b>	<b>115,954</b>	<b>115,954</b>	<b>122,866</b>
Revenues - Expenditures	(3,486)	8,908	(3,980)	(3,830)	(6,912)
Ending Balance	121,376	124,862	111,974	112,124	115,954
Designated Contributions	0	0	0	0	0
Petty Cash	100	100	100	100	100
<b>Ending Balance</b>	<b>121,276</b>	<b>124,762</b>	<b>111,874</b>	<b>112,024</b>	<b>115,854</b>

**Sewer Fund:  
 2019-20 YE Estimate, 2020-21 Draft Budget**

SEWER FUND 2020-21 Draft 03/24/2020	2020-21 DRAFT BUDGET	2019-20 YE ESTIMATE	2019-20 AMENDED BUDGET	2019-20 ADOPTED BUDGET	2018-19 ACTUAL AUDIT
<b>REVENUES:</b>					
User Fees	15,000	15,000	15,000	15,000	15,055
Additional User Fee	0	0	0	0	0
Interest Income	400	400	400	400	429
Miscellaneous Income	0	0	0	0	0
<b>Total Revenues</b>	<b>15,400</b>	<b>15,400</b>	<b>15,400</b>	<b>15,400</b>	<b>15,484</b>
<b>EXPENDITURES:</b>					
Salaries & Payroll Taxes	0	0	0	0	0
Legal Fees	300	0	300	300	0
Insurance	300	180	300	300	194
Utilities	3,000	3,500	3,000	3,000	2,562
HSASDA Charges	5,000	5,000	5,000	5,000	4,053
Engineering	0	0	0	0	0
Sewer Maintenance	6,000	8,000	6,000	6,000	1,764
Miscellaneous	0	0	0	0	0
Capital Expenses	0	0	0	0	0
<b>Total Expenditures</b>	<b>14,600</b>	<b>16,680</b>	<b>14,600</b>	<b>14,600</b>	<b>8,573</b>
<b>REVENUES - EXPENDITURES:</b>	<b>800</b>	<b>(1,280)</b>	<b>800</b>	<b>800</b>	<b>6,912</b>
<b>SUMMARY:</b>					
<b>Beginning Balance</b>	<b>132,941</b>	<b>134,221</b>	<b>134,221</b>	<b>134,221</b>	<b>127,309</b>
Revenues - Expenditures	800	(1,280)	800	800	6,912
<b>Ending Balance</b>	<b>133,741</b>	<b>132,941</b>	<b>135,021</b>	<b>135,021</b>	<b>134,221</b>

**Water Fund:  
 2019-20 YE Estimate, 2020-21 Draft Budget**

WATER FUND 2020-21 Draft 03/24/2020	2020-21 DRAFT BUDGET	2019-20 YE ESTIMATE	2019-20 AMENDED BUDGET	2019-20 ADOPTED BUDGET	2018-19 ACTUAL AUDIT
<b>REVENUES:</b>					
Water Usage Fees	38,000	38,000	38,000	38,000	44,507
Interest Income	20	80	20	20	146
Hook-ups	0	4,000	0	0	0
Water Availability Charge	52,000	52,000	52,000	52,000	52,281
Seasonal Meter Revenue	100	100	100	100	40
Miscellaneous Income	0	0	0	0	0
Transfer from Road Fund	0	0	0	0	0
Transfer from General Fund	0	0	0	0	0
<b>Total Revenues</b>	<b>90,120</b>	<b>94,180</b>	<b>90,120</b>	<b>90,120</b>	<b>96,973</b>
<b>EXPENDITURES:</b>					
Salaries & Payroll Taxes	0	0	0	0	0
Engineering	15,000	0	5,000	5,000	1,736
Legal Services	1,000	0	1,000	1,000	105
Seasonal Meter Fees	500	0	500	500	40
Water Admin Fees	5,500	5,500	5,500	5,500	5,328
Water Regulatory Charges	4,000	4,000	4,000	4,000	3,458
Water Contract Services-Pump Station	4,800	4,800	4,800	4,800	4,800
Water Contract Services-Reservoir	4,000	3,000	4,000	4,000	2,040
Insurance	1,000	689	1,000	1,000	590
Utilities - Pump Station & Reservoir	10,000	10,000	10,000	10,000	8,914
Cost of Water	22,000	22,000	22,000	22,000	22,950
Maintenance	10,000	6,000	10,000	10,000	10,068
New Equipment	1,000	1,000	1,000	1,000	690
Miscellaneous	0	0	0	0	0
Capital Expenses	3,000	10,691	10,000	10,000	192,140
<b>Total Expenditures</b>	<b>81,800</b>	<b>67,680</b>	<b>78,800</b>	<b>78,800</b>	<b>252,859</b>
<b>REVENUES - EXPENDITURES:</b>	<b>8,320</b>	<b>26,500</b>	<b>11,320</b>	<b>11,320</b>	<b>(155,885)</b>
<b>SUMMARY:</b>					
<b>Beginning Balance</b>	<b>96,062</b>	<b>69,562</b>	<b>69,562</b>	<b>69,562</b>	<b>225,447</b>
Revenues - Expenses	8,320	26,500	11,320	11,320	(155,885)
Payable to General Fund	0	0	0	0	0
<b>Ending Balance</b>	<b>104,382</b>	<b>96,062</b>	<b>80,882</b>	<b>80,882</b>	<b>69,562</b>

