



Village of Stockbridge

Meetings
Village Hall

118 N. Center St.

Stockbridge, MI 49285

Thursday, July 17, 2025, at 7:00 p.m.

AGENDA

A. CALL TO ORDER:

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE:

D. APPROVAL OF AGENDA:

E. APPROVAL OF MINUTES:

A. June 19, 2025

B. July 8, 2025

F. PUBLIC COMMENT ON AGENDA ITEMS: (Comments are limited to 3 minutes. Please address all comments to the council. Please understand that the council may not give a response per procedure.)

G. GUESTS

Chief Bartus presenting – Strategic Plan

H. FINANCIAL REPORTS:

A. Vendor Report from June 1, 2025, to June 30, 2025

B. Cash summary by account report for all funds for the period of June 1, 2025, to June 30, 2025

C. Revenue & Expense Report from June 1, 2025, to June 30, 2025

I. DEPARTMENT AND COMMITTEE REPORTS:

A. Police Department Report.

B. DPW Report

C. Zoning Administrator Report

D. President's Report.

E. Utilities Committee.

F. Planning Commission minutes for review

G. SDDA minutes for review.

H. Manager Report



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Thursday, July 17, 2025, at 7:00 p.m.

J. Ordinance Committee

J. COMMUNICATIONS:

K. UNFINISHED BUSINESS:

A. Utility Update

L. NEW BUSINESS:

A. Employee Handbook

B. Employee Health Insurance

C. ACH Policy and Resolution

D. Policies

1) Cash Receipt Retention Policy

2) Grant Policy

3) Cash Handling Policy

4) Coin Acceptance Policy

5) Invoice Payment Policy

6) Fund Balance Policy

7) Credit Card Acceptance Policy

8) Credit Card Use Policy

E. Cash Flow Analysis & Invoice

M. PUBLIC COMMENT OPEN FORUM: (Comments are limited to 3 minutes. Please address all comments to the council. Please understand that the council may not give a response per procedure.)

N. COUNCIL MEMBER COMMENTS:

O. ATTORNEY COMMENTS:

P. Schedule of meetings:

A. SDDA Meeting, August 4, 2025, at 7:00 P.M.

B. Planning Commission Meeting, August 7, 2025, at 6:30 P.M.

C. Council Workshop August- TBD

C. Utilities Committee Meeting, August 14, 2025, at 6:00 P.M.



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Thursday, July 17, 2025, at 7:00 p.m.

D. Regular Meeting, August 21, 2025, at 7:00 P.M.

Q. ADJOURN:



Village of Stockbridge

Regular Council Meeting

Village Hall

118 N. Center St. Stockbridge, Mi 49285

Thursday, June 19, 2025, 7:00 P.M.

Unapproved Minutes

1. Call to Order: President Ogden called the meeting to order at 7:00 P.M.
2. Roll Call
 - A. Present: Howlett, Cattell, Ogden, Morehouse, Fairbotham, Powers-Taylor
 - B. Absent: Good
3. President Ogden led the Pledge of Allegiance
4. Approval of Agenda: Motion made by Cattell supported by Howlett to approve June 19, 2025 Agenda. All in Favor, Motion Passed.
5. Approval of Minutes: Motion made by Cattell supported by Howlett to approve May 15, 2025, Regular Meeting Minutes. All in Favor, Motion Passed.
6. Public Comment: None.
7. Guests:

CADL Annual Presentation
Sherri McConnell, Branch head for Capital Area District Libraries presented for a review of the annual report.
8. Financial Reports:

Motion made by Howlett supported by Cattell to pay the bills in the amount of \$152,379.26
Roll Call:
Aye – Cattell, Morehouse, Fairbotham, Good, Powers-Taylor, Howlett
Nay: None
Absent: None
All in favor, Motion Passed.
9. Department & Committee Reports
 - A. Police Department Report, provided.
 - B. Zoning Administrator Report, provided.
 - C. President's Report, provided.
 - D. Utilities Committee, none.
 - E. Planning Commission minutes for review, provided.
 - F. SDDA minutes for review, none.
 - G. Manager Report, provided.
10. Communications: None.
11. Unfinished Business:
 - A. Utility Billing Update, provided.



Village of Stockbridge

Regular Council Meeting

Village Hall

118 N. Center St. Stockbridge, Mi 49285

Thursday, June 19, 2025, 7:00 P.M.

B. Special Assessment

Motion made by Cattell supported by Howlett to add the delinquent water bills to the consumers tax roll.

Roll Call:

Aye – Morehouse, Fairbotham, Good, Powers–Taylor, Cattell, Ogden

Nays – None.

Absent – None.

All in Favor, Motion passed.

12. New Business:

A. Retro Pay Approval for P.D.

Motion made by Howlett supported by Cattell to approve the temporary hire of Ezekiel Allen to cover the retro pay for the Police Department.

Roll Call:

Aye – Fairbotham, Good, Powers–Taylor, Cattell, Howlett, Morehouse, Ogden

Nay – None

Absent – None

All in favor, Motion passed

B. TMF Resolution 2025-06-19.001

Motion made by Howlett supported by Cattell to reapprove the TMF bidding Resolution.

Roll Call:

Aye – Powers–Taylor, Cattell, Howlett, Morehouse, Fairbotham, Good, Ogden

Nay – None

Absent – None

All in favor, Motion passed

C. Ordinance 2025-06-19.000

Motion made by Howlett supported by Cattell to adopt the ordinance approving text amendments to the Village of Stockbridge municide of ordinances, Chapter 2, Article II, Division 3, Sections 2-63. 2-64, 2-65, and 2-67

Roll Call:

Aye – Powers–Taylor, Cattell, Howlett, Morehouse, Fairbotham, Good, Ogden

Nay – None

Absent – None

All in favor, Motion passed

D. Resolution 2025-06-19.002 – Tabled

E. 5 Healthy Towns Grant Agreement



Village of Stockbridge

Regular Council Meeting

Village Hall

118 N. Center St. Stockbridge, Mi 49285

Thursday, June 19, 2025, 7:00 P.M.

Motion made by Howlett supported by Cattell to support the parks with 5 Healthy Towns Grant of \$1,000 to support Stockbridge parks and recreation.

Roll Call:

Aye – Howlett, Cattell, Morehouse, Fairbotham, Good, Powers-Taylor, Ogden

Nay – None

Absent – None

All in favor, Motion passed

F. Rural Readiness Grant

Motion made by Cattell supported by Fairbotham to approve the Rural Readiness Grant.

Roll Call:

Aye – Cattell, Moorehouse Fairbotham, Good, Power-Taylor, Howlett, Ogden

Nay – None

Absent – None

All in favor, Motion passed

G. MCOLES Safety Grant

Motion made by Fairbotham supported by Cattell to accept the MCOLES Safety Grant to support the Village of Stockbridge Police Department for \$20,000

Roll Call:

Aye – Fairbotham, Good, Powers-Taylor, Howlett, Cattell, Morehouse, Ogden

Nay – None

Absent – None

All in favor, Motion passed

H. DDA Appointment

Motion made by Ogden supported by Cattell to appoint Amy Good as the Downtown Development Vice Chair.

Roll Call:

Aye – Moorehouse Fairbotham, Good, Power-Taylor, Howlett, Cattell, Ogden

Nay – None

Absent – None

All in favor, Motion passed

I. Merit Raises

Motion made by Cattell supported by Howlett for the increase of \$1 per hour for Tina Parks and Christopher Smith.

Roll Call:

Aye – Good, Powers-Taylor, Howlett, Cattell, Morehouse, Fairbotham, Ogden



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Nay – None
Absent - None
All in favor, Motion passed

J. Park Camera Change Order Quote

Motion made by Howlett supported by Cattell to approve the Park camera change Order of \$3500.

Roll Call:

Aye – Powers-Taylor, Howlett, Cattell, Morehouse, Fairbotham, Good, Ogden

Nay – None

Absent - None

All in favor, Motion passed

K. Employee Handbook - Tabled

L. Add Treasurer to Bank Account

Motion made by Howlett supported by Cattell to add the new Treasurer, Robyn Hanson, as a signer to the Choice One Bank.

Roll Call:

Aye – Howlett, Cattell, Morehouse, Fairbotham Good, Powers-Taylor, Ogden

Nay – None

Absent - None

All in favor, Motion passed

M. Clemens Floor Quote

Motion made by Powers-Taylor supported by Fairbotham to approve the Clemens Floor Quote for the installation of Vinyl Flooring for the amount of \$8,000.

Roll Call:

Aye – Fairbotham, Good, Powers-Taylor, Howlett, Cattell, Ogden

Nay – Morehouse

Absent - None

All in favor, Motion passed

N. Budget Amendments

Motion made by Cattell supported by Howlett to adopt the resolution to amend the fiscal year 2025/26 budget.

Roll Call:

Aye – Fairbotham, Good, Powers-Taylor, Howlett, Cattell, Morehouse, Ogden

Nay – None

Absent - None

All in favor, Motion passed



Village of Stockbridge

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Thursday, June 19, 2025, 7:00 P.M.

O. Police Contract

Motion made Howlett supported by Fairbotham to accept the Ingham, County Mutual Police Assistance Agreement with Stockbridge Township for the Mutual Agreement supporting township and the Village of Stockbridge. All in favor, Motion passed.

13. Public Comment: None.

N. Council Members Comments:

Howlett provided an explanation in regard to the Council's job is to responsibility allocate funding in appropriate areas in order to serve the village.

Good responded by thanking Howlett.

Fairbotham praised the police department.

Morehouse references due dates for meetings upcoming

o. Attorney Comments: None.

P. Next Meetings:

A. SDDA Meeting, July 7, 2025 at 6:15 P.M.

B. Utilities Committee Meeting, July 10, 2025 at 6:00 P.M.

C. Planning Commission Meeting, July 14, 2025 at 6:30 P.M.

D. Regular Meeting, July 17, 2025

Q. Adjournment. Motion by Cattell to Adjourn the meeting at 9:20 P.M. All in favor, Motion Passed.



Village of Stockbridge
Special Council Meeting
Village Hall
118 N. Center St, Stockbridge, MI 49285
Tuesday, July 8, 2025, at 6:00 p.m.

