

Identifying a Proposed 2023 Budget

At the July meeting the Township Board will begin to address the 2023 Budget. Since there hasn't been an approved budget for several years, the 2023 starts with a budget order from the Department of Local Government Finance. Attached to this document is the DLGF budget order for the township.

There was a significant error in the Township Assistance Fund total budget that needed to be addressed. To accomplish modifying the DLGF budget several tasks must be completed:

- a) The 2022 Annual Report must be completed. This had serious issues with SBOA and the financial corrections that were necessary. *Completed now.*
- b) An Additional Appropriation must be published in the newspaper at least 10 days prior to the public meeting adopting the appropriation. *Published June 30.*
- c) Adequate funds must be available for the transaction.
- d) The Township Board must approve the resolution for the additional appropriation.

In the following pages, I have put together data to reflect the current financial picture of the township funds.

Fund 0101 is the Township General Fund, used for basic township administration including the major expenses of the cemetery. In addition to the salaries of the Trustee, Financial Clerk, Maintenance Worker, and Receptionist Office Manager, the functional aspects of the township is included in that budget.

Township Assistance has three funds:

Fund 0840.1 Welfare Administration (salaries and operational expenses)

Fund 0840.2 Direct Assistance (burials, shelter, utility payments etc.)

Fund 0840.3 Other Assistance (primarily the operational expenses of the shelter house)

The attached pages will provide these funds in budget categories including:

- a) Proposed 2023 budget for review, this will require discussion and adoption at the August meeting
- b) An accountability of budget categories Jan – June 2023 There are some issues in the conversion of the employee data accountability when the payroll company took over. Some of the financial data in the current system needs to be reviewed. At this time, I wasn't able to provide detailed payroll data in this column.
- c) The Total 2022 expenditure by budget category.

The objective of the July meeting will be to accomplish the additional appropriation. Review the proposed budget in detail, modify any necessary budget category and the prepare a final 2023 budget for the August meeting.

If you have any questions, I would be glad to answer them at any time. Please feel free to contact me at 765/588-8294 or INJones_Bill@hotmail.com.

STATE OF INDIANA
DEPARTMENT OF LOCAL GOVERNMENT FINANCE
2023 Budget Order

County: 79 Tippecanoe
Unit: 0001 FAIRFIELD TOWNSHIP

<u>Fund</u>	<u>Fund Name</u>	<u>Certified Budget</u>	<u>Certified AV</u>	<u>Certified Levy</u>	<u>Certified Rate</u>
0061	RAINY DAY	\$0	\$2,854,156,016	\$0	\$0.0000
0101	GENERAL	\$292,447	\$2,854,156,016	\$119,875	\$0.0042

The total appropriations were restricted to the prior year total because the budget was not properly appropriated.

The total property tax levies were restricted to the prior year total because of improper adoption..

0840	TOWNSHIP ASSISTANCE	\$243,950	\$2,854,156,016	\$234,041	\$0.0082
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The total appropriations were restricted to the prior year total because the budget was not properly appropriated.

The total property tax levies were restricted to the prior year total because of improper adoption..

1111	FIRE	\$100,000	\$287,897,397	\$206,135	\$0.0716
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The total appropriations were restricted to the prior year total because the budget was not properly appropriated.

The total property tax levies were restricted to the prior year total because of improper adoption..

1312	RECREATION	\$10,000	\$2,854,156,016	\$0	\$0.0000
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The total appropriations were restricted to the prior year total because the budget was not properly appropriated.

2120	CEMETERY	\$2,500	\$2,854,156,016	\$0	\$0.0000
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The total appropriations were restricted to the prior year total because the budget was not properly appropriated.

Unit Total:		\$648,897		\$560,051	\$0.0840
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IC 6-1.1-18.5-17 and IC 20-44-3 require that each year the Department of Local Government Finance certify to each unit of local government figures that show one hundred percent (100%) of the tax levy for each fund. If the property taxes received exceed one hundred percent (100%) of the levy, the excess shall be received to the "Levy Excess Fund" unless the amount in any calendar year is less than \$100.00 for a civil taxing unit or \$10,000.00 for a school corporation.

NOTICE TO TAXPAYERS OF ADDITIONAL APPROPRIATIONS

Notice is hereby given to the taxpayers of Fairfield Township Tippecanoe County, Indiana, that the proper legal officers will consider the following additional appropriations in excess of the budget for the current year at their regular meeting place at the Fairfield Township Office, at 6:30 PM on the 10th day of July 2023.

Fund Name: 0101 Township Fund	Personal Services	\$40,000
	Other Services & Charges	\$25,000
	Capital	\$20,000

Fund Name: 0840 Township Assistance	Personal Services	\$20,000
	Direct Assistance	\$40,000

Fund Name: 0066 Rainy Day	Other Services & Charges	\$25,000
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Taxpayers appearing at the meeting shall have a right to be heard. The additional appropriations as finally made will be referred to the Department of Local Government Finance (Department). The Department will make a written determination as to the sufficiency of funds to support the appropriations within fifteen (15) days of receipt of a Certified Copy of the action taken.

