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Thursday July 16th, 2026

5:45 p.m. – Audit of Township Bills/Claims
6:00 p.m. –Regular Monthly Business Meeting

Board Room, Milton Township Hall
1492 N. Main Street
Wheaton, Illinois, 60187

MINUTES

I. Call to Order at 6 pm

A. Mission Moment – Our Food Pantry partners: Debra Mrozinski on Township staff planted veggies for the pantry around the outside of Milton's office building. Garden Works will also donate veggies to the pantry weekly. A very nice kudos letter for General Assistance from a resident saying "my overall experience lightened the load and gave me hope."

B. Pledge of Allegiance led by Supervisor Higgins-Beard

C. Attendance Roll Call Supervisor Higgins-Beard, here; Trustee McGowen, here; Trustee Siemer, here; Trustee McGrath, here; Trustee Pitts, here; Clerk Bailey, here.

D. Approval of Agenda Motion, Trustee Pitts; Second, Trustee McGrath. Motion passed.

E. Approval of Minutes of June 18, 2026, Regular Meeting Motion, Trustee Siemer; Second, Trustee McGowen. Motion Passed.

F. Approval of Claims in the amount of $576,727.83. Motion, Trustee McGrath; Second, Trustee Siemer. Roll Call Vote: Trustee Pitts, yes; Trustee McGrath, yes; Trustee Siemer, yes; Trustee McGowen, yes; Supervisor Higgins-Beard, yes. Motion passed.

II. Public Comment (Limited to 3 minutes per person, Public called in the order Comment Request was submitted, total allotted time for Public Comment 30 minutes)

Naresh Nair wanted to thank all involved for our America's 250th Celebrations, particularly for the 4th of July Parades.

III. Chair's Report

A. CERT helped bring the huge steam locomotive. Big Boy, to West Chicago and keep people safe along the train tracks during celebrations.

B. Pleasant Hill Cemetery Patriotic Concert and Picnic.

C. Thank you, Naresh Nair, for building Milton Township's 4th of July parade float as well as Emmy Lemezis and Debra Mrozinski for decorations.

D. Staffing is being restored to former levels, the Bookkeeper will assume Community Access service duties moving to full time and the Communications Coordinator will move to .80FTE.

E. Advertisements for a part-time Deputy Clerk position to fill a position open since March, drew over 100 responses. Interviews to come soon.

F. August 1, an expanded Ride DuPage will restart, 24 hours a day/7 days a week.

G. Coming up soon: Aug 22 Touch a Truck at Milton Highway Dept, Aug 29 St Stephen's Cemetery event 11 am Mass, 11:30 ceremony and picnic, Sept 28 noon to 5:30 pm Vaccine clinic for all residents.

H. General Assistance-- our neighbor's need and our response are both up.

IV. Reports

A. Town Clerk Report/Comments (Clerk Bailey)

Finishing up the review of executive session minutes.

B. Trustees Report/Comments (Trustees McGowen, McGrath, Pitts, Siemer) Trustee

1. Trustee McGowen: no report.
2. Trustee McGrath: Community Mental Health Board grant recipients are doing great work and plan to make video updates in addition to in person presentations to the CMHB.
3. Trustee Pitts: Prairie at St Stephens has issues with flooding which are being pursued with a private landowner. Good meeting with Joliet Diocese who will work jointly with us.
4. Trustee Siemer: fewer checks being written because of more online payments which increase efficiency and transparency.

C. Highway Commissioner Report.

1. Barry Ave Drainage Project to start July 27 pipes to be installed in about 3 weeks. Then ribbon curbs and drive aprons and landscaping to finish around mid-September.
2. July 4 weekend storms led to 3 days clearing tree debris. National Street drainage work with 2x 24" storm pipes is waiting on the county to grant wetland permits. Expect to finish by the end of August.
3. Touch a Truck is coming Aug 22, 8 to 1pm with 15 vehicles from Fire, Police, Sheriff and tree service plus township equipment. The event will serve free hot dogs and water.

V. Unfinished Business

None

VI. New Business

A. Organizational Chart. Motion to Table by Trustee Pitts, 2nd Trustee McGowen, Roll Call Trustees McGrath, yes; McGowen, yes; Pitts, yes; Siemer, yes; Supervisor Higgins-Beard, yes. Motion passes.

B. Service and Space Requirements Analysis: Patrick Brosnan AIA NCARB, Lopez & Brosnan. He is learning all that Milton Township does and to understand our programs, needs and growth. He will evaluate how we use space and then what space we need for now and in the future and how to meet our space needs. The process included looking at the building, surveys of staff, talking one on one with staff to see what they see as needed. Final report anticipated by October.

VII. Executive Session 6:50 pm.

A. Discussion of acquisition and disposition pursuant to 5 ILCS 120/2(c)(5) and (6)

B. Review of Executive Session Meeting Minutes, pursuant to 5 ILCS 120/2(c)(21).

C. Personnel, pursuant to 5 ILCS 120/2(c)(1)

Supervisor asks for a motion to go into executive session for all 3 of these. Trustee Siemer so moves. Trustee McGrath seconds. Roll Call: Trustee McGowen, yes; Trustee McGrath, yes; Trustee Siemer, yes; Trustee Pitts, yes; Supervisor Higgins-Beard, yes. Motion approved. Adjourned at 6:50 pm for Executive Session.

VIII. Matters Referred from Executive Session

Reconvened at 7:16 pm. Move to enable Supervisor Higgins-Beard to engage Lance Kammes and Michael Kammes at ReMax Realty to represent us in our search. Motion Trustee McGrath; Second, Trustee McGowen. Roll Call: Trustee McGrath, yes; Trustee Pitts, yes; Supervisor Higgins-Beard, yes; Trustee Siemer, yes; Trustee McGowen, yes. Motion Carries

IX. Adjournment

Motion to adjourn, Trustee McGrath; Second, Trustee Pitts. Motion carried. Adjourned at 7:19 pm,

Signed: *Dan Bailey* Date: 7/16/2026

Dan Bailey, Town Clerk

Proclamation for Deputy John Hodge

WHEREAS Deputy John Hodge has been a dedicated DuPage County Sheriff's Officer 160, for Milton Township for the past 2 years;

WHEREAS Officer Hodge has brought a strong belief in promoting safety, approachability, and goes the extra mile to connect with community members;

WHEREAS in being community connected Officer Hodge has assisted the Milton Township Highway Department and Township Supervisor's Offices in civil matters, keeping the peace, and enforcing ordinances;

WHEREAS being intricately connected to Milton Township's betterment, Deputy Hodge has attended annual meetings, special events, school and community policing events;

WHEREAS in supporting the Community Emergency Response Team at events, call outs and during mock disasters, he has served as a much-valued partner;

NOW, THEREFORE, BE IT PROCLAIMED, Milton Township recognizes this servant leader for his service, leadership, and the breadth of lives he's impacted with their safety increased. In so recognizing, this body proclaims its gratitude and celebration, of Deputy John Hodge on August 20, 2026.