### DRAFT BUDGET SUMMARY 2020-21

2020/21 SUMMARY	GENERAL	ROAD	THORNE	SEWER	WATER
Draft Budget			SWIFT		
03/24/2020					
<b>Taxable Value (\$Million)</b>	316.3	316.3	316.3		
<b>Millage</b>	0.90	0.50	0.20		
<b>Revenues:</b>	467,290	176,061	74,114	15,400	90,120
<b>Expenditures:</b>	420,000	122,000	77,600	14,600	81,800
<b>Revenues - Expenditures:</b>	47,290	54,061	(3,486)	800	8,320
<b>Summary:</b>					
Beginning Balance	1,543,599	446,372	124,862	132,941	96,062
Revenues - Expenditures	47,290	54,061	(3,486)	800	8,320
Ending Balance	1,590,889	500,433	121,376	133,741	104,382
<b>Reserves</b>	64,400				
<b>Ending Uncommitted Balance</b>	1,526,489	500,433	121,376	133,741	104,382
<b>Total Balance</b>	1,590,889	500,433	121,376	133,741	104,382



**DRAFT BUDGET SUMMARY 2019-20**

<b>2019/20 SUMMARY</b>	<b>GENERAL</b>	<b>ROAD</b>	<b>THORNE</b>	<b>SEWER</b>	<b>WATER</b>
<b>Estimated Actual</b>			<b>SWIFT</b>		
<b>03/24/2020</b>					
<b>Taxable Value (\$Million)</b>	<b>307.1</b>	<b>307.1</b>	<b>307.1</b>		
<b>Millage</b>	<b>0.90</b>	<b>0.50</b>	<b>0.20</b>		
<b>Revenues:</b>	465,946	171,527	78,636	15,400	94,180
<b>Expenditures:</b>	412,203	171,696	69,728	16,680	67,680
<b>Revenues - Expenditures:</b>	<b>53,743</b>	<b>(169)</b>	<b>8,908</b>	<b>(1,280)</b>	<b>26,500</b>
<b>Summary:</b>					
Beginning Balance	<b>1,489,856</b>	<b>446,541</b>	<b>115,954</b>	<b>134,221</b>	<b>69,562</b>
Revenues - Expenditures	53,743	(169)	8,908	(1,280)	26,500
Ending Balance	<b>1,543,599</b>	<b>446,372</b>	<b>124,862</b>	<b>132,941</b>	<b>96,062</b>
<b>Reserves</b>	<b>63,900</b>				
<b>Ending Uncommitted Balance</b>	<b>1,479,699</b>	<b>446,372</b>	<b>124,862</b>	<b>132,941</b>	<b>96,062</b>
<b>Total Balance</b>	<b>1,543,599</b>	<b>446,372</b>	<b>124,862</b>	<b>132,941</b>	<b>96,062</b>