UNAPPROVED MINUTES

1. CALL TO ORDER: President Ogden called the meeting to order at 6:08 P.M.
2. ROLL CALL:
 - A. Present: Morehouse, Good, Cattell, Howlett, Ogden
 - B. Absent: Fairbotham, Powers-Taylor
3. President Ogden led the Pledge of Allegiance.
4. PUBLIC COMMENT: None
5. APPROVAL OF AGENDA: Motion made by Cattell, supported by Howlett, to approve the July 8, 2025, Special Meeting Agenda. All in Favor, Motion Passed.
6. BUSINESS BEFORE COUNCIL
 - A. Renovation Quotes

Motion made by Cattell to accept the bid from Clemens of \$12,475 for office renovations.

Roll Call:
Aye – Morehouse, Good, Howlett, Cattell, Ogden
Nay – None
Absent – Powers-Taylor, Fairbotham
All in Favor, Motion Passed.
7. PUBLIC COMMENT ON AGENDA ITEMS: None



**Village of Stockbridge
Special Council Meeting
Village Hall
118 N. Center St, Stockbridge, MI 49285
Tuesday, July 8, 2025, at 6:00 p.m.**

8. Adjournment. Motion by Howlett, supported by Cattel, to adjourn the meeting at 6:18 p.m. All in favor, Motion passed.

Signed by:
Heather Armstrong
The Village Manager

Vendor Code Post Date	Vendor Name Activity	Inv/Check #	Description	Invoice Amt	Check Amt
52LND01	52 LANDSCAPE LLC				
06/16/2025	INVOICE	4639	PLAYGROUND MAINTENANCE	3,774.00	
06/16/2025	CHECK	STATE 22781			3,774.00
			Total:	3,774.00	3,774.00
			Net of 1 Invoices / 1 Checks		
ALPHA PSY	ALPHA PSYCHOLOGICAL SERVICES, P.C.				
06/16/2025	CHECK	STATE 22782			550.00
			Total:		550.00
			Net of 0 Invoices / 1 Checks		550.00
ANNIE MCSH	ANNIE MCSHANE				
06/20/2025	INVOICE	6.10.2025	GASOLINE NEEDED FOR PATROL CAR PAID WITH D	43.20	
06/23/2025	CHECK	STATE 22804			43.20
			Total:	43.20	43.20
			Net of 1 Invoices / 1 Checks		
AT&T	AT&T				
06/04/2025	INVOICE	64458521-1	POLICE PHONE, CAR LAPTOP ECT	379.10	
06/05/2025	CHECK	STATE 22765			379.10
			Total:	379.10	379.10
			Net of 1 Invoices / 1 Checks		
BILLY WHIT	BILLY WHITE ROOFING, LLC				
06/16/2025	INVOICE	2025-0370	NEW FLUTE FILL DPDM ROOF SYSTEM- HALL ROOF	43,580.00	
06/16/2025	CHECK	STATE 22783			43,580.00
			Total:	43,580.00	43,580.00
			Net of 1 Invoices / 1 Checks		
BOYCE	BOYCE PLUMBING AND HEATING, INC				
06/16/2025	INVOICE	7984	MEMORIAL PARK BATHROOM SERVICE	296.25	
06/16/2025	CHECK	STATE 22784			296.25
			Total:	296.25	296.25
			Net of 1 Invoices / 1 Checks		

Vendor Code Post Date	Vendor Name Activity	Inv/Check #	Description	Invoice Amt	Check Amt
BOY01	BOYD HEATING AND COOLING				
06/04/2025	INVOICE	3220	REMOVAL OF ROOF TOP UNIT	1,200.00	
06/05/2025	CHECK	STATE 22766			1,200.00
06/16/2025	INVOICE	3229	HEATING & COOLING INSTALL	3,900.00	
06/16/2025	CHECK	STATE 22785			3,900.00
			Total:	5,100.00	5,100.00
			Net of 2 Invoices / 2 Checks		
BRENT	BRENTS BUGS LLC				
06/04/2025	INVOICE	19293	RODENT CONTROL 6/2/25	175.00	
06/05/2025	CHECK	STATE 22767			175.00
			Total:	175.00	175.00
			Net of 1 Invoices / 1 Checks		
CANON	CANON SOLUTIONS AMERICA, INC.				
06/16/2025	INVOICE	41224155	MONTHLY PRINTING AGREEMENT FOR COPIER	266.39	
06/16/2025	CHECK	STATE 22786			266.39
			Total:	266.39	266.39
			Net of 1 Invoices / 1 Checks		
CHECK	CHECKERED LAWN CARE				
06/04/2025	INVOICE	2025-11	LAWN CARE MONTHLY	3,066.66	
06/05/2025	CHECK	STATE 22768			3,066.66
			Total:	3,066.66	3,066.66
			Net of 1 Invoices / 1 Checks		
CLNGMNG	CLEANING WITH MEANING				
06/04/2025	INVOICE	2399	OFFICE CLEANING - ACH APPROVED	100.00	
06/05/2025	CHECK	STATE 22769			100.00
06/20/2025	INVOICE	2400	CLEANING OF VILLAGE OFFICE	100.00	
06/23/2025	CHECK	STATE 22805			100.00
			Total:	200.00	200.00
			Net of 2 Invoices / 2 Checks		
CLEMENS	CLEMENS CONTRACTING LLC				
06/20/2025	INVOICE	6.17.2025	DRYWALL COMPLETION INCLUDING LABOR COSTS	3,000.00	

Vendor Code Post Date	Vendor Name Activity	Inv/Check #	Description	Invoice Amt	Check Amt
06/20/2025	INVOICE	6.19.2025	FLOOR INSTALLATION PROJECT INVOICE	6,000.00	
06/23/2025	INVOICE	4.17.2025	PAINTING REMAINING BALANCE DUE UPON COMPLE	1,250.00	
06/23/2025	CHECK	STATE 22806			10,250.00
			Total:	10,250.00	10,250.00
			Net of 3 Invoices / 1 Checks		
CMP001	CMP DISTRIBUTORS, INC				
06/20/2025	INVOICE	021478	CTS 2584 12 GA SUPERSOCK- BEAN BAG PACKAGE	64.50	
06/23/2025	CHECK	STATE 22807			64.50
			Total:	64.50	64.50
			Net of 1 Invoices / 1 Checks		
CON00	CONSUMERS ENERGY				
06/16/2025	INVOICE	06.16.2025-1	ELECTRIC BILL	2,038.47	
06/16/2025	CHECK	STATE 22787			2,038.47
06/23/2025	INVOICE	103048384343-JULY	MONTHLY ENERGY BILL - 118 N. CENTER ST. (O	28.69	
06/23/2025	INVOICE	205903490138	MONTHLY BILL 05-19-25 TO 6-17-25	0.68	
06/23/2025	INVOICE	204568700369	MONTHLY BILL 05-19-25 TO 6-17-25	0.47	
06/23/2025	INVOICE	203055861703	MONTHLY BILL 05-19-25 TO 6-17-25	12.23	
06/23/2025	INVOICE	203233876209	MONTHLY BILL 05-19-25 TO 6-17-25	28.69	
06/23/2025	INVOICE	203233876210	MONTHLY BILL 05-19-25 TO 6-17-25	107.89	
06/23/2025	INVOICE	201009447076	MONTHLY BILL 5/19/25 TO 6/17/25	60.15	
06/23/2025	INVOICE	205102598919	MONTHLY BILL 5/18/25 TO 6/17/25	239.53	
06/23/2025	INVOICE	205102598920	MONTHLY BILL 5-19-25 TO 6/17/25	123.76	
06/23/2025	INVOICE	205102598921	MONTHLY BILL 05-19-25 TO 6-17-2025	41.51	
06/23/2025	INVOICE	2051025989222	MONTHLY BILL 5-19-25 TO 6-17-25	33.01	
06/23/2025	INVOICE	205102598923	MONTHLY BILL 05-19-25 TO 6-17-25	61.27	
06/23/2025	INVOICE	205102598924	MONTHLY BILL 05-19-25 TO 6-17-25	224.28	
06/23/2025	INVOICE	205102598925	MONTHLY BILL 05-19-25 TO 6-17-25	4,793.25	
06/23/2025	INVOICE	205102598926	MONTHLY BILL 05-19-25 TO 6-17-25	175.91	
06/23/2025	INVOICE	205102598927	MONTHLY BILL 05-19-25 TO 6-17-25	1,057.41	
06/23/2025	CHECK	STATE 22808			28.69
06/23/2025	CHECK	STATE 22809			60.15
06/23/2025	CHECK	STATE 22810			239.53
06/23/2025	CHECK	STATE 22811			123.76
06/23/2025	CHECK	STATE 22812			41.51
06/23/2025	CHECK	STATE 22813			33.01
06/23/2025	CHECK	STATE 22814			61.27
06/23/2025	CHECK	STATE 22815			224.28
06/23/2025	CHECK	STATE 22816			4,793.25

Vendor Code Post Date	Vendor Name Activity	Inv/Check #	Description	Invoice Amt	Check Amt
06/23/2025	CHECK	STATE 22817			175.91
06/23/2025	CHECK	STATE 22818			1,057.41
06/23/2025	CHECK	STATE 22819			0.68
06/23/2025	CHECK	STATE 22820			0.47
06/23/2025	CHECK	STATE 22821			28.69
06/23/2025	CHECK	STATE 22822			107.89
Total:				9,027.20	9,014.97
Net of 17 Invoices / 16 Checks				12.23	
DAM00	DAMON'S ASPHALT MAINTENANCE, LTD.				
06/23/2025	INVOICE	2397	302 W. ELIZABETH ST. ASPHALT PATCH WORK	1,500.00	
06/23/2025	INVOICE	2398	208 WEST ST, 600 CHERRY ST, 130 WILLIAMS	4,000.00	
06/23/2025	CHECK	STATE 22823			5,500.00
Total:				5,500.00	5,500.00
Net of 2 Invoices / 1 Checks					
DEWOLF	DEWOLF & ASSOCIATES				
06/04/2025	INVOICE	3721	FIRST LINE SUPERVISION SARGENT HOWE	595.00	
06/05/2025	CHECK	STATE 22770			595.00
Total:				595.00	595.00
Net of 1 Invoices / 1 Checks					
ELAN	ELAN				
06/04/2025	INVOICE	MAY 2025	CREDIT CARD STATEMENT FOR 4/26/25 TO 5/27/	2,895.80	
06/05/2025	CHECK	STATE 26			2,895.80
Total:				2,895.80	2,895.80
Net of 1 Invoices / 1 Checks					
ELH00	ELHORN ENGINEERING CO				
06/16/2025	INVOICE	307016	CHLOR 5 GAL- QTY 8	722.00	
06/16/2025	CHECK	STATE 22788			722.00
Total:				722.00	722.00
Net of 1 Invoices / 1 Checks					
ETN00	ETNA SUPPLY				
06/04/2025	INVOICE	S106292631.001	INSET FOR PE TUBING W POLYETHELENE 200 LB	165.00	