____

Elizabeth Higgins-Beard, Supervisor

DEPARTMENT OF HUMAN SERVICES

SOCIAL SERVICES PROVIDED	July 2026	FYTD 2026	FYTD 2025	FYTD 2024	FYTD 2023	FYTD 2022
***Intake client calls** – Initial contact*	93	829	1190	1,847	487	299
Community Walk-ins	13	96	176	219	107	54
Total Intake:	106	925	1366	2,066	594	353
General Assistance						
General Assistance inquiry clients	0	2	20	4	1	1
General Assistance appointments	2	17	20	29	12	12
Emergency Assistance						
Emergency Assistance appointments	11	66	93			
Emergency Assistance cases approved	10	61	80	73	47	35
Additional Services:						
Benefit Access (IL SOS senior license plate discount)	7	37				
Gift Cards (Speedway or Meijer cards)	0	2	9	31	53	16
IDHS SNAP Assistance	1	3	1	1		
License Plate Sticker Renewal (*ELS services as May 1, 2026)	53	170*				
LIHEAP (Low Income Home Energy Assistance Program through DuPage County)	19	103	230	261	94	16
Medical Closet	14	83	99	235	67	
Notary Services	30	258	175			
Referrals to other Non-Profit Agencies or Government Programs	9	102	211	184	241	
Repeat Boutique referrals	2	12	21	25		
Veterans' Services assisted	0	6	10	13		
Youth Scholarships	2	12	74	132	61	

Department Highlights — Milton Township continues to make efforts in offering relevant financial assistance for our community residents in areas of General Assistance, Emergency Assistance, and The Salvation Army grants programs. Total financial assistance awarded for March was over **$10,000.**

MILTON TOWNSHIP

Ordinance No. O-26-04

AN ORDINANCE PROVIDING FOR THE MAINTENANCE, CUTTING, TRIMMING AND REMOVAL OF GRASS, WEEDS, BUSHES AND TREES.

WHEREAS, Milton Township ("Township") is a body corporate and politic existing and operating in the State of Illinois pursuant to the Illinois Township Code, 60 ILCS 1.01 *et seq.*; and

WHEREAS, the Supervisor and Trustees of the Township (hereinafter "Town Board") for the Township possess full power and authority to approve and pass all ordinances, resolutions, rules and regulations necessary for carrying into effect the objects for which the Township was formed, in accordance with the Illinois Township Code; and

WHEREAS, the Township Supervisor and the Town Board are committed to ensuring the effective administration and enforcement of Township Ordinances; and

WHEREAS, the Illinois Township Code (60 ILCS 1/105.15, et seq.) provides that the Town Board may regulate, including providing for the cutting of weeds or grass, the trimming or trees or bushes, and the removal of nuisance bushes, trees or greenery on any real property in unincorporated areas of the Township; and

WHEREAS, the Town Board has determined that it is in the best interest of the Township to regulate the weeds, long grass, overgrown bushes and trees and nuisance or deceased greenery; and

WHEREAS, the Town Board finds it necessary to update the aforementioned regulations approved in 2011 to address the existing conditions; and

WHEREAS, the Town Board finds it appropriate to repeal Ordinance NO. O-11-8, and to replace said Ordinance with the instant Ordinance.

NOW THEREFORE, BE IT ORDAINED by the Town Board of Milton Township, DuPage County, Illinois, in regular session assembled, as follows:

SECTION 1: That the above recitals contained in the preamble to this Ordinance are true and correct and are hereby incorporated into this Ordinance, as if fully set forth herein.

SECTION 2: That Township Supervisor, Staff and the Township Attorney are hereby authorized to take all actions necessary to enforce the terms and conditions of the instant nuisance weed, grass, bush and tree Ordinance.

SECTION 3: Definitions.

The following words, terms and phases, when used in this Ordinance, shall have the meanings ascribed to them in this Section, otherwise they shall have their usual and customary meanings.

"Weeds" shall include but not be limited to any and all forms of vegetation that are not normally or traditionally planted or desired in residential lawns.

"Grass" shall include but not be limited to any and all forms of bladed vegetation that are normally or traditionally planted or desired in residential lawns.

"Bushes" shall include any low woody perennial plant or shrub.

"Trees" shall include all woody perennial plants having a single usually elongate stem with few or no branches on its lower part, whether deciduous or evergreen.

"Nuisance Bushes or Trees" shall include any and all bushes or trees which originate on private property that are piled or placed in or on or extend into the rights of way of Milton Township roads or streets.

"Nuisance Greenery" shall include invasive weeds, plants, bushes, deceased or infested greenery, and other greenery along with greenery which extends beyond the property line of the property on which the greenery is located, or which causes a hazardous condition.

"Unincorporated Areas" shall include all areas of Milton Township not within the corporate boundaries of a municipality.

SECTION 4: Nuisance Declaration.

All grasses or weeds growing to a height exceeding eight (8) inches found to be growing on any real estate in residential areas of the unincorporated areas of Milton Township, are hereby declared to be a nuisance, and it shall be unlawful to permit such grasses or weeds to grow or remain on said property.

SECTION 5: Nuisances on Township of Right-of-Ways.

It shall be unlawful to permit nuisance bushes, trees or greenery to remain on the Township right-of-way.

SECTION 6: Nuisances on Private Property.

All trees or bushes that are dead, broken, damaged or overgrown and which by nature of their condition adversely impact and pose a threat to the health, safety or welfare of the citizens of Milton Township, or their real or personal property, are hereby declared to be a nuisance, and it shall be unlawful to permit such trees or bushes to grow or remain on said property.

SECTION 7. Required Notice to Owner.

(a) Whenever a nuisance exists, as defined in the foregoing Sections, the Supervisor or the Clerk of the Township may serve, or cause to be served, by U.S. mail, upon the property owner(s) or the appropriate owners association a Notice to Abate such nuisance and requiring the abatement thereof on or before a date certain, but in no case later than ten (10) days from the date of such notice.

(b) Such notice shall also advise that, in the event such nuisance is not abated by the date specified, the Township or its contractor may cut or remove the grass, weeds, bushes or trees that constitute the nuisance, which expenses shall be the responsibility of the property owner(s)

(c) If upon reasonable search, the identity or whereabouts of the owner(s) cannot be ascertained then the notice may be mailed to the person or entity in whose name the real estate was last Assessed.

SECTION 8: Enforcement By Township.

(a) If the nuisance is not abated by the property owner(s) in accordance with Section 5, above, the Township shall have the right, but not the obligation, to have Township employees or an independent contractor cut or remove the grass, weeds, bushes or trees that constitute the nuisance and to collect from the owner(s) all reasonable costs and expenses incurred in the cutting or removal.

(b) The Milton Township Highway Commissioner shall establish a reasonable billing rate for labor, vehicles, equipment, and disposal costs to reimburse the Highway Commission for the cost of work performed by its employees.

(c) If the work is not performed by the Township, the Township Supervisor, or designee, may hire a landscaper or other appropriate contractor to perform the work and the amounts paid therefore, together with any other costs set forth herein, shall be included in the cost to the property owner(s).

(d) Costs and expenses shall include, but are not limited to, the cost of supervision by a Township employee and, if deemed necessary, the costs of security as requested by the Township and provided by Sheriff's Special Police deputies assigned to Milton Township, or such other suitable security.

(e) All costs and expenses incurred by the Township for the cutting or removal of the grass, weeds, bushes or trees shall constitute a lien upon the subject real estate superior to all other liens and encumbrances except, as otherwise provided for by law.

