DATE: August 10th, 2026

RESOLUTION ADOPTING THE BUDGET AMENDMENT AND ACCOUNT TRANSFER PROCEDURE

WHEREAS, the Village Council is the governing and legislative body of the Village of Pinckney and has final authority over the adoption and amendment of the Village budget; and

WHEREAS, the Michigan Uniform Budgeting and Accounting Act, Public Act 2 of 1968, as amended, requires local units of government to adopt and maintain budgets in accordance with applicable law; and

WHEREAS, the Village Council is responsible for establishing appropriations and ensuring that public funds are spent only for authorized purposes and within the limits of the adopted or amended budget; and

WHEREAS, sound financial management requires a consistent process for reviewing and approving budget amendments, transfers of budget authority, use of additional revenue, accounting corrections, and expenditures that were not included in the adopted budget; and

WHEREAS, the Village Council finds that adopting a written Budget Amendment and Account Transfer Procedure will improve accountability, provide clear directions to Village officials and employees, and help protect the financial interests of Village residents;

NOW, THEREFORE, BE IT RESOLVED BY THE Village Council of the Village of Pinckney, Livingston County, Michigan, as follows:

1. Adoption. The Village Council hereby adopts the "Village of Pinckney Budget Amendment and Account Transfer Procedure," attached to this resolution as Exhibit A and incorporated into this resolution by reference.
2. Council approval required. Transfers of budget authority between expenditure line items and increases or decreases in an approved expenditure budget must receive Village Council approval before being entered into the Village's accounting system, except for documented corrections of coding, posting, or clerical errors that do not change the authorized budget or spending authority.
3. Administration. The Village Manager and Treasurer are authorized and directed to administer the procedure, establish any forms reasonably necessary for its implementation, and ensure that proposed budget amendments are presented to the Village Council when required.
4. Departmental compliance. All Village departments, officials, and employees must comply with the procedure. Submission of a request for a budget amendment or account transfer does not authorize expenditure before the required approval has been granted.
5. Existing financial controls. This resolution supplements the Village's adopted budget, general appropriations resolution, purchasing policies, and other applicable financial controls. If a conflict exists, applicable law and the most restrictive lawful financial control shall govern.
6. Severability. If any provision of this resolution or the attached procedure is determined to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.
7. Effective date. This resolution and the attached procedure shall take effect immediately upon adoption.

VILLAGE OF PINCKNEY RESOLUTION NO. 2026-________

DATE: August 10th, 2026

EFFECTIVE DATE:

This Resolution shall become effective upon its adoption by the Pinckney Village Council and publication in accordance with applicable law.

X ______________________________

Jeffrey A Buerman
President Village of Pinckney

X ______________________________

Andrea McCall
Clerk Village of Pinckney

Village Council Member ______________________offered the foregoing Resolution and moved its adoption. The motion was seconded by Village Council Member __________________, and upon being put to a vote, the vote was as follows:

Jeffrey A Buerman, President
Justin Bierman – President Pro-temp
Stacy Conquest, Trustee
Rob Coppersmith, Trustee
Trisha Wagner, Trustee
Nick Kane, Trustee
Jo Self, Trustee

The President thereupon declared this Resolution approved and adopted by the Village of Council of the Village of Pinckney this 10th day of August, 2026.

I hereby certify that the foregoing constitutes a true and complete copy Resolution No. _______ adopted by the Village Council of the Village of Pinckney, County of Livingston, Michigan at a regular meeting held on Monday August 10th, 2026.

X ______________________________

Andrea McCall
Village Clerk

EXHIBIT A

VILLAGE OF PINCKNEY
BUDGET AMENDMENT AND ACCOUNT TRANSFER PROCEDURE

Proposed budget amendment and line-item transfer procedure

Village of Pinckney
Budget Amendment and Account Transfer Procedure

1. Purpose

The purpose of this procedure is to ensure that Village funds are received, recorded, spent, and amended consistently with the budget adopted by the Village Council.

2. Council authority

The Village Council is the Village's governing body and has final authority over the adoption and amendment of the Village budget.

No department head, employee, elected official, or appointed official may independently:

- **Increase the expenditure budget;**
- **Transfer budget authority between expenditure line items;**
- **Use newly received revenue as additional spending authority;**
- **Commit the Village to an unbudgeted expenditure; or**
- **Exceed the amount authorized by the adopted or amended budget.**

3. Treatment of revenue

All money received by the Village must be promptly deposited and credited to the proper fund and revenue account.

Revenue received because of a department's activities—including fees, report charges, reimbursements, insurance proceeds, restitution, refunds, and similar payments—does not automatically become additional spending authority for that department.

Restricted or dedicated revenue must be used according to the law, grant agreement, millage language, or other restrictions governing that revenue. Council approval is still required before the corresponding expenditure budget is established or increased.

4. Departmental responsibility

Each department head is responsible for:

- Reviewing the department's budget regularly;
- Confirming that sufficient funding is available before ordering goods or services;
- Coding invoices to the proper account;
- Identifying possible budget shortages before an account is overspent; and
- Submitting amendment requests as soon as a budget deviation becomes apparent.

Submission of a budget-amendment request does not authorize the department to make the proposed expenditure.

5. Budget-amendment request

A department head requesting a budget amendment or line-item transfer must submit the request in writing to the Treasurer and Village Manager. The request must identify:

- The department;
- The account receiving additional budget authority;
- The amount requested;
- The reason for the request;
- The account proposed as the funding source;
- Whether the expenditure has already been ordered or incurred;
- The effect on the department's remaining budget; and
- Whether the request involves restricted or dedicated revenue.

6. Administrative review

The Treasurer and Village Manager will review each request to determine:

- Whether sufficient funds are available;
- Whether the proposed accounts are appropriate;
- Whether the request changes an approved appropriation;
- Whether the expenditure is permitted by law and Village policy; and
- Whether a budget amendment should be recommended to the Village Council.

7. Council approval

All transfers of budget authority between expenditure line items and all increases or decreases in an approved expenditure budget require approval by the Village Council before being entered into the accounting system.

The Council motion or resolution should identify:

- The affected fund and department;
- The accounts are being increased;
- The account being decreased or other funding source;
- The amount of the amendment; and
- The purpose of the amendment.

Budget amendments must be approved before the end of the fiscal year.

8. Accounting corrections

The Treasurer may correct an obvious coding, posting, or clerical error without a Council-approved budget amendment when the correction does not change the authorized budget or spending authority.

All corrections must be documented with an explanation and supporting records. A coding correction cannot be used to conceal an over-budget account or avoid Council approval.

9. Invoice approval

An invoice should not be approved for payment when:

- The invoice has not been properly coded;
- The expenditure is not authorized;
- The appropriate account lacks sufficient available budget; or
- The budget amendment required has not been approved.

An emergency expenditure may be handled only as allowed by Michigan law and the Village's purchasing and emergency procedures, with documentation and Council action as required.

10. Financial reporting

The Treasurer will provide the Village Council with regular budget-to-actual reports. Department heads must promptly respond to questions and provide explanations regarding anticipated overages, unusual expenditures, or significant revenue changes.

11. Effective date

This procedure becomes effective upon adoption by the Village Council and applies uniformly to all Village departments, officials, and employees.

Michigan Treasury Guidance supports this structure: the governing body adopts and amends appropriations, and administrative transfers are permitted only within limits expressly approved by the governing body. Treasury also says amendments should occur as soon as a deviation becomes apparent and cannot be made after fiscal year-end.