Vendor Code Post Date	Vendor Name Activity	Inv/Check #	Description	Invoice Amt	Check Amt
06/04/2025	INVOICE	6291519002	RW GATE VALVE	1,000.00	
06/04/2025	INVOICE	9435	4/28/25 & 5/21/25 STATEMENT	6,885.56	
06/04/2025	INVOICE	6296802002	TOP SECTION LESS LID	286.00	
06/05/2025	CHECK	STATE 22771			8,336.56
06/16/2025	INVOICE	S106296630.001	REED EXTENDED SOCKET SET (1) & REED DUAL S	456.00	
06/16/2025	INVOICE	S106313706.001	6X4 KI JM RED LESS/ACC USA	235.60	
06/16/2025	CHECK	STATE 22789			691.60
Total:				9,028.16	9,028.16
Net of 6 Invoices / 2 Checks					
GORM					
GORMLEY LAW OFFICES					
06/16/2025	INVOICE	5165	P.D. UNION	723.86	
06/16/2025	INVOICE	5167	ENGINEERING CONTRACT WITH VILLAGE	353.10	
06/16/2025	INVOICE	5172	PD TICKET CORRESPONDENCE	88.28	
06/16/2025	INVOICE	5164	EMAIL CORRESPONDENCE WITH MANAGER	57.34	
06/16/2025	INVOICE	5166	CORRESPONDENCE WITH PRESIDENT & MANAGER	52.97	
06/16/2025	CHECK	STATE 22790			1,275.55
Total:				1,275.55	1,275.55
Net of 5 Invoices / 1 Checks					
GPM INVEST					
GPM INVESTMENTS					
06/04/2025	INVOICE	75182	MONTHLY STATEMENTS	945.69	
06/05/2025	CHECK	STATE 22772			945.69
Total:				945.69	945.69
Net of 1 Invoices / 1 Checks					
GRACON					
GRACON SERVICES, INC					
06/04/2025	INVOICE	16456	FHD MONITOR & UNIVERSAL USB-C MULTI PORT D	552.50	
06/05/2025	CHECK	STATE 22773			552.50
06/23/2025	INVOICE	16470	CISCO DUO ESSENTIALS EDITION-MONTHLY	36.50	
06/23/2025	INVOICE	16472	IRONSCALES COMPLETE PROJECT -12 MOS	630.00	
06/23/2025	CHECK	STATE 22824			666.50
Total:				1,219.00	1,219.00
Net of 3 Invoices / 2 Checks					
GRAN01					
GRANGER					
06/04/2025	INVOICE	28483115	CEMETERY SERVICES	116.92	

Vendor Code Post Date	Vendor Name Activity	Inv/Check #	Description	Invoice Amt	Check Amt
06/05/2025	CHECK	STATE 27			116.92
06/16/2025	INVOICE	28357759	RESIDENTAL CONTRACT, MONTHLY EXPENSE. PREV	19,935.88	
06/16/2025	CHECK	STATE 30			19,935.88
			Total:	20,052.80	20,052.80
			Net of 2 Invoices / 2 Checks		
GREATLAKES	GREAT LAKES WATER OPERATIONS				
06/04/2025	INVOICE	006	WATER & WASTEWATER MANAGEMENT	3,120.00	
06/05/2025	CHECK	STATE 22774			3,120.00
			Total:	3,120.00	3,120.00
			Net of 1 Invoices / 1 Checks		
HYDRO	HYDROCORP, INC				
06/04/2025	INVOICE	406597	RECURRING LABOR -INSPECTION AND REPORTING	249.50	
06/05/2025	CHECK	STATE 22775			249.50
			Total:	249.50	249.50
			Net of 1 Invoices / 1 Checks		
MAIN	MAIN STREET COMPUTERS				
06/23/2025	INVOICE	1208	PARK CAMERA CHANGE OUT INVOICE	3,500.00	
06/23/2025	CHECK	STATE 22825			3,500.00
			Total:	3,500.00	3,500.00
			Net of 1 Invoices / 1 Checks		
MAP	MICHIGAN ASSOCIATION OF PLANNING				
06/20/2025	INVOICE	7.1.2025	ANNUAL INDIVIDUAL MEMBER DUES	75.00	
06/23/2025	CHECK	STATE 22826			75.00
			Total:	75.00	75.00
			Net of 1 Invoices / 1 Checks		
MML-PO	MICHIGAN MUNICIPAL LEAGUE				
06/11/2025	INVOICE	5322207	PAYROLL AUDIT 7/1/2023 TO 7/1/2024	145.00	
06/16/2025	CHECK	STATE 22791			145.00
			Total:	145.00	145.00
			Net of 1 Invoices / 1 Checks		

Vendor Code Post Date	Vendor Name Activity	Inv/Check #	Description	Invoice Amt	Check Amt
MMLWCF	MICHIGAN MUNICIPAL LEAGUE WORK COMP				
06/16/2025	INVOICE	6666207	WORKMANS COMP RENEWAL THROUGH MML	7,412.00	
06/16/2025	CHECK	STATE 22792			7,412.00
			Total:	7,412.00	7,412.00
			Net of 1 Invoices / 1 Checks		
MIC11	MICHIGAN PIPE AND VALVE, INC.				
06/16/2025	INVOICE	J044959	MUNICAPEX 1"X500' ROLL AND LIFTALL SLING	801.72	
06/16/2025	CHECK	STATE 22793			801.72
			Total:	801.72	801.72
			Net of 1 Invoices / 1 Checks		
MIC31	MICHIGAN RURAL WATER ASSOCIATION				
06/16/2025	INVOICE	2020-14834	WATER & WASTEWATER ANNUAL DUES	570.00	
06/16/2025	CHECK	STATE 22794			570.00
			Total:	570.00	570.00
			Net of 1 Invoices / 1 Checks		
MISTPOLICE	MICHIGAN STATE POLICE				
06/20/2025	INVOICE	551-658963	TOKEN FEE FROM 4/1/2025 TO 6/30/2025	33.00	
06/23/2025	CHECK	STATE 22827			33.00
			Total:	33.00	33.00
			Net of 1 Invoices / 1 Checks		
MIDMI	MID MICHIGAN EMERGENCY EQUIPMENT				
06/16/2025	INVOICE	1692	K9 VEHICLE UNIT EQUIPMENT	1,811.24	
06/16/2025	INVOICE	1693	CHEVY PICK-UP- GENERAL FUND PULL	862.40	
06/16/2025	CHECK	STATE 22795			2,673.64
			Total:	2,673.64	2,673.64
			Net of 2 Invoices / 1 Checks		
OCC	OAKLAND COMMUNITY COLLEGE				
06/04/2025	INVOICE	010927631	ADVANCE POLICE TRAIN TUITION DPRING 2025	695.00	
06/05/2025	CHECK	STATE 22776			695.00
			Total:	695.00	695.00

Vendor Code Post Date	Vendor Name Activity	Inv/Check #	Description	Invoice Amt	Check Amt
Net of 1 Invoices / 1 Checks					
PRINTSO	PRINTER SOURCE PLUS				
06/16/2025	INVOICE	250609-005	PAPER- 8 CASES	391.92	
06/16/2025	CHECK	STATE 22796			391.92
Total:				391.92	391.92
Net of 1 Invoices / 1 Checks					
ROYSTO	ROYAL STONE. LLC				
06/23/2025	INVOICE	11532	PRE-CAST / CAST STONE	220.00	
06/23/2025	INVOICE	11533	PRE-CAST/ CAST STONE	90.00	
06/23/2025	CHECK	STATE 22828			310.00
Total:				310.00	310.00
Net of 2 Invoices / 1 Checks					
SHERWINWIL	SHERWIN-WILLIAMS				
06/23/2025	CHECK	STATE 22829			1,932.94
Total:					1,932.94
Net of 0 Invoices / 1 Checks					
MISC	SHIANE LINDEMANN				
06/19/2025	INVOICE	00002	VETERENS PARK RENTAL DEPOSIT RETURNED AND	125.00	
06/19/2025	CHECK	STATE 22802			125.00
Total:				125.00	125.00
Net of 1 Invoices / 1 Checks					
SILVERSMIT	SILVERSMITH				
06/20/2025	INVOICE	419769	DATA PLAN ANNUAL INFO HOSTING & SALES TA	2,036.00	
06/23/2025	CHECK	STATE 22830			2,036.00
Total:				2,036.00	2,036.00
Net of 1 Invoices / 1 Checks					
SBIS	SMALL BUISNESS ASSOCIATION OF MI				
06/20/2025	INVOICE	6.6.2025	BLUE CROSS BLUE SHIELD INSURANCE (JULY CO	11,538.87	
06/23/2025	CHECK	STATE 22831			11,538.87
06/23/2025	CHECK	STATE 22838	VOID (Orig Amt \$11,538.87)		