(f) Said notice of lien and any release thereof shall comply with the provisions of 60 ILCS 105-15(b).

(g) The lien provided for in this Section may be foreclosed in the manner provided by law in any court of competent jurisdiction. Reasonable attorneys' fees and costs as well as other expenses incurred by the Township with respect to the filing and foreclosure of the lien shall be assessed against the owner(s) of the real estate.

(h) In addition to any lien or foreclosure action related thereto, the Township may institute a civil action or proceeding to recover the money owed for any services performed pursuant to Section 6 (a). Reasonable attorneys' fees and costs as well as other expenses incurred by the Township with respect to the filing and prosecution of said action or proceeding shall be taxed against the owner(s) of the real estate.

SECTION 9: That if any section, this Ordinance shall be held invalid it shall not affect the validity of the remaining provisions of this Ordinance.

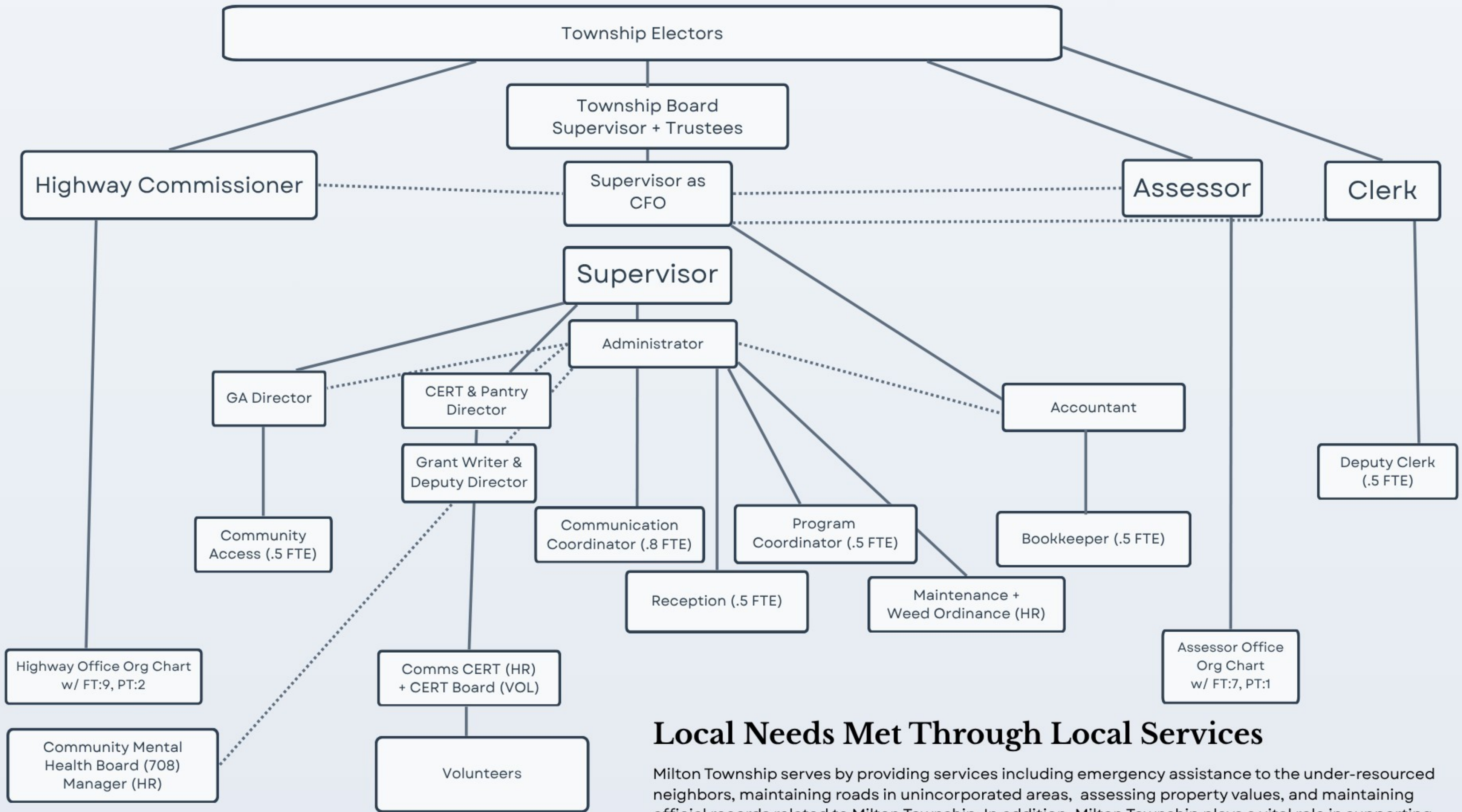
SECTION 10: This Ordinance shall take effect upon passage by the Milton Township Board and publication as provided by law and may be cited as the Milton Township Weed and Grass Ordinance.

SECTION 11: Upon this Ordinance taking effect, Ordinance No. O-11-8 is repealed in its entirety.

ADOPTED this 20th day of August 2026, pursuant to a roll call vote by the Township Board of MILTON TOWNSHIP, DuPage County, Illinois.

TOWNSHIP BOARD	**AYE**	**NAY**	**ABSENT**
Paula McGowen, Trustee	_____	____	____
Jacqueline McGrath, Trustee	_____	____	____
Larry L. Pitts, Trustee	_____	____	____
Stephen Siemer, Trustee	_____	____	____

______________________________ ______________________________
Buffy Higgins-Beard, Supervisor Dan Bailey, Township Clerk



Local Needs Met Through Local Services

Milton Township serves by providing services including emergency assistance to the under-resourced neighbors, maintaining roads in unincorporated areas, assessing property values, and maintaining official records related to Milton Township. In addition, Milton Township plays a vital role in supporting and collaborating with other local government bodies and organizations to best serve the people of Milton Township.

MILTON TOWNSHIP ORGANIZATIONAL CHART

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JOB DESCRIPTION

JOB OVERVIEW			
POSITION:	**Programs Coordinator**		
JOB LOCATION:	**Township Offices**	**F/T or P/T:**	**P/T (25 hours/wk)**
PROGRAMS:	**All Programs**	**REPORTS TO:**	**Supervisor**
HOURS:	**M-F 12:30-4:30 & as agreed. Hours included committee meetings or community events in evenings/weekends.**	**BENEFITS:**	**Pursuant to *Milton Township Personnel Manual***
DEPARTMENT:	**Administrative Services**	**LAST UPDATED:**	**June 2026**
PAY RANGE:	**Commensurate With Experience**		
POSITION DETAILS			
POSITION SUMMARY:	The Programs Coordinator is a leadership role responsible for planning, coordinating, and overseeing a diverse range of community programs and initiatives within the Township. This role involves program development, strategic planning and effective management to address the needs of Residents and enhance the overall well-being of the community.		
ESSENTIAL JOB FUNCTIONS:	Program Implementation: • Cover front desk reception between 12:30-4:30PM daily during non-food pantry hours. Answer phones and walk in questions concerning services. Arrange for coverage if required events conflict. • Close up offices daily at 4:30PM • Oversee the planning, coordination and enactment of Township programs. • Maintain an electronic event sign up for staff & officials. • Following brand guidelines in collaboration with the Communications Coordinator, create program plans for marketing use of swag. Manage swag inventory, budget, and plan for new as needed. • Plan, prepare for, and attend community events promoting Township services. Program Development and Planning: • Develop and implement Township events and programming that aligns with community needs, goals, and priorities. • Identify opportunities for new programs and enhancements to existing ones based on research and periodic resident feedback.		