Dated 06/30/23
Monica Casanova
Fairfield Township Trustee

Fairfield Township
0101 Township General Fund

		PROPOSED		
Code	Budget Breakdown	2023 Budgeted	2023 Jan - June	2022 Expenses
	1. Personal Services			
*	A. Salaries and Wages			
**	a. Salary of Trustee	58,200		56,532
1AA	b. FT Office Assistant	47,840		
1AB	c. Pay of Township Board	6,300		5,103
1AC	d. PT Bookkeeper	23,920		1,260
1AD	e. Caretaker	24,700		
	E. Enter Description			
1AE	B. Employee Benefits			
**	a. Social Security?Medicare -Twp Share	13,000		4,815
1BA	b. Unemployment Compensation	8,000		
1BB	c. PERF	10,500		5,816
1BC	d. Insurance	18,000		13,491
1C	C. Other Personal Services			
Totals for 1000:		210,460		87,017
	2. Supplies			
*	A. Office Supplies			
2AA	a. Record Books	0		
2AB	b. Stationary and Office Supplies	2,487	1,112	1,272
2AC	c. Printing	0	343	28
2B	B. Operating Supplies	500	819	1,790
2C	C. Repair and Maintenance Supplies	5,000	1,934	1,241
2D	D. Other Supplies	500	17	131
Totals for 2000:		8,487	4,225	4,462
	3. Other Services & Charges			
*	A. Professional Services			
3AA	a. Legal Services	45,000	24,234	19,179
3AB	b. Contractual Services - Fianancial	18,500	11,430	25,501
3AC	c. Contractual Services - Office		2,773	
	B. Communication and Transportation			
3BA	a. Travel Expense	1,300	313	
3BB	b. Telephone	3,200	50	1,908
3C	C. Printing and Advertising	1,000	630	789
3C	D. Insurance			
3DA	a. Official Bonds	500	120	375
3DB	b. Other Insurance	2,000	273	
3E	E. Utility Services	5,000	4,556	5,893
3F	F. Repairs and Maintenance	30,000	17,691	7,106
3G	G. Rentals			
3GA	a. Office Rent	0		
3GB	b. Other Rentals	0	175	
3H	H. Debt Service - Interest on Loans	0		
3I	I. Care of Cemeteries	25,000	16,487	40,490
**	J. Dues and Subscriptions			
3JA	a. Dues and subscriptions	1,500	850	1,238

3JB	b. Misc.	3,000	922	4,698
	C. Enter Description	0		
3K	K. Training	1,500	972	2,209
3L	L. Community Service (IC 36-6-4-8(a))	6,000		250
Totals for 3000:		143,500	81,476	109,636
*	4. Capital Outlays			
4A	A. Land	0		0
4B	B. Buildings	0		0
4C	C. Machinery and Equipment	15,000	6,732	3,500
Totals for 4000:		15,000	6,732	3,500
FUND TOTAL:		377,447		204,615

Fairfield Township
0840.1 Welafare Adminstation

PROPOSED

Code	Budget Breakdown	PROPOSED		
		2023 Budgeted	2023 Jan - June	2022 Expenses
*	1. Personal Services			
**	A. Salaries and Wages			
1AA	a. FT Intake Specialist	47,840		30,712
1AB	b. FT Case Worker	47,840		26,457
1AD	D. PT Clerical Worker			
**	B. Employee Benefits			
1BA	a. Social Security?Medicare -Twp Share	7,300		6,338
1BB	b. Unemployment Benefits	1,500		246
1BC	c. PERF	4,020	2,003	612
1BD	d. Insurance	30,000	15,242	30,898
Totals for 1000:		138,500		95,263
*	2. Supplies			
**	A. Office Supplies			
2AA	a. Record Books	0		
2AB	b. Stationary and Office Supplies	1,500	1,030	1,401
2AC	c. Printing & Postage	2,200	1,805	
2B	B. Operating Supplies			1,193
2C	C. Repair & Maintenance Supplies	2,200	1,805	3,405
2D	D. Other Supplies			196
Totals for 2000:		5,900	4,640	6,195
*	3. Other Services & Charges			
**	A. Professional Services			
3AA	A. Legal Services	3,500		8,162
3AB	b. Contractual Services	3,700	2,519	9,653
3B	B. Traveling Expense - Investigators	400		700
3C	C. Insurance	350		532
3D	D. Utility Services	1,700	820	4,818
3E	E. Repairs and Maintenance	3,500	2,373	4,154
Totals for 3000:		9,650	5,712	28,019
*	4. Capital Outlays	0		
4A	A. Office Equipment	0		
4B	B. Facilities	0		
Totals for 4000:		0	0	0
FUND TOTAL:		154,050		129,477

Fairfield Township
0840.2 Direct Assistance
0840.3 Other Assistance

Code	Budget Breakdown	2023 Budgeted	2023 Jan - June	2022 Expenses
*	1. Medical, Hospital and Burial			
1A	A. Services of Phys., Dentists, Optcns	500		0
1B	B. Services of Surgeons	500		0
1C	C. Prescriptions	500		0
1D	D. Hospital, not including Surgeons	500		0
1E	E. Burials and Ambulance Service	30,000	14,400	25,894
1F	F. Expense of Inmates In County Home	500		0
	Totals for 1000:	32,500	14,400	25,894
*	2. Other Direct Poor Relief			
2A	A. Food and Household Supplies	1,600	596	120
2B	B. Clothing and Shoes	500		0
2C	C. Shelter	110,000	51,960	36,601
2D	D. Fuel	0		0
2E	E. Public Utility Service	3,300	1,562	2,002
2F	F. School Books	0		0
2G	G. Transportation and Moving	500	53	0
2H	H. Homeless Shelter	800		658
	Totals for 2000:	116,700	54,171	39,381
	3 3. Other Services and Charges			
3A	A. Service Agreements			
3B	B. Shelter Utilities	700	391	0
	Totals for 3000:	700	391	0
*	4. Capital Outlays			
4A	A. Capital Outlays	0		0
	Totals for 4000:	0	0	0
	FUND TOTAL:	149,900	68,962	65,275