Vendor Code Post Date	Vendor Name Activity	Inv/Check #	Description	Invoice Amt	Check Amt
			Total:	11,538.87	11,538.87
			Net of 1 Invoices / 2 Checks		
SMEDED-SON 06/16/2025	SMEEDE-SON STEEL& BUILDING SUPPLY INVOICE	06.16.2025-01	WATER PLANT DOOR	1,059.63	
06/16/2025	CHECK	STATE 22797			1,059.63
			Total:	1,059.63	1,059.63
			Net of 1 Invoices / 1 Checks		
SPARR 06/16/2025	SPARROW OCCUPATIONAL HEALTH SERVICE INVOICE	00079308-00	RECRUIT ALLEN DRUG SCREENING	56.00	
06/16/2025	CHECK	STATE 22798			56.00
			Total:	56.00	56.00
			Net of 1 Invoices / 1 Checks		
BYR00 06/20/2025	STOCKBRIDGE HARDWARE INVOICE	31-MAY-25	MAY'S ACE HARDWARE STATEMENT	871.67	
06/23/2025	CHECK	STATE 22832			871.67
			Total:	871.67	871.67
			Net of 1 Invoices / 1 Checks		
SUP00 06/23/2025	SUPERIOR INDUSTRIAL SALES, INC INVOICE	530785	GENERATOR, LABOR, PARTS, MILLAGE AND SUPPL	715.32	
06/23/2025	CHECK	STATE 22833			715.32
			Total:	715.32	715.32
			Net of 1 Invoices / 1 Checks		
WATER01 06/11/2025	THE WATER STORE INVOICE	044309	MAY MONTHLY STATEMENT	5.00	
06/16/2025	CHECK	STATE 22799			5.00
			Total:	5.00	5.00
			Net of 1 Invoices / 1 Checks		
TOTAL 06/04/2025	TOTAL LOCAL INVOICE	33863	ADDITIONAL MARKETING SERVICES-BUSINESS CAR	60.00	

Vendor Code Post Date	Vendor Name Activity	Inv/Check #	Description	Invoice Amt	Check Amt
06/05/2025	CHECK	STATE 28			60.00
06/23/2025	INVOICE	34376	BUSINESS CARDS FOR STEPHAN SAUNDERS	60.00	
06/23/2025	CHECK	STATE 22834			60.00
			Total:	120.00	120.00
			Net of 2 Invoices / 2 Checks		
ULINE	ULINE				
06/23/2025	INVOICE	193933626	ULINE JUMBO BATH TISSUE	110.00	
06/23/2025	CHECK	STATE 22835			110.00
			Total:	110.00	110.00
			Net of 1 Invoices / 1 Checks		
USPS00	UNITED STATES POST OFFICE				
06/16/2025	INVOICE	155	PO BOX RENEWAL FOR 12 MONTHS	74.00	
06/16/2025	CHECK	STATE 22800			74.00
			Total:	74.00	74.00
			Net of 1 Invoices / 1 Checks		
USA00	USA BLUE BOOK				
06/04/2025	INVOICE	720775	OPD 4 DISPENSER 10ML. DPD 1 DISPENSER 10ML	125.58	
06/05/2025	CHECK	STATE 22777			125.58
			Total:	125.58	125.58
			Net of 1 Invoices / 1 Checks		
WATEH	WATER TECH				
06/11/2025	INVOICE	64064-2	CONDUCTIVITY , ORTHO PHOSPHORUS, TOTAL CAL	46.00	
06/16/2025	INVOICE	64401	CONDUCTIVITY/ORTHO PHOSPHORUS/TOTAL CALCUM	46.00	
06/16/2025	CHECK	STATE 22801			92.00
			Total:	92.00	92.00
			Net of 2 Invoices / 1 Checks		
WEX	WEX BANK				
06/04/2025	INVOICE	104899059	FUEL	1,037.19	
06/05/2025	CHECK	STATE 22778			1,037.19
			Total:	1,037.19	1,037.19

User: ROBYN

Activity From 06/01/2025 To 06/30/2025

DB: Stockbridge

Vendor Code Post Date	Vendor Name Activity	Inv/Check #	Description	Invoice Amt	Check Amt
Net of 1 Invoices / 1 Checks					
WOL00	WOLVERINE ENGINEERS AND				
06/04/2025	INVOICE	20250393	SR. TECH	2,461.50	
06/04/2025	INVOICE	20250404	GIS TECH	2,800.00	
06/05/2025	CHECK	STATE 22779			5,261.50
Total:				5,261.50	5,261.50
Net of 2 Invoices / 1 Checks					
WOW	WOW! BUSINESS				
06/04/2025	INVOICE	20295214	INTERNET & PHONE SERVICES	720.10	
06/05/2025	CHECK	STATE 22780			720.10
06/20/2025	INVOICE	06.11.2025	JUNE INTERNET CHARGES FOR POLICE DEPARTMEN	195.53	
Total:				915.63	720.10
Net of 2 Invoices / 1 Checks					
YEOYEO	YEOYEO				
06/20/2025	INVOICE	091074610	PROCESSING PAYROLL, TAX NOTICE, ADDING NEW	680.00	
Total:				680.00	
Net of 1 Invoices / 0 Checks					
MISC	ZACHARY HEXIMER				
06/19/2025	INVOICE	000001	VETERENS PARK DEPOSIT REFUND FROM 5.17.202	50.00	
06/19/2025	CHECK	STATE 22803			50.00
Total:				50.00	50.00
Net of 1 Invoices / 1 Checks					
Grand Total 92 invoices and 76 checks f				163,306.47	164,901.65

CASH SUMMARY BY FUND FOR VILLAGE OF STOCKBRIDGE
FROM 06/01/2025 TO 06/30/2025
FUND: ALL FUNDS
CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 06/01/2025	Total Debits	Total Credits	Ending Balance 06/30/2025
101	GENERAL FUND	(11,862.47)	71,879.76	141,074.08	(81,056.79)
202	MAJOR STREETS FUND	491,528.48	11,213.82	3,466.23	499,276.07
203	LOCAL STREETS FUND	425,781.93	6,443.96	9,014.90	423,210.99
209	CEMETERY PERPETUAL CARE FUND	117,064.82	0.00	0.00	117,064.82
211	CEMETERY	(298.44)	10,006.74	5,863.97	3,844.33
214	MEMORIAL BRICK FUND	0.00	0.00	0.00	0.00
216	CEMETERY FLOWER FUND	11,713.23	0.00	0.00	11,713.23
217	ARPA FUNDS	0.00	0.00	0.00	0.00
234	COPS GRANT FISCAL 24/25	(13,363.72)	13,848.72	13,848.72	(13,363.72)
248	DOWNTOWN DEVELOPMENT AUTHORITY	0.00	0.00	0.00	0.00
249	BUILDING INSPECTION FUND	0.00	0.00	0.00	0.00
265	DRUG LAW ENFORCEMENT FUND	1,842.85	0.00	0.00	1,842.85
590	SEWER FUND	21,777.46	11,386.35	19,359.29	13,804.52
591	WATER FUND	(13,040.79)	9,846.79	14,961.69	(18,155.69)
	TOTAL - ALL FUNDS	1,031,143.35	134,626.14	207,588.88	958,180.61

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDTG USED
		AMENDED BUDGET	06/30/2025 (NORMAL (ABNORMAL))	MONTH 06/30/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
Function: Unclassified						
Dept 000 - GENERAL						
Account Type: Revenue						
Unclassified						
101-000-401.000	REVENUE CONTROL	394,000.00	0.00	0.00	394,000.00	0.00
101-000-402.000	CURRENT PROPERTY TAX	0.00	1,470.00	0.00	(1,470.00)	100.00
101-000-410.000	PERSONAL PROPERTY TAXES	25,000.00	0.00	0.00	25,000.00	0.00
101-000-411.000	DELINQUENT REAL PROPERTY	25,000.00	0.00	0.00	25,000.00	0.00
101-000-432.000	INLEIU OF PROPERTY TAXES	50,000.00	309.93	0.00	49,690.07	0.62
101-000-447.000	ADMIN FEES ON TAXES	7,000.00	0.00	0.00	7,000.00	0.00
101-000-451.000	SPECIAL ASSESSMENT REVENUE	2,500.00	0.00	0.00	2,500.00	0.00
101-000-477.000	FRANCHISE FEES	10,000.00	613.03	0.00	9,386.97	6.13
101-000-528.000	FEDERAL GRANTS - OTHER	100,000.00	(27,727.50)	0.00	127,727.50	(27.73)
101-000-540.000	GRANT	51,000.00	2,430.00	1,000.00	48,570.00	4.76
101-000-573.000	LOCAL COMMUNITY STABILIZATION	25,000.00	11,753.39	11,753.39	13,246.61	47.01
101-000-574.000	STATE SHARED REVENUE	175,000.00	903.00	0.00	174,097.00	0.52
101-000-578.000	LIQUOR TAX STATE SHRD REV	2,500.00	0.00	0.00	2,500.00	0.00
101-000-581.000	LEAP COMMUNITY GRANT- LOCAL	50,000.00	0.00	0.00	50,000.00	0.00
101-000-626.000	RECYCLING COLLECTIONS	130,000.00	61,540.68	30,968.54	68,459.32	47.34
101-000-628.000	REFUSE PENALTIES	2,500.00	482.23	509.71	2,017.77	19.29
101-000-631.000	POLICE ADMINISTRATION SERVICES	750.00	154.00	72.00	596.00	20.53
101-000-631.001	SCHOOL RESOURCE OFFICER	50,000.00	0.00	0.00	50,000.00	0.00
101-000-631.002	PUBLIC ACT 302 FUNDS	2,000.00	695.00	0.00	1,305.00	34.75
101-000-631.003	CONTRACTED SERVICES	53,000.00	0.00	0.00	53,000.00	0.00
101-000-657.000	FINES AND FORFEETURES	2,000.00	425.70	80.85	1,574.30	21.29
101-000-665.000	INTEREST INCOME	12,000.00	2,947.95	457.30	9,052.05	24.57
101-000-667.000	RENTAL INCOME	91,000.00	4,409.72	1,191.18	86,590.28	4.85
101-000-667.001	VETERANS PARK PAVILLION RENTAL	500.00	25.00	(175.00)	475.00	5.00
101-000-673.000	SALE OF FIXED ASSETS	20,000.00	0.00	0.00	20,000.00	0.00
101-000-674.000	DONATIONS	5,000.00	0.00	0.00	5,000.00	0.00
101-000-675.000	OTHER REVENUE	31,060.00	12,110.45	53.13	18,949.55	38.99
101-000-676.000	CONTRIBUTIONS/REIMBURSEMENTS	55,000.00	0.00	0.00	55,000.00	0.00
Unclassified		1,371,810.00	72,542.58	45,911.10	1,299,267.42	5.29
Total Revenue:		1,371,810.00	72,542.58	45,911.10	1,299,267.42	5.29
Total Dept 000 - GENERAL		1,371,810.00	72,542.58	45,911.10	1,299,267.42	5.29
Dept 301 - POLICE ADMINISTRATION						
Account Type: Revenue						
Unclassified						
101-301-542.000	STATE GRANT	0.00	20,000.00	20,000.00	(20,000.00)	100.00
101-301-574.001	LIQ LICENSE FEES	2,500.00	565.40	0.00	1,934.60	22.62
101-301-603.000	POLICE SERVICES CHARGES TO TWP	0.00	6,666.66	3,333.33	(6,666.66)	100.00
Unclassified		2,500.00	27,232.06	23,333.33	(24,732.06)	1,089.28
Total Revenue:		2,500.00	27,232.06	23,333.33	(24,732.06)	1,089.28
Total Dept 301 - POLICE ADMINISTRATION		2,500.00	27,232.06	23,333.33	(24,732.06)	1,089.28
Total - Function Unclassified		1,374,310.00	99,774.64	69,244.43	1,274,535.36	7.26