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	Partnership & Event Management: • Serve as liaison to Cemetery Authority Commission & S.A.L.T. for meeting & event planning and coordinating. Prepare agendas and minutes with Chair. Ensure records conveyed to Deputy Clerk. • Serve as liaison to Community Mental Health Board (708 Board) for meeting coordinating. Collaborate with 708 Program Manager to ensure records conveyed to Deputy Clerk. • Build and maintain strong relationships with local organizations, agencies, schools, businesses, and community leaders to leverage resources and enhance program effectiveness. • Collaborate with partners to co-create and implement programs that address diverse needs of Seniors, Veterans and the public.
	Evaluation and Reporting: • Establish performance metrics and evaluation methods to assess the impact and effectiveness of programs. • Provide Town Board with recommendations for program improvements based on event and program feedback from the community. Communications: • Document events with photographs, key quotes, and other gathered stories for use by Communications Coordinator across communications channels (social, newsletter, website). • Communicate effectively sign-ups for tabling at events and manage annual events calendar. • Serve as internal touchpoint for program coordination answering staff and official questions. Innovation and Continuous Improvement: • Stay updated on best practices, trends, and innovations in community programming. • Continuously seek ways to enhance program offerings and the overall community experience. • Ability to work autonomously, identify and resolve issues in a timely manner and effectively prioritize activities.
REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:	• Ability to convey procedures and policies one-on-one or in groups to Employees or Residents. • Ability to maintain effective professional relationships with Elected Officials, Staff, Residents and Vendors.

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	• Skill to utilize computer programs for word processing, data entry, spreadsheets and database software. • Knowledge of Office equipment utilization procedures, such as printers, phones, computers and copiers.
SPECIAL REQUIREMENTS:	• Bilingual in Spanish or Burmese preferred. • Flexible to work additional hours on an as-needed basis.
ENVIRONMENTAL CONDITIONS:	• This Position is primarily executed indoors. However, it may require contract with outdoor weather at special event activity participation. • Contact with low noise levels is common with indoor working environment. Moderate noise level may be experienced during certain events.
DIRECT REPORTS:	• Supervisor
SALARY:	• Commensurate with education, skills and relevant experience.
NATURE OF EMPLOYMENT:	• At-will.
QUALIFICATIONS	
EDUCATION, EXPERIENCE AND COMPUTER SKILLS:	• High School Diploma or GED required. • Master's or Bachelor's degree in Social Sciences, Public Administration, Community Development, or a related field. • Strong sales skills or presentations skills a plus. • Experience in program management, community development or related roles. • Interpersonal and communication skills, including strength in public speaking and community engagement. • Proficiency in using technology for program management, data analysis and communication.
PHYSICAL DEMANDS:	• Employees are regularly required to sit, stand, walk, reach with hands and arms, talk and hear. • Work outside of normal business hours to attend Board and Committee meetings. • Ability to lift and convey items of 25 pounds or less.

Nothing in this Job Description restricts Management's right to reasonably assign or reassign duties and responsibilities to this Job at any time. Essential features of this Job are described under the headings above. A copy of this Job Description will be kept with the Employee's Personnel Files.

Milton Township is an equal opportunity employer and does not discriminate in employment based on race, color, ancestry, national origin, religion, sex (including pregnancy, sexual orientation, and gender identity), age, disability, veteran status, or genetic information. We welcome applicants from all backgrounds and encourage diversity in our workplace. Milton Township complies with the provisions of the Equal Employment Opportunity Act.

Milton Township

ILLINOIS

FINANCIAL POLICIES AND PROCEDURES MANUAL

Adopted: [DATE]
Revised: [DATE]
Version: 1.0

Prepared by the Office of the Supervisor

Document Information

Township	Milton Township, Illinois
Department	Accounting / Fiscal Services
Policy Owner	Township Supervisor
Effective Date	September 1, 2026
Revision Date	[Date]
Approved By	Township Supervisor and Board of Trustees
Applicable Standards	GAAP, GASB, COSO, 2 CFR Part 200 (Uniform Guidance)
Review Cycle	Annual or upon significant regulatory change

Policy Statement

Milton Township (the "Township") is committed to sound stewardship of public resources. This Financial Policies and Procedures Manual ('Manual') establishes the framework by which the Township manages its financial affairs in a manner that is transparent, accountable, legally compliant, and in the best interest of its residents.

Scope and Applicability

This Manual applies to all elected officials, appointed officials, department heads, employees, volunteers, and contractors acting on behalf of the Township who are involved in any financial transaction, authorization, or reporting activity.

Governing Authorities and References

- Illinois Compiled Statutes (or applicable state statutes) governing municipal finance
- Generally Accepted Accounting Principles (GAAP) for governmental entities
- Governmental Accounting Standards Board (GASB) pronouncements
- Committee of Sponsoring Organizations (COSO) Internal Control Framework
- 2 CFR Part 200 – Uniform Administrative Requirements (Uniform Guidance) for Federal Awards
- Illinois Local Records Act (or applicable state records law)
- Township's Annual Appropriation Ordinance

Policy Exceptions

Any departure from this Manual requires written approval from the Township Supervisor (the “Supervisor”) and, where applicable, the Board of Trustees (the “Board”). All exceptions must be documented and retained in accordance with the Township's records retention schedule.

Section 1 | Ethics, Internal Controls, and Governance

1.1 Code of Financial Ethics

All personnel involved in financial activities must adhere to the highest standards of ethical conduct. Conflicts of interest, fraud, waste, and abuse will not be tolerated. Employees must:

- Disclose any personal financial interest in transactions involving the Township
- Avoid using public resources for personal benefit
- Report suspected fraud or misuse through the Township's designated reporting channel
- Comply with state gift ban and ethics statutes

1.2 Internal Control Framework

The Township adopts the COSO Internal Control–Integrated Framework as its foundation for internal controls. The five components are applied as follows:

COSO Component	Municipal Application
Control Environment	Tone at the top; ethical culture; organizational structure
Risk Assessment	Annual financial risk inventory reviewed by Supervisor
Control Activities	Segregation of duties, authorizations, reconciliations
Information & Communication	Financial reporting, management dashboards, staff training
Monitoring Activities	Internal audit reviews, external audit, management review

1.3 Segregation of Duties

No single individual shall have sole control over any complete financial transaction. At minimum, the following functions must be assigned to separate personnel:

- Authorization – approving a transaction
- Recording – entering data into the financial system
- Custody – receiving or disbursing funds
- Reconciliation – verifying accuracy of records

Where staffing limitations prevent full segregation, compensating controls (e.g., supervisory review, dual signatures) must be documented and approved by the Supervisor.

1.4 Fraud Prevention and Response

The Township maintains a zero-tolerance policy for fraud. The Supervisor shall establish an annual fraud risk assessment and coordinate with law enforcement as warranted. All suspected fraud must be reported immediately to the Supervisor and the Board.