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	06/30/2025 NORMAL (ABNORMAL)	MONTH 06/30/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
TOTAL REVENUES		1,374,310.00	99,774.64	69,244.43	1,274,535.36	7.26
Expenditures						
Function: Unclassified						
Dept 000 - GENERAL						
Account Type: Expenditure						
Unclassified						
101-000-995.000	TRANSFER OUT	110,000.00	0.00	0.00	110,000.00	0.00
Unclassified		110,000.00	0.00	0.00	110,000.00	0.00
Total Expenditure:		110,000.00	0.00	0.00	110,000.00	0.00
Total Dept 000 - GENERAL		110,000.00	0.00	0.00	110,000.00	0.00
Dept 101 - VILLAGE COUNCIL						
Account Type: Expenditure						
Unclassified						
101-101-703.000	SALARY (MEETINGS)	4,800.00	0.00	0.00	4,800.00	0.00
101-101-712.000	EMPLOYERS SHARE MEDICARE INS	70.00	0.00	0.00	70.00	0.00
101-101-715.000	EMPLOYER'S SOCIAL SECURITY	300.00	0.00	0.00	300.00	0.00
101-101-801.000	LEGAL FEES	10,000.00	4,177.56	463.41	5,822.44	41.78
101-101-832.000	INSURANCE & RISK MANAGEMENT	0.00	14.00	14.00	(14.00)	100.00
101-101-900.000	PRINTING & PUBLISHING	1,000.00	60.00	0.00	940.00	6.00
101-101-955.000	MISC EXPENSE	0.00	9.15	0.00	(9.15)	100.00
101-101-957.000	PROFESSIONAL DEVELOPMENT	1,500.00	0.00	0.00	1,500.00	0.00
Unclassified		17,670.00	4,260.71	477.41	13,409.29	24.11
Total Expenditure:		17,670.00	4,260.71	477.41	13,409.29	24.11
Total Dept 101 - VILLAGE COUNCIL		17,670.00	4,260.71	477.41	13,409.29	24.11
Dept 171 - VILLAGE PRESIDENT						
Account Type: Expenditure						
Unclassified						
101-171-703.000	SALARY (MEETINGS)	660.00	0.00	0.00	660.00	0.00
101-171-712.000	EMPLOYERS SHARE MEDICARE INS	15.00	0.00	0.00	15.00	0.00
101-171-715.000	EMPLOYER'S SOCIAL SECURITY	40.00	0.00	0.00	40.00	0.00
101-171-957.000	PROFESSIONAL DEVELOPMENT	0.00	135.00	0.00	(135.00)	100.00
Unclassified		715.00	135.00	0.00	580.00	18.88
Total Expenditure:		715.00	135.00	0.00	580.00	18.88
Total Dept 171 - VILLAGE PRESIDENT		715.00	135.00	0.00	580.00	18.88
Dept 172 - VILLAGE MANAGER						
Account Type: Expenditure						
Unclassified						
101-172-703.001	SALARY & WAGES	43,000.00	0.00	0.00	43,000.00	0.00

User: ROBYN

PERIOD ENDING 06/30/2025

DB: Stockbridge

% Fiscal Year Completed: 33.42

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDTG USED
		AMENDED BUDGET	06/30/2025 NORMAL (ABNORMAL)	MONTH 06/30/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-172-712.000	EMPLOYERS SHARE MEDICARE INS	625.00	0.00	0.00	625.00	0.00
101-172-714.000	BCBS MEDICAL INSURANCE	2,500.00	0.00	0.00	2,500.00	0.00
101-172-715.000	EMPLOYER'S SOCIAL SECURITY	2,670.00	0.00	0.00	2,670.00	0.00
101-172-832.000	INSURANCE & RISK MANAGEMENT	50.00	0.00	0.00	50.00	0.00
101-172-955.000	MISC EXPENSE	500.00	42.02	42.02	457.98	8.40
101-172-957.000	PROFESSIONAL DEVELOPMENT	1,500.00	699.00	649.00	801.00	46.60
101-172-958.000	DUES AND MEMBERSHIPS	250.00	0.00	(160.00)	250.00	0.00
101-172-970.000	CAPITOL OUTLAY	1,500.00	1,229.80	0.00	270.20	81.99
Unclassified		52,595.00	1,970.82	531.02	50,624.18	3.75
Total Expenditure:		52,595.00	1,970.82	531.02	50,624.18	3.75
Total Dept 172 - VILLAGE MANAGER		52,595.00	1,970.82	531.02	50,624.18	3.75
Dept 215 - CLERK/TREASURER						
Account Type: Expenditure						
Unclassified						
101-215-703.001	SALARY & WAGES	34,550.00	17,193.82	0.00	17,356.18	49.77
101-215-712.000	EMPLOYERS SHARE MEDICARE INS	500.00	266.37	0.00	233.63	53.27
101-215-714.000	BCBS MEDICAL INSURANCE	39,500.00	19,976.92	3,656.23	19,523.08	50.57
101-215-714.001	LIFE & DISABILITY	0.00	153.63	0.00	(153.63)	100.00
101-215-715.000	EMPLOYER'S SOCIAL SECURITY	2,150.00	1,038.91	0.00	1,111.09	48.32
101-215-717.500	MERS RETIREMENT	4,000.00	2,487.90	0.00	1,512.10	62.20
101-215-832.000	INSURANCE & RISK MANAGEMENT	50.00	0.00	0.00	50.00	0.00
101-215-957.000	PROFESSIONAL DEVELOPMENT	1,500.00	854.00	504.00	646.00	56.93
101-215-958.000	DUES AND MEMBERSHIPS	250.00	144.00	(40.00)	106.00	57.60
Unclassified		82,500.00	42,115.55	4,120.23	40,384.45	51.05
Total Expenditure:		82,500.00	42,115.55	4,120.23	40,384.45	51.05
Total Dept 215 - CLERK/TREASURER		82,500.00	42,115.55	4,120.23	40,384.45	51.05
Dept 253 - TREASURER'S OFFICE						
Account Type: Expenditure						
Unclassified						
101-253-703.001	SALARY & WAGES	5,250.00	0.00	0.00	5,250.00	0.00
101-253-712.000	EMPLOYERS SHARE MEDICARE INS	80.00	0.00	0.00	80.00	0.00
101-253-715.000	EMPLOYER'S SOCIAL SECURITY	330.00	0.00	0.00	330.00	0.00
101-253-955.000	MISC EXPENSE	0.00	7.83	0.00	(7.83)	100.00
101-253-957.000	PROFESSIONAL DEVELOPMENT	2,500.00	200.00	0.00	2,300.00	8.00
101-253-958.000	DUES AND MEMBERSHIPS	0.00	99.00	0.00	(99.00)	100.00
Unclassified		8,160.00	306.83	0.00	7,853.17	3.76
Total Expenditure:		8,160.00	306.83	0.00	7,853.17	3.76
Total Dept 253 - TREASURER'S OFFICE		8,160.00	306.83	0.00	7,853.17	3.76
Dept 265 - VILLAGE OFFICE						
Account Type: Expenditure						