Section 2 | Budgeting and Financial Planning

2.1 Purpose

The annual budget is the Township's primary financial planning and policy document. It allocates resources in alignment with strategic priorities and ensures legal appropriation of and authority for expenditures.

2.2 Budget Development Calendar

Milestone	Target Date
Supervisor issues budget instructions and assumptions alongside projected year end	November annually
Department heads submit budget requests	December 31st Assessor annually February 1st Town and Highway annually
Supervisor consolidates and prepares draft budget	Mid-February annually
Department review meetings with Supervisor	February 28th
Supervisor as CFO presents tentative budget to Board	March Board meeting packet
Public notice and hearing	March Board meeting
Board adopts appropriation ordinance	April Board meeting
Budget effective date	April 1st

2.3 Legal Level of Appropriation

Appropriations are legally adopted at the fund level. No expenditure may be made that causes total expenditures in any appropriation category to exceed the amount appropriated without a supplemental appropriation ordinance approved by the Board.

2.4 Budget Amendments

- Transfers between line items within the same fund and department: authorized by Supervisor up to $50,000
- Transfers between departments (Clerk, Supervisor, Highway Commission, Assessor) within the same fund authorized by Supervisor up to $25,000. Transfers between funds or amounts exceeding thresholds above: require Board approval by ordinance or resolution
- All amendments must be recorded in the financial system within 5 business days of approval

2.5 Budget Monitoring

The Supervisor shall provide the Board with monthly budget-to-actual reports for all funds within 25 business days following month-end close or by the upcoming Board meeting, whichever happens first. The Town, Clerk and Assessor must submit a written explanation and corrective action plan for projected variances over 10%.

Financial Reports must be posted to website 48 hours prior to monthly meeting

Financial Reports must be included in the monthly board packet.

Section 3 | Revenue Management and Cash Receipts

3.1 Revenue Sources

Municipal revenues include but are not limited to: property taxes, sales taxes, income taxes, intergovernmental transfers, fees for service, fines, grants, and investment earnings. All revenues must be recorded in the appropriate fund and account in accordance with GAAP and GASB standards.

3.2 Cash Receipts Procedures

All cash, checks, electronic payments, donated gift cards and other forms of remittance received on behalf of the Township must be:

- Recorded immediately in custom spreadsheets, reviewed and reconciled periodically
- Deposited intact within 2 business day(s) of receipt
- Reconciled to the financial system by the Accounting Department upon posting

No employee who receives cash shall also be responsible for preparing the bank deposit or posting receipts to the general ledger.

3.3 Billing and Collections

- Invoices for services rendered must be issued within 30 days of service
- Accounts receivable aging reports shall be reviewed monthly
- Accounts 30 days past due will receive written notice; accounts 90 days past due will be referred to the municipal attorney
- Write-offs of uncollectable accounts exceeding $5,000 require Board approval

3.4 Tax Administration

Property tax levies shall be adopted by ordinance annually in accordance with state statute. The Supervisor shall coordinate with the County Clerk/Assessor to ensure accurate levy certification and timely distribution. All tax-related records shall be retained per the applicable records retention schedule.

3.5 Fee Schedule

The Board shall adopt a comprehensive fee schedule by resolution to be reviewed periodically. Fees shall be reviewed for cost recovery adequacy. No fee may be charged that is not authorized by ordinance or resolution.

Section 4 | Expenditure Control and Purchasing

4.1 General Purchasing Policy

All purchases must be authorized in advance, within budget appropriations, and made in compliance with state procurement law and this Manual. The Township's purchasing process is designed to obtain the best value for public funds while maintaining openness and fairness.

4.2 Purchasing Thresholds and Authorization

Purchase Amount	Required Process / Approval
Up to $1,000	Department head approval; no formal quotes required (reasonable price verification)
$10,000 – $15,000	Minimum three (3) written quotes; Supervisor approval
$15,000 – $25,000	Formal sealed bid or Request for Proposals (RFP); Supervisor approval
Over $30,000	Formal bid/RFP per state statute; Board approval required (Township Code 60 ILCS 1/85-30; 60 ILCS 1/205-105(a)
Professional Services	Qualification-based selection; Board approval with not to exceed threshold imposed. (60 ILCS 1/205-105(b)

4.3 Invoice Approval and Payment

- All invoices must have the appropriate documentation for payment
- Invoices must be approved with a physical stamp by the department head or Supervisor prior to payment
- Invoices shall be paid within 45 days to avoid late payment penalties unless disputed
- Payment runs shall be scheduled weekly; disbursement registers shall be reviewed by the Supervisor & monthly financial accounting presented at Board meetings for approval.
- Use of electronic approval and payment is acceptable

4.5 Emergency Purchases

In the event of a declared emergency threatening public health, safety, or property, the Supervisor may authorize purchases without competitive bidding. Professional services in cases of emergency or non-emergency do not require competitive bidding. Such purchases must be documented, reported to the Board at the next regular meeting, and ratified by resolution.

4.6 Credit Cards

- Credit cards (C-cards) may be issued only with Supervisor authorization
- Cardholders must submit original receipts C-cards may not be used for personal purchases, cash advances, or split transactions to avoid thresholds
- Lost or stolen cards must be reported immediately to Accounting and the issuing bank
- Milton Township Credit Card Policy has issued the following credit limits for the staff below:
    - Supervisor: $25,000
    - Township Administrator: $12,500
    - Food Pantry Director or CERT Director: $5,000
    - General Assistance Director: $2,500
    - Grant Facilitator: $2,500
- The above-mentioned staff have all signed the Corporation Card Acknowledgment Form stating they understand and agree to the will use the credit card responsibly and understand the consequences of misuse
- Department Head review and approval required on all credit card charges

4.7 Travel and Business Expense Reimbursement

Travel must be pre-approved by the department head. Reimbursement is limited to actual, necessary, and reasonable expenses. Employees shall be reimbursed for:

- Mileage at the current IRS standard rate (or Township-adopted rate)
- Lodging at the prevailing government rate for the destination
- Meals subject to the per diem schedule adopted by the Board
- Meal receipts must detail # persons fed, reason for meal/meeting
- Alcohol purchase is strictly prohibited for reimbursement.
- All receipts for expenses over $15 must accompany the reimbursement request

Section 5 | Payroll Administration

5.1 Payroll Authorization

The Human Resources Director (or designee) is responsible for maintaining accurate employee records and authorizing payroll changes. The Accounting Department is responsible for processing payroll and ensuring accurate tax withholding and remittance. No payroll transaction shall be processed without written authorization from HR.

HR must be notified by letter or email on any terminations or other salary changes.

5.2 Payroll Processing

- Payroll is processed bi-weekly, to date for salaried employees and in arrears for hourly employees
- Timesheets or electronic time records must be submitted by Friday at 4:30 pm for each pay period for all non-salaried staff
- All time records must be approved by the department head before submission to Accounting
- Direct deposit is the Township's standard method of payment

5.3 Payroll Deductions and Tax Compliance

All required federal, state and court mandated payroll deductions (FICA, federal and state income tax withholding, IMRF or applicable pension contributions) shall be withheld and remitted per statutory or legal deadlines. The Supervisor shall ensure timely filing of all required payroll tax returns (941, W-2, etc.).

5.4 Overtime and Compensatory Time

Overtime must be pre-authorized by the department head. Overtime pay or compensatory time accrual shall comply with the Fair Labor Standards Act (FLSA),and applicable collective bargaining agreements. Accrued compensatory time balances shall be reviewed monthly.

5.5 Paid Leave for All Workers Act (PLAWA)

The Township will comply with PLAWA, which requires employers to provide workers with up to 40 hours of paid time off every 12 months. Employees can use this leave for any reason without needing to explain why. Applicability of this State of Illinois mandate depends on benefit status with regards to PTO. See HR manual for more details.

5.6 Payroll Records

Payroll records shall be retained for a minimum of [7] years or as required by state law, whichever is longer. Access to payroll records is restricted to authorized Accounting and HR personnel.

5.6 Termination – See HR Manual

5.7 Salary Adjustments – See HR Manual

Section 6 | Cash Management and Investment Policy

6.1 Banking Relationships

The Township shall maintain official depositories selected through a competitive banking services Request for Proposals (RFP) process conducted at least every 3–5 years. Depository agreements must comply with state collateralization requirements. A list of authorized depositories shall be maintained by the Supervisor.

6.2 Bank Account Management

- All accounts must be opened and closed with Board authorization
- Bank statements shall be reconciled within 5 business days of receipt
- Reconciliations must be reviewed and approved by the Supervisor or designee who did not perform the reconciliation
- Outstanding items over 60 days old must be investigated and resolved
- Uncashed checks carried on the books, shall be cleared per State of Illinois escheat laws.

6.3 Investment Policy Objectives

The Township's investment objectives, in order of priority, are:

- Safety – preservation of principal
- Liquidity – availability of funds to meet cash flow needs
- Yield – optimization of return within safety and liquidity constraints

6.4 Authorized Investments

Investments follow the Illinois Public Funds Investment Act (30 ILCS 235/0.01 - 9) and provide the Townships objective of safe investments with liquidity to meet the Township's financial needs with the highest yield/ rate of return.

Investment Type	Limit / Conditions
U.S. Treasury obligations	No limit
U.S. Government agency securities	No limit; full faith and credit
Illinois Funds (state investment pool)	No limit
Certificates of Deposit (FDIC-insured)	Up to FDIC limit per institution; collateral required above limit
Municipal bonds (investment grade)	Maximum 100% of portfolio; No limit.
Money market funds (gov't)	Maximum 100% of portfolio; No limit.

The Township's investment policy is based on the Credit Rating of the investments; FDIC insurance and collateralization of bank deposit balances; diversification strategy to avoid concentration risk with ongoing monitoring of all investments for legal and policy compliance, consistent with the Government Finance Officers Association (GFOA) Recommendations Implementation Guide and Best Practices.

6.5 Investment Reporting

The Supervisor or their designee shall present an investment report to the Board annually, including portfolio holdings, maturities, yields, and compliance with this policy.

Section 7 | Financial Reporting and Accounting

7.1 Basis of Accounting

The Township uses the modified accrual basis of accounting for governmental funds and the full accrual basis for proprietary and fiduciary funds, in conformance with GAAP and GASB standards.

7.2 Chart of Accounts

The Supervisor shall maintain and control the Township's chart of accounts (COA). Requests to add, modify, or delete account codes must be submitted in writing to the Supervisor. The COA shall follow the Governmental Funds classification structure (Fund > Function > Department > Object).

7.3 Monthly Financial Reporting

Report	Due Date / Frequency
Budget-to-actual by fund and department	Within 25 business days of month-end
Bank reconciliation summary	Within 15 business days of statement receipt
Accounts receivable aging	Monthly
Investment portfolio report	Quarterly
Payroll summary by department	Each pay period
Grant expenditure reports	Per grant agreement schedule

7.4 Annual Financial Reporting

The Township shall prepare a Comprehensive Annual Financial Report (CAFR) or Annual Financial Report (AFR) in accordance with GAAP and GASB standards within [180] days of fiscal year-end. The report shall be presented to the Board and made available to the public.

7.5 Journal Entries

All journal entries must include a description, supporting documentation, and the preparer's identification. Journal entries must be reviewed and approved by the Supervisor or designee before posting. A journal entry log shall be maintained and reviewed monthly.

7.6 Fixed Asset Accounting

Capital Assets with a cost equal to or greater than $2,500 and a useful life exceeding [2] years shall be capitalized. The Accounting Department shall maintain a fixed asset inventory system. Assets shall be depreciated using the straight-line method over estimated useful lives in accordance with GASB 34.

- Infrastructure assets: 40 years
- Buildings: 40 years
- Equipment: 7 years
- Vehicles: 5years
- Technology/software: 3 - 5years

A physical inventory of capital assets shall be conducted every [2] years.

The Township, on an annual basis, will provide the Township's of Illinois Risk Management Association (TOIRMA), or the Township's current insurance carrier, with an inventory of Township Buildings, Vehicles, Equipment and other physical assets, along with acquisition costs and dates.

Section 8 | Debt Management

8.1 Debt Policy Objectives

The Township shall use debt financing only for capital projects and other purposes authorized by state law. Debt shall not be used to fund operating expenditures. The Township will seek to maintain or improve its bond rating and will consider the long-term impact of debt on taxpayers.

Local Government Debt Limitation Act (50 ILCS 405/0.01 *et seq*)

8.2 Debt Limits and Targets

Metric	Target / Limit
Total net direct debt as % of equalized assessed value (EAV)	Not to exceed 2.875%
Annual debt service as % of total general fund expenditures	Not to exceed 2.875%
Term of debt financing	Not to exceed useful life of asset financed

8.3 Debt Issuance Process

All new debt issuances require Board authorization by ordinance. The Supervisor shall engage a financial advisor and bond counsel for issuances exceeding $50,000. Competitive bidding for bond issuance is preferred; negotiated sales require Supervisor justification.

8.4 Debt Service Management

The Supervisor shall maintain a debt service schedule for all outstanding obligations. Funds for debt service payments shall be appropriated annually and transferred to the Debt Service Fund no later than 30 days before each payment date. Debt covenant compliance shall be monitored and reported annually.

Section 9 | Grant Management

9.1 Policy Statement

The Township shall actively seek grant funding to supplement local revenues for eligible programs and capital projects. All grants shall be managed in compliance with the granting agency's requirements and, for federal awards, the Uniform Guidance (2 CFR Part 200).

9.2 Pre-Award Requirements

- All grant applications must be coordinated with the Supervisor prior to submission
- Supervisor must confirm availability of any required matching funds before application
- Department head must acknowledge administrative and reporting burdens
- Board must authorize acceptance of all grants exceeding $100,000

9.3 Grant Accounting

Each grant shall be tracked in a separate project/grant cost center in the financial system. All expenditures charged to a grant must be allowable, allocable, and reasonable per the grant agreement. Time and effort reporting requirements shall be strictly followed for all personnel charged to federal grants.

9.4 Grant Reporting and Compliance

- Financial reports and reimbursement requests shall be submitted on schedule per grant agreement
- Grant close-out documentation must be completed within 90 days of project end
- Records for all awards must be retained for a minimum of three (3) years from the date of the final expenditure report (or longer per award terms)

9.5 Single Audit Requirements

If the Township expends $750,000 or more in federal awards in a fiscal year, a Single Audit shall be conducted in accordance with 2 CFR Part 200, Subpart F. The Supervisor shall coordinate scheduling with the external auditor and ensure timely submission of the reporting package.