User: ROBYN
DB: Stockbridge

PERIOD ENDING 06/30/2025
% Fiscal Year Completed: 33.42

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BGD USED
		2025-26 AMENDED BUDGET	06/30/2025 NORMAL (ABNORMAL)	MONTH 06/30/2025 INCREASE (DECREASE)	06/30/2025 NORMAL (ABNORMAL)	BALANCE		
Fund 101 - GENERAL FUND								
Expenditures								
Unclassified								
101-265-703.001	SALARY & WAGES	5,700.00	26,677.97	0.00	(20,977.97)	468.03		
101-265-712.000	EMPLOYERS SHARE MEDICARE INS	85.00	424.37	0.00	(339.37)	499.26		
101-265-715.000	EMPLOYER'S SOCIAL SECURITY	360.00	1,633.63	0.00	(1,273.63)	453.79		
101-265-717.500	MERS RETIREMENT	0.00	3,860.00	0.00	(3,860.00)	100.00		
101-265-740.000	SUPPLIES	9,000.00	1,549.41	39.36	7,450.59	17.22		
101-265-818.000	CONTRACTED SERVICES	75,000.00	65,770.57	(1,013.16)	9,229.43	87.69		
101-265-832.000	INSURANCE & RISK MANAGEMENT	4,000.00	347.00	347.00	3,653.00	8.68		
101-265-850.000	COMMUNICATIONS/PHONE	4,000.00	1,839.75	824.60	2,160.25	45.99		
101-265-900.000	PRINTING & PUBLISHING	3,000.00	1,199.86	573.42	1,800.14	40.00		
101-265-920.000	PUBLIC UTILITIES	10,000.00	2,302.97	282.69	7,697.03	23.03		
101-265-955.000	MISC EXPENSE	2,500.00	11,361.99	278.15	(8,861.99)	454.48		
101-265-957.000	PROFESSIONAL DEVELOPMENT	2,500.00	0.00	(450.00)	2,500.00	0.00		
101-265-970.000	CAPITOL OUTLAY	130,000.00	103,285.89	61,410.93	26,714.11	79.45		
101-265-972.000	PURCHASE AGREEMENT	18,800.00	4,707.00	0.00	14,093.00	25.04		
101-265-993.000	INTEREST PAYMENT	0.00	73.20	(20.31)	(73.20)	100.00		
Unclassified		264,945.00	225,033.61	62,272.68	39,911.39	84.94		
Total Expenditure:		264,945.00	225,033.61	62,272.68	39,911.39	84.94		
Total Dept 265 - VILLAGE OFFICE		264,945.00	225,033.61	62,272.68	39,911.39	84.94		
Dept 301 - POLICE ADMINISTRATION								
Account Type: Expenditure								
Unclassified								
101-301-703.001	SALARY & WAGES	118,645.00	27,366.33	0.00	91,278.67	23.07		
101-301-703.002	SALARY & WAGES FT OFFICER	114,500.00	13,305.60	0.00	101,194.40	11.62		
101-301-703.003	SALARY & WAGES PREMIUM OT	14,300.00	0.00	0.00	14,300.00	0.00		
101-301-703.004	SCHOOL RESOURCE OFFICER	63,400.00	3,452.36	0.00	59,947.64	5.45		
101-301-712.000	EMPLOYERS SHARE MEDICARE INS	4,510.00	717.45	0.00	3,792.55	15.91		
101-301-714.000	BCBS MEDICAL INSURANCE	50,000.00	17,510.92	3,003.74	32,489.08	35.02		
101-301-714.001	LIFE INSURANCE	0.00	410.76	0.00	(410.76)	100.00		
101-301-715.000	EMPLOYER'S SOCIAL SECURITY	19,300.00	2,658.04	0.00	16,641.96	13.77		
101-301-717.500	MERS RETIREMENT	35,000.00	6,110.44	0.00	28,889.56	17.46		
101-301-721.000	UNIFORMS	2,500.00	288.20	(434.80)	2,211.80	11.53		
101-301-740.000	OPERATING SUPPLIES	1,000.00	1,017.93	(149.49)	(17.93)	101.79		
101-301-740.302	302 FUNDS	1,250.24	1,002.10	64.50	248.14	80.15		
101-301-743.000	FLUIDS (OIL, GREASE, ANTI FREEZE)	250.00	159.75	0.00	90.25	63.90		
101-301-744.000	FUEL	12,000.00	3,286.58	964.16	8,713.42	27.39		
101-301-801.000	LEGAL FEES	1,000.00	971.04	812.14	28.96	97.10		
101-301-818.000	CONTRACTED SERVICES	10,000.00	7,030.73	259.00	2,969.27	70.31		
101-301-832.000	INSURANCE & RISK MANAGEMENT	5,000.00	1,944.00	1,944.00	3,056.00	38.88		
101-301-850.000	COMMUNICATIONS/PHONE	5,000.00	2,620.82	574.63	2,379.18	52.42		
101-301-930.000	EQUIPMENT MAINTENANCE	2,500.00	1,040.00	0.00	1,460.00	41.60		
101-301-955.000	MISC EXPENSE	1,000.00	573.98	(91.67)	426.02	57.40		
101-301-957.000	PROFESSIONAL DEVELOPMENT	4,000.00	2,914.33	0.00	1,085.67	72.86		
101-301-958.000	DUES AND MEMBERSHIPS	0.00	150.00	0.00	(150.00)	100.00		
101-301-970.000	DUMP TRUCK	1,500.00	0.00	0.00	1,500.00	0.00		
101-301-972.000	PURCHASE AGREEMENT	12,000.00	0.00	0.00	12,000.00	0.00		
101-301-995.234	TRANSFER TO COPS GRANT FUND	0.00	4,178.77	0.00	(4,178.77)	100.00		
Unclassified		478,655.24	98,710.13	6,946.21	379,945.11	20.62		
Total Expenditure:		478,655.24	98,710.13	6,946.21	379,945.11	20.62		

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GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDTG USED
		AMENDED BUDGET	06/30/2025 NORMAL (ABNORMAL)	MONTH 06/30/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 301 - POLICE ADMINISTRATION		478,655.24	98,710.13	6,946.21	379,945.11	20.62
Dept 305 - POLICE DEPT SPECIFIC						
Account Type: Expenditure						
Unclassified						
101-305-973.000	K9 UNIT	2,500.00	1,969.16	1,825.74	530.84	78.77
Unclassified		2,500.00	1,969.16	1,825.74	530.84	78.77
Total Expenditure:		2,500.00	1,969.16	1,825.74	530.84	78.77
Total Dept 305 - POLICE DEPT SPECIFIC		2,500.00	1,969.16	1,825.74	530.84	78.77
Dept 441 - DEPARTMENT OF PUBLIC WORKS						
Account Type: Expenditure						
Unclassified						
101-441-703.001	SALARY & WAGES	6,050.00	0.00	0.00	6,050.00	0.00
101-441-712.000	EMPLOYERS SHARE MEDICARE INS	90.00	0.00	0.00	90.00	0.00
101-441-714.000	BCBS MEDICAL INSURANCE	1,000.00	708.51	304.99	291.49	70.85
101-441-715.000	EMPLOYER'S SOCIAL SECURITY	380.00	0.00	0.00	380.00	0.00
101-441-740.000	SUPPLIES	1,500.00	256.14	201.17	1,243.86	17.08
101-441-744.000	FUEL	0.00	353.35	0.00	(353.35)	100.00
101-441-775.000	PARTS	0.00	252.59	21.17	(252.59)	100.00
101-441-818.000	CONTRACTED SERVICES	1,500.00	1,250.97	291.92	249.03	83.40
101-441-955.000	MISC EXPENSE	250.00	310.46	0.00	(60.46)	124.18
101-441-958.000	DUES AND MEMBERSHIPS	250.00	0.00	0.00	250.00	0.00
Unclassified		11,020.00	3,132.02	819.25	7,887.98	28.42
Total Expenditure:		11,020.00	3,132.02	819.25	7,887.98	28.42
Total Dept 441 - DEPARTMENT OF PUBLIC WORKS		11,020.00	3,132.02	819.25	7,887.98	28.42
Dept 528 - GARBAGE SERVICE						
Account Type: Expenditure						
Unclassified						
101-528-818.000	CONTRACTED SERVICES	120,000.00	39,936.58	19,935.88	80,063.42	33.28
Unclassified		120,000.00	39,936.58	19,935.88	80,063.42	33.28
Total Expenditure:		120,000.00	39,936.58	19,935.88	80,063.42	33.28
Total Dept 528 - GARBAGE SERVICE		120,000.00	39,936.58	19,935.88	80,063.42	33.28
Dept 701 - PLANNING COMMISSION						
Account Type: Expenditure						
Unclassified						
101-701-703.001	SALARY & WAGES	3,400.00	0.00	0.00	3,400.00	0.00
101-701-712.000	EMPLOYERS SHARE MEDICARE INS	50.00	0.00	0.00	50.00	0.00
101-701-715.000	EMPLOYER'S SOCIAL SECURITY	220.00	0.00	0.00	220.00	0.00

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GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDTG USED
		2025-26 AMENDED BUDGET	06/30/2025 NORMAL (ABNORMAL)	MONTH 06/30/2025 INCREASE (DECREASE)	06/30/2025 NORMAL (ABNORMAL)	BALANCE		
Fund 101 - GENERAL FUND								
Expenditures								
101-701-801.000	LEGAL FEES	2,000.00	1,361.48	0.00		638.52		68.07
101-701-818.000	CONTRACTED SERVICES	2,500.00	0.00	0.00		2,500.00		0.00
101-701-900.000	PRINTING & PUBLISHING	2,000.00	0.00	0.00		2,000.00		0.00
101-701-957.000	PROFESSIONAL DEVELOPMENT	1,500.00	375.00	75.00		1,125.00		25.00
Unclassified		11,670.00	1,736.48	75.00		9,933.52		14.88
Total Expenditure:		11,670.00	1,736.48	75.00		9,933.52		14.88
Total Dept 701 - PLANNING COMMISSION		11,670.00	1,736.48	75.00		9,933.52		14.88
Dept 722 - CONTRACT SERVICES/ENFORCEMENT								
Account Type: Expenditure								
Unclassified								
101-722-715.000	EMPLOYER'S SOCIAL SECURITY	0.00	12.40	0.00		(12.40)		100.00
101-722-900.000	PRINTING & PUBLISHING	200.00	0.00	0.00		200.00		0.00
Unclassified		200.00	12.40	0.00		187.60		6.20
Total Expenditure:		200.00	12.40	0.00		187.60		6.20
Total Dept 722 - CONTRACT SERVICES/ENFORCEMENT		200.00	12.40	0.00		187.60		6.20
Dept 753 - VILLAGE PROP/MEMORIAL PARK/OTHER								
Account Type: Expenditure								
Unclassified								
101-753-703.001	SALARY & WAGES	55,100.00	10,505.17	0.00		44,594.83		19.07
101-753-712.000	EMPLOYERS SHARE MEDICARE INS	660.00	23.20	0.00		636.80		3.52
101-753-714.000	BCBS MEDICAL INSURANCE	13,000.00	1,499.87	609.98		11,500.13		11.54
101-753-714.001	LIFE & DISABILITY	0.00	20.61	0.00		(20.61)		100.00
101-753-715.000	EMPLOYER'S SOCIAL SECURITY	2,725.00	35.47	0.00		2,689.53		1.30
101-753-717.500	MERS RETIREMENT	5,500.00	1,519.60	0.00		3,980.40		27.63
101-753-721.000	UNIFORMS	1,400.00	1,172.02	0.00		227.98		83.72
101-753-740.000	SUPPLIES	5,500.00	2,583.64	(1,861.89)		2,916.36		46.98
101-753-744.000	FUEL	7,500.00	220.58	207.44		7,279.42		2.94
101-753-775.000	PARTS	2,500.00	134.61	134.61		2,365.39		5.38
101-753-818.000	CONTRACTED SERVICES	10,000.00	6,665.55	4,430.11		3,334.45		66.66
101-753-832.000	INSURANCE & RISK MANAGEMENT	0.00	1,301.00	1,301.00		(1,301.00)		100.00
101-753-920.000	PUBLIC UTILITIES	35,000.00	8,906.65	2,457.60		26,093.35		25.45
101-753-930.000	EQUIPMENT MAINTENANCE	2,500.00	576.97	546.99		1,923.03		23.08
101-753-930.001	BUILDING MAINTENANCE	5,000.00	3,792.94	3,792.94		1,207.06		75.86
101-753-940.000	EQUIPMENT RENTAL	15,000.00	1,842.38	862.40		13,157.62		12.28
101-753-955.000	MISC EXPENSE	2,000.00	110.00	60.00		1,890.00		5.50
101-753-970.000	CAPITOL OUTLAY	40,000.00	0.00	0.00		40,000.00		0.00
101-753-970.999	CAPITAL OUTLAY PURCHASED W/ OTHER FUNDS	0.00	40,064.61	0.00		(40,064.61)		100.00
Unclassified		203,385.00	80,974.87	12,541.18		122,410.13		39.81
Total Expenditure:		203,385.00	80,974.87	12,541.18		122,410.13		39.81
Total Dept 753 - VILLAGE PROP/MEMORIAL PARK/OTHER		203,385.00	80,974.87	12,541.18		122,410.13		39.81