Section 10 | Audit, Internal Review, and External Oversight

10.1 External Audit

The Township shall engage an independent Certified Public Accounting (CPA) firm to conduct an annual audit of financial statements. The auditor shall be selected through a competitive RFP process at least every [5] years. The Board shall receive and formally accept the auditor's report.

10.2 Audit Committee / Finance Committee

The Board shall designate a Finance Committee (or Audit Committee) to: oversee the external audit process; review audit findings; monitor implementation of auditor recommendations; and provide independent oversight of financial management. Committee meetings shall be open to the public per the Open Meetings Act.

10.3 Audit Finding Response

The Supervisor shall prepare a written management response for all audit findings and recommendations within [30] days of receiving the draft audit report. A corrective action plan shall be presented to the Board and monitored for implementation periodically.

10.4 Internal Review

In the absence of a dedicated internal audit function, the Supervisor shall conduct periodic internal reviews of financial processes, high-risk areas, and compliance with this Manual. Internal review results shall be documented and reported to the Board annually.

10.5 State Comptroller and Regulatory Filings

The Supervisor shall ensure timely and accurate filing of all required reports to the Illinois Office of the Comptroller (or applicable state agency), including the Annual Financial Report (AFR), TIF reports, pension contribution reports, and other required submissions.

Section 11 | Financial Records Management

11.1 Records Retention

Financial records shall be retained in accordance with the Illinois Local Records Act (or applicable state statute) and the Township's adopted Records Retention Schedule. Some examples of financial record types and their associated minimum retention limits include:

Record Type	Minimum Retention
Annual financial statements	7 years
Audit Reports (originals)	Forever
General ledger	7 years
Payroll records (not including salary history))	7 years
Accounts payable invoices and vouchers	7 years
Bank statements, cancelled checks, deposits and reconciliations	7 years
Purchase orders and requisitions	2 years after expiration
Federal, State and local grant records	3 years from final expenditure
Financial Statements and Invoices (original)	7 years
Tax records and levy ordinances	7 years
Budget documents and appropriation ordinances	7 years

11.2 Electronic Records

Electronic financial records have the same legal standing as paper records when properly maintained. The Accounting Department shall ensure that electronic records are backed up daily, stored in a secure off-site or cloud environment, and accessible for the full retention period.

11.3 Destruction of Records

No financial record shall be destroyed before its retention period has expired and a Certificate of Record Destruction has been submitted to and approved by the Supervisor, Clerk, and the State of Illinois Records Commission Representative of the Attorney General’s Office. Destruction must be approved and documented.

Section 12 | Fund Accounting and Reserves

12.1 Fund Structure

The Township may maintain the following fund types in accordance with GASB requirements:

- Governmental Funds: Town Fund, Highway Road & Bridge, Highway Permanent Road, Capital Projects Funds, Debt Service Funds
- Proprietary Funds: Enterprise Funds (e.g., Mosquito Abatement, Community Mental Health Board, Special Police), Internal Service Funds

New funds may be established only by Board resolution upon recommendation of the Supervisor.

12.2 Interfund Transactions

Interfund loans, transfers, and services provided/used must be authorized by the Supervisor and documented in the financial system. Interfund loans must be repaid within one fiscal year. Ongoing interfund subsidies must be disclosed in the annual financial statements per GASB requirements.

12.3 Fund Balance Policy – General Fund

The Township shall maintain Fund balances of not less than 50% of annual operating expenditures to:

- Provide a buffer against unanticipated revenue shortfalls or expenditure needs
- Avoid cash flow borrowing during periods of uneven revenue receipt
- Maintain or improve bond ratings

If the fund balance falls below the target, the Supervisor shall present a restoration plan to the Board within 60 days. Fund balance in excess of 250% shall be reviewed for one-time capital uses or reserve designations.

Detail requirements for Fund balances are included in Appendix E Ordinance Res 2026-R-312.4 Tax Increment Financing (TIF) Districts

If the Township maintains TIF districts, the Supervisor shall maintain separate accounting for each TIF fund, prepare an annual TIF report as required by state statute, hold the required public hearing, and remit any surplus TIF increment to overlapping taxing bodies per state law.

The Supervisor is the designated representative representing Milton Township for any municipal TIF districts by other government entities within Milton Township. The Supervisor or their designee shall attend any annual TIF District meetings and vote for the township.

Section 13 | Financial Systems and Technology Controls

13.1 Financial Management System

The Township's official financial management system (FMS) is Quick Books. FMS is the system of record for all financial transactions. Data entered into other systems, such as 3rd Party bill pay, must reconcile to the FMS.

13.2 System Access Controls

- User access to the FMS shall be granted by the Supervisor based on job function and least-privilege principles
- System access shall be reviewed semi-annually and immediately upon employee termination or transfer
- Shared or generic login credentials are prohibited
- Supervisor shall maintain a current user access log

13.3 Data Integrity and Backups

Financial system data shall be backed up daily, with backups verified monthly. The IT Department and Supervisor shall jointly maintain a Business Continuity Plan for financial systems that includes recovery time objectives (RTO) and recovery point objectives (RPO).

13.4 System Changes and Upgrades

All changes to the financial system (configuration of changes, upgrades, new modules) must be tested in a non-production environment before deployment. The Supervisor shall authorize all system changes and ensure that staff training is completed before go-live.

13.5 Access Authorization

This policy applies to all employees, elected officials, contractors, and third-party vendors who require access to any component of the Municipality's financial information systems.

- Access to financial systems shall be granted only upon written approval from the employee's department head and the Supervisor or designee.
- Access requests must specify the system(s), modules, and level of access required (e.g., view-only, data entry, approval authority, administrative rights).
- The Supervisor maintains ultimate authority over access provisioning to core financial systems, in coordination with the IT Department
- New access requests shall be documented using a standard Access Request Form, retained for audit purposes.

Section 14 | Policy Administration and Training

14.1 Policy Review and Updates

This Manual shall be reviewed annually by the Supervisor and updated as needed to reflect changes in law, regulation, accounting standards, or operational practice. Material changes require Board approval. The Supervisor may make minor technical corrections without Board action.

14.2 Training Requirements

All employees with financial responsibilities shall complete financial policies training:

- New employees: within 30 days of start date
- All employees with financial responsibilities: annually
- Training records shall be maintained by Human Resources

14.3 Violations and Disciplinary Action

Violations of this Manual may result in disciplinary action up to and including termination of employment and may be referred to law enforcement or appropriate regulatory authorities. The severity of the response shall be commensurate with the nature and impact of the violation.

14.4 Board Adoption

This Manual has been reviewed and adopted by Board of Trustees of Milton Township by Resolution No. [___] on [Date].

Authorized Signature	Title
______________________________	Supervisor, Elizabeth Higgins-Beard
______________________________	Trustee Paula McGowen
______________________________	Trustee Jacqueline McGrath
______________________________	Trustee Stephen Siemer
______________________________	Trustee Larry Pitts
______________________________	Clerk Dan Bailey

Date Adopted: ______________________________

Appendices

Appendix A – Glossary of Terms

CAFR/AFR – Comprehensive Annual Financial Report / Annual Financial Report

COSO – Committee of Sponsoring Organizations of the Treadway Commission

EAV – Equalized Assessed Value

FLSA – Fair Labor Standards Act

GAAP – Generally Accepted Accounting Principles

GASB – Governmental Accounting Standards Board

IMRF – Illinois Municipal Retirement Fund (or applicable state pension system)

P-Card – Procurement Card

RFP – Request for Proposals

TIF – Tax Increment Financing

Uniform Guidance – 2 CFR Part 200 (federal grant regulations)

Appendix B – Forms and Templates

- Purchase Requisition Form
- Purchase Order Form
- Check Request / Payment Authorization Form
- Travel Authorization and Expense Reimbursement Form
- Petty Cash Replenishment Request
- Budget Transfer Request Form
- Grant Application Checklist
- Journal Entry Form
- Conflict of Interest Disclosure Form
- Fixed Asset Addition / Disposal Form

Appendix C – Delegation of Authority Matrix

Action	Dept Head	Supervisor	Governing Body
Budget transfer (within dept)	Up to $[Amt]	Up to $[Amt]	Above threshold
Contract approval	Up to $[Amt]	Up to $[Amt]	Above $[Amt]
Hire/terminate employee	Recommend	N/A	Approve
Open bank account	N/A	Recommend	Approve
Debt issuance	N/A	Recommend	Approve

Action	Dept Head	Supervisor	Governing Body
Grant application	Submit	Coordinate	Accept if >$[Amt]
Write-off receivable	N/A	Up to $[Amt]	Above $[Amt]

Appendix D – Regulatory Reference Quick Guide

Regulation / Standard	Key Requirements
GASB 34	Basic Financial Statements and MD&A for State and Local Governments
GASB 54	Fund Balance Reporting and Governmental Fund Type Definitions
GASB 68	Accounting for Pensions
GASB 87	Leases
2 CFR Part 200	Federal award administration, allowable costs, audit requirements
FLSA	Minimum wage, overtime, recordkeeping for employees
Illinois Local Records Act (50 ILCS 205)	Records retention, destruction procedures

Appendix E – Ordinances

Res 2026-R-3 – Fund Balance Requirements

Purpose

The purpose of this Policy is to establish guidelines for maintaining adequate Fund balances for Milton Township, DuPage County, Illinois ("Township") to ensure that our financial resources are available to meet all of the statutory obligations of the Township and to sufficiently fund the services and programs necessary for Township operations. This Policy promotes responsible fiscal management, continuity of operations and services, established best practice for managing Township resources and is intended to avoid excessive accumulation of Reserves. The Township will ensure that Fund balances are maintained at the appropriate levels in relation to actual and anticipated Township expenditures. The Township is dedicated to monitor and maintain Fund balances, which in the aggregate, do not exceed approximately 2.5 times the Township's average annual expenditures for the prior three (3) Fiscal Years, except where legally restricted or otherwise justified by documented financial need.

Fund Balance

For purposes of this Policy, "Fund Balance" refers to the accumulated difference between revenues and expenditures within a Township Fund over time. Fund balance represents the financial resources remaining in a Fund that have not yet been expended and are available to support future operations, manage timing differences between receipt of revenues and Township expenditures, address unexpected expenses, or Fund planned Capital Projects.

Applicability To Township Funds

This Policy applies to all Township Funds including:

- General Town Fund; and
- General Assistance Fund (Special Revenue Fund); and
- Special Police District Fund (Special Revenue Fund); and
- Mosquito Abatement District Fund (Special Revenue Fund); and
- Community Mental Health Fund (Special Revenue Fund); and
- Capital Projects Fund; and
- Vehicle Replacement Fund; and
- Highway Commission Funds

Fund Balance Philosophy

The Township acknowledges that maintaining necessary Fund balances is a prudent financial practice that supports cash flow stability, pr otects against timing differences in revenue and expenditures, and allows the Township to respond to unforeseen circumstances. Fund balances are not intended to accumulate without a planned Township use.

Accounting and Classification

Fund balances shall be accounted for and reported in accordance with generally accepted accounting principles (GAAP) and applicable Governmental Accounting Standards Board (GASB) guidance. Nothing in this Policy is intended to override, or be inconsistent with, statutory restrictions, Levy limitations, or other legal requirements governing the use of Township Funds.

Operating Fund Balance Targets

Operating Funds include the General Town Fund and the Township's Special Revenue Funds (General Assistance Fund, Mosquito Abatement District Fund, Special Police District Fund, and Community Mental Health Fund). Each Operating and Special Revenue Fund shall maintain a Fund balance sufficient to meet ongoing Budgeted obligations related to its designated purpose.
As a general guideline, the Township seeks to maintain a Target Reserve Fund Balance in each operating Fund equal to approximately six (6) months of the Fund's annual expenditure. This target provides a baseline reserve to ensure continuity of operations, manage timing of receipt of revenues and expenditures and address unanticipated needs.

Capital and Equipment Reserve Funds

Certain Township Funds are intended to accumulate resources for long-term capital needs or major equipment replacement. These Funds include the Capital Projects Fund and the Vehicle Replacement Fund. Fund balances in these Funds may exceed the Operating Fund Balance Target Reserves described above, as resources may be accumulated over multiple Fiscal Years to Fund planned capital improvements, major equipment purchases, or significant maintenance projects. Such Fund accumulations shall be reviewed periodically by the Township Board in conjunction with capital planning and budgeting activities, which review shall be documented in the Township records.

Use of Fund Balance

Each Township Fund has a Target Reserve, which is the amount of money to be kept on hand to cover six (6) months of normal expenses. This Reserve is a best practice safety net to ensure the Township can pay all reasonable and customary bills, meet its statutory obligations, address any unanticipated increases in expenses and accommodate delays in the receipt of revenue. Spending from a Fund's balance above the Target Reserve (i.e., when a Fund has more money than the Target Reserve), requires formal Township Board approval, which is intended only to be used for unexpected or one-time needs, such as emergencies, special projects, or temporary shortfalls, exclusive of the General Assistance Fund.

Relationship Between Revenues, Expenditures, and Fund Assets

In adopting Annual Budgets and tax Levies, the Township Board shall review existing Fund balances in conjunction with projected expenditures to ensure that revenues are available and reasonably related to the Township's financial needs. The Township intends that this Policy be applied in a manner that promotes prudent financial management by avoiding the accumulation of total Fund assets, including cash on hand, receivables, and other liquid resources, in individual Funds, or in the aggregate, that exceed approximately 2.5 times the Township's average annual expenditures for the prior three (3) Fiscal Years, except where required by law or supported by documented financial justification.

Use of Budgeted Funds vs. Fund Balance

Township Board action is required only when the Township Board intends to spend Funds from Reserves or Fund Balances above and beyond the amounts included in the approved Budget, exclusive of the General Assistance Fund. This distinction ensures that normal operations are not interrupted, while maintaining oversight and transparency over any use of Reserve Funds.

Policy Review

Fund balances and compliance with this Policy shall be reviewed at least annually during the Budget and Levy process, and more frequently if necessary to address changing financial conditions or extraordinary circumstances.