Dept 965 - OPERATING TRANSFER OUT

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		2025-26 AMENDED BUDGET	06/30/2025 NORMAL (ABNORMAL)	MONTH 06/30/2025 INCREASE (DECREASE)	06/30/2025 NORMAL (ABNORMAL)	BALANCE		
Fund 101 - GENERAL FUND								
Expenditures								
Account Type: Expenditure								
Unclassified								
101-965-995.211	TRANSFER OUT TO CEMETERY	6,000.00	0.00	0.00		6,000.00		0.00
Unclassified		6,000.00	0.00	0.00		6,000.00		0.00
Total Expenditure:		6,000.00	0.00	0.00		6,000.00		0.00
Total Dept 965 - OPERATING TRANSFER OUT		6,000.00	0.00	0.00		6,000.00		0.00
Total - Function Unclassified		1,370,015.24	500,294.16	109,544.60		869,721.08		36.52
TOTAL EXPENDITURES		1,370,015.24	500,294.16	109,544.60		869,721.08		36.52
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		1,374,310.00	99,774.64	69,244.43		1,274,535.36		7.26
TOTAL EXPENDITURES		1,370,015.24	500,294.16	109,544.60		869,721.08		36.52
NET OF REVENUES & EXPENDITURES		4,294.76	(400,519.52)	(40,300.17)		404,814.28		9,325.77
BEG. FUND BALANCE		344,593.43	344,593.43					
END FUND BALANCE		348,888.19	(55,926.09)					

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GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BGD USED
		2025-26 AMENDED BUDGET	06/30/2025 NORMAL (ABNORMAL)	MONTH 06/30/2025 INCREASE (DECREASE)	06/30/2025 NORMAL (ABNORMAL)	BALANCE		
Fund 202 - MAJOR STREETS FUND								
Revenues								
Function: Unclassified								
Dept 000 - GENERAL								
Account Type: Revenue								
Unclassified								
202-000-546.000	ACT 51 STATE REVENUE	0.00	9,723.02	0.00		(9,723.02)	100.00	
202-000-574.000	STATE SHARED REVENUES	140,000.00	9,788.98	9,667.12		130,211.02	6.99	
202-000-665.000	INTEREST INCOME	10,000.00	2,307.27	0.00		7,692.73	23.07	
Unclassified		150,000.00	21,819.27	9,667.12		128,180.73	14.55	
Total Revenue:		150,000.00	21,819.27	9,667.12		128,180.73	14.55	
Total Dept 000 - GENERAL		150,000.00	21,819.27	9,667.12		128,180.73	14.55	
Total - Function Unclassified		150,000.00	21,819.27	9,667.12		128,180.73	14.55	
TOTAL REVENUES		150,000.00	21,819.27	9,667.12		128,180.73	14.55	
Expenditures								
Function: Unclassified								
Dept 449 - ADMINISTRATION								
Account Type: Expenditure								
Unclassified								
202-449-702.000	ADMINISTATION SALARIES	10,870.00	0.00	0.00		10,870.00	0.00	
202-449-712.000	EMPLOYERS SHARE MEDICARE INS	160.00	0.00	0.00		160.00	0.00	
202-449-714.000	BCBS MEDICAL INSURANCE	6,000.00	708.22	304.99		5,291.78	11.80	
202-449-714.001	LIFE & DISABILITY	0.00	20.61	0.00		(20.61)	100.00	
202-449-715.000	EMPLOYER'S SOCIAL SECURITY	680.00	0.00	0.00		680.00	0.00	
202-449-717.500	MERS RETIREMENT	250.00	0.00	0.00		250.00	0.00	
202-449-818.000	CONTRACTED SERVICES	500.00	415.00	68.00		85.00	83.00	
202-449-832.000	INSURANCE & RISK MANAGEMENT	4,000.00	0.00	0.00		4,000.00	0.00	
Unclassified		22,460.00	1,143.83	372.99		21,316.17	5.09	
Total Expenditure:		22,460.00	1,143.83	372.99		21,316.17	5.09	
Total Dept 449 - ADMINISTRATION		22,460.00	1,143.83	372.99		21,316.17	5.09	
Dept 464 - MAINTENANCE								
Account Type: Expenditure								
Unclassified								
202-464-703.001	SALARY & WAGES	15,600.00	0.00	0.00		15,600.00	0.00	
202-464-712.000	EMPLOYERS SHARE MEDICARE INS	230.00	0.00	0.00		230.00	0.00	
202-464-714.000	BCBS MEDICAL INSURANCE	3,000.00	905.84	304.99		2,094.16	30.19	
202-464-715.000	EMPLOYER'S SOCIAL SECURITY	970.00	0.00	0.00		970.00	0.00	
202-464-717.500	MERS RETIREMENT	250.00	0.00	0.00		250.00	0.00	
202-464-740.000	EQUIPMENT MAINT.	3,000.00	0.00	0.00		3,000.00	0.00	
202-464-743.000	FLUIDS (OIL, GREASE, ANTI FREEZE)	50.00	31.48	0.00		18.52	62.96	
202-464-744.000	FUEL	250.00	51.86	51.86		198.14	20.74	
202-464-818.000	CONTRACTED SERVICES	1,500.00	72.55	0.00		1,427.45	4.84	
202-464-940.000	EQUIPMENT RENTAL	1,500.00	94.99	0.00		1,405.01	6.33	
202-464-970.000	SIDE BY SIDE TRUCK	85,000.00	0.00	0.00		85,000.00	0.00	

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BGD USED
		2025-26 AMENDED BUDGET	06/30/2025 NORMAL (ABNORMAL)	MONTH 06/30/2025 INCREASE (DECREASE)	06/30/2025	NORMAL (ABNORMAL) BALANCE		
Fund 202 - MAJOR STREETS FUND								
Expenditures								
202-464-970.999	CAPITAL OUTLAY PURCHASED W/ OTHER FUNDS	0.00	35,064.61	0.00		(35,064.61)	100.00	
Unclassified		111,350.00	36,221.33	356.85		75,128.67	32.53	
Total Expenditure:		111,350.00	36,221.33	356.85		75,128.67	32.53	
Total Dept 464 - MAINTENANCE		111,350.00	36,221.33	356.85		75,128.67	32.53	
Dept 474 - TRAFFIC SERVICES								
Account Type: Expenditure								
Unclassified								
202-474-703.001	SALARY & WAGES	5,100.00	0.00	0.00		5,100.00	0.00	
202-474-712.000	EMPLOYERS SHARE MEDICARE INS	75.00	0.00	0.00		75.00	0.00	
202-474-714.000	BCBS MEDICAL INSURANCE	2,000.00	639.98	304.99		1,360.02	32.00	
202-474-715.000	EMPLOYER'S SOCIAL SECURITY	320.00	0.00	0.00		320.00	0.00	
Unclassified		7,495.00	639.98	304.99		6,855.02	8.54	
Total Expenditure:		7,495.00	639.98	304.99		6,855.02	8.54	
Total Dept 474 - TRAFFIC SERVICES		7,495.00	639.98	304.99		6,855.02	8.54	
Dept 478 - SNOW AND ICE CONTROL								
Account Type: Expenditure								
Unclassified								
202-478-703.001	SALARY & WAGES	12,600.00	0.00	0.00		12,600.00	0.00	
202-478-712.000	EMPLOYERS SHARE MEDICARE INS	185.00	0.00	0.00		185.00	0.00	
202-478-714.000	BCBS MEDICAL INSURANCE	3,500.00	1,206.22	304.99		2,293.78	34.46	
202-478-715.000	EMPLOYER'S SOCIAL SECURITY	780.00	0.00	0.00		780.00	0.00	
202-478-717.500	MERS RETIREMENT	50.00	0.00	0.00		50.00	0.00	
202-478-740.000	SUPPLIES	2,500.00	2,129.00	0.00		371.00	85.16	
202-478-744.000	FUEL	500.00	51.86	51.86		448.14	10.37	
202-478-818.000	CONTRACTED SERVICES	1,500.00	290.86	290.86		1,209.14	19.39	
202-478-940.000	EQUIPMENT RENTAL	2,500.00	0.00	0.00		2,500.00	0.00	
202-478-970.000	PLOW BLADE	35,000.00	0.00	0.00		35,000.00	0.00	
202-478-970.999	CAPITAL OUTLAY PURCHASED W/ OTHER FUNDS	0.00	35,064.61	0.00		(35,064.61)	100.00	
Unclassified		59,115.00	38,742.55	647.71		20,372.45	65.54	
Total Expenditure:		59,115.00	38,742.55	647.71		20,372.45	65.54	
Total Dept 478 - SNOW AND ICE CONTROL		59,115.00	38,742.55	647.71		20,372.45	65.54	
Dept 523 - STORM SEWER								
Account Type: Expenditure								
Unclassified								
202-523-703.001	SALARY & WAGES	5,100.00	0.00	0.00		5,100.00	0.00	
202-523-712.000	EMPLOYERS SHARE MEDICARE INS	75.00	0.00	0.00		75.00	0.00	
202-523-714.000	BCBS MEDICAL INSURANCE	1,800.00	713.09	304.99		1,086.91	39.62	
202-523-715.000	EMPLOYER'S SOCIAL SECURITY	320.00	0.00	0.00		320.00	0.00	
202-523-717.500	MERS RETIREMENT	50.00	0.00	0.00		50.00	0.00	
202-523-818.000	CONTRACTED SERVICES	10,000.00	0.00	0.00		10,000.00	0.00	

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GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	06/30/2025 (ABNORMAL)	MONTH 06/30/2025 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 202 - MAJOR STREETS FUND								
Expenditures								
202-523-940.000	EQUIPMENT RENTAL	1,500.00		0.00	0.00		1,500.00	0.00
Unclassified		18,845.00		713.09	304.99		18,131.91	3.78
Total Expenditure:		18,845.00		713.09	304.99		18,131.91	3.78
Total Dept 523 - STORM SEWER		18,845.00		713.09	304.99		18,131.91	3.78
Total - Function Unclassified		219,265.00		77,460.78	1,987.53		141,804.22	35.33
TOTAL EXPENDITURES		219,265.00		77,460.78	1,987.53		141,804.22	35.33
Fund 202 - MAJOR STREETS FUND:								
TOTAL REVENUES		150,000.00		21,819.27	9,667.12		128,180.73	14.55
TOTAL EXPENDITURES		219,265.00		77,460.78	1,987.53		141,804.22	35.33
NET OF REVENUES & EXPENDITURES		(69,265.00)		(55,641.51)	7,679.59		(13,623.49)	80.33
BEG. FUND BALANCE		554,917.58		554,917.58				
END FUND BALANCE		485,652.58		499,276.07				

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GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDTG USED
		AMENDED BUDGET	06/30/2025 (NORMAL (ABNORMAL))	MONTH 06/30/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 203 - LOCAL STREETS FUND						
Revenues						
Function: Unclassified						
Dept 000 - GENERAL						
Account Type: Revenue						
Unclassified						
203-000-411.000	DELINQUENT REAL PROPERTY	45,000.00	545.00	0.00	44,455.00	1.21
203-000-451.000	SPECIAL ASSESSMENT REVENUE	150,000.00	0.00	0.00	150,000.00	0.00
203-000-546.000	ACT 51 STATE REVENUE	0.00	3,886.30	0.00	(3,886.30)	100.00
203-000-574.000	STATE SHARED REVENUES	50,000.00	3,912.72	3,863.91	46,087.28	7.83
203-000-665.000	INTEREST INCOME	7,500.00	2,028.67	0.00	5,471.33	27.05
Unclassified		252,500.00	10,372.69	3,863.91	242,127.31	4.11
Total Revenue:		252,500.00	10,372.69	3,863.91	242,127.31	4.11
Total Dept 000 - GENERAL		252,500.00	10,372.69	3,863.91	242,127.31	4.11
Total - Function Unclassified		252,500.00	10,372.69	3,863.91	242,127.31	4.11
TOTAL REVENUES		252,500.00	10,372.69	3,863.91	242,127.31	4.11
Expenditures						
Function: Unclassified						
Dept 449 - ADMINISTRATION						
Account Type: Expenditure						
Unclassified						
203-449-702.000	ADMINISTATION SALARIES	15,373.52	31.48	0.00	15,342.04	0.20
203-449-712.000	EMPLOYERS SHARE MEDICARE INS	222.92	0.00	0.00	222.92	0.00
203-449-714.000	BCBS MEDICAL INSURANCE	6,500.00	533.28	304.99	5,966.72	8.20
203-449-715.000	EMPLOYER'S SOCIAL SECURITY	953.16	0.00	0.00	953.16	0.00
203-449-717.500	MERS RETIREMENT	250.00	0.00	0.00	250.00	0.00
203-449-818.000	CONTRACTED SERVICES	1,500.00	415.00	68.00	1,085.00	27.67
203-449-832.000	INSURANCE & RISK MANAGEMENT	4,000.00	0.00	0.00	4,000.00	0.00
203-449-995.000	TRANSFER OUT	20,000.00	0.00	0.00	20,000.00	0.00
Unclassified		48,799.60	979.76	372.99	47,819.84	2.01
Total Expenditure:		48,799.60	979.76	372.99	47,819.84	2.01
Total Dept 449 - ADMINISTRATION		48,799.60	979.76	372.99	47,819.84	2.01
Dept 464 - MAINTENANCE						
Account Type: Expenditure						
Unclassified						
203-464-703.001	SALARY & WAGES	16,300.00	1,229.32	0.00	15,070.68	7.54
203-464-712.000	EMPLOYERS SHARE MEDICARE INS	240.00	0.00	0.00	240.00	0.00
203-464-714.000	BCBS MEDICAL INSURANCE	3,500.00	738.32	304.99	2,761.68	21.09
203-464-714.001	LIFE & DISABILITY	0.00	20.61	0.00	(20.61)	100.00
203-464-715.000	EMPLOYER'S SOCIAL SECURITY	1,010.00	(8.77)	0.00	1,018.77	(0.87)
203-464-717.500	MERS RETIREMENT	250.00	183.00	0.00	67.00	73.20
203-464-740.000	EQUIPMENT MAINT.	2,500.00	0.00	0.00	2,500.00	0.00
203-464-743.000	FLUIDS (OIL, GREASE, ANTI FREEZE)	50.00	0.00	0.00	50.00	0.00
203-464-744.000	FUEL	250.00	51.86	51.86	198.14	20.74

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GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2025 NORMAL (ABNORMAL)	MONTH 06/30/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 203 - LOCAL STREETS FUND						
Expenditures						
203-464-818.000	CONTRACTED SERVICES	2,500.00	5,572.55	5,500.00	(3,072.55)	222.90
203-464-940.000	EQUIPMENT RENTAL	250.00	95.00	0.00	155.00	38.00
203-464-955.000	MISC EXPENSE	10,000.00	107.43	50.55	9,892.57	1.07
203-464-970.000	SIDE BY SIDE TRUCK	37,500.00	0.00	0.00	37,500.00	0.00
203-464-970.999	CAPITAL OUTLAY PURCHASED W/ OTHER FUNDS	0.00	35,064.61	0.00	(35,064.61)	100.00
Unclassified		74,350.00	43,053.93	5,907.40	31,296.07	57.91
Total Expenditure:		74,350.00	43,053.93	5,907.40	31,296.07	57.91
Total Dept 464 - MAINTENANCE		74,350.00	43,053.93	5,907.40	31,296.07	57.91
Dept 474 - TRAFFIC SERVICES						
Account Type: Expenditure						
Unclassified						
203-474-703.001	SALARY & WAGES	5,100.00	0.00	0.00	5,100.00	0.00
203-474-712.000	EMPLOYERS SHARE MEDICARE INS	75.00	0.00	0.00	75.00	0.00
203-474-714.000	BCBS MEDICAL INSURANCE	1,750.00	703.09	304.99	1,046.91	40.18
203-474-715.000	EMPLOYER'S SOCIAL SECURITY	320.00	0.00	0.00	320.00	0.00
203-474-740.000	SUPPLIES	1,000.00	1,034.29	(1,034.29)	(34.29)	103.43
Unclassified		8,245.00	1,737.38	(729.30)	6,507.62	21.07
Total Expenditure:		8,245.00	1,737.38	(729.30)	6,507.62	21.07
Total Dept 474 - TRAFFIC SERVICES		8,245.00	1,737.38	(729.30)	6,507.62	21.07
Dept 478 - SNOW AND ICE CONTROL						
Account Type: Expenditure						
Unclassified						
203-478-703.001	SALARY & WAGES	12,700.00	0.00	0.00	12,700.00	0.00
203-478-712.000	EMPLOYERS SHARE MEDICARE INS	185.00	0.00	0.00	185.00	0.00
203-478-714.000	BCBS MEDICAL INSURANCE	2,250.00	4,097.17	304.99	(1,847.17)	182.10
203-478-715.000	EMPLOYER'S SOCIAL SECURITY	790.00	0.00	0.00	790.00	0.00
203-478-717.500	MERS RETIREMENT	50.00	0.00	0.00	50.00	0.00
203-478-740.000	SUPPLIES	1,000.00	2,129.00	0.00	(1,129.00)	212.90
203-478-744.000	FUEL	250.00	51.86	51.86	198.14	20.74
203-478-818.000	CONTRACTED SERVICES	1,000.00	290.86	290.86	709.14	29.09
203-478-940.000	EQUIPMENT RENTAL	2,500.00	0.00	0.00	2,500.00	0.00
203-478-970.000	PLOW BLADE	35,000.00	0.00	0.00	35,000.00	0.00
203-478-970.999	CAPITAL OUTLAY PURCHASED W/ OTHER FUNDS	0.00	35,064.61	0.00	(35,064.61)	100.00
Unclassified		55,725.00	41,633.50	647.71	14,091.50	74.71
Total Expenditure:		55,725.00	41,633.50	647.71	14,091.50	74.71
Total Dept 478 - SNOW AND ICE CONTROL		55,725.00	41,633.50	647.71	14,091.50	74.71
Dept 523 - STORM SEWER						
Account Type: Expenditure						
Unclassified						
203-523-703.001	SALARY & WAGES	5,100.00	0.00	0.00	5,100.00	0.00

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GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDTG USED
		2025-26 AMENDED BUDGET	06/30/2025 NORMAL (ABNORMAL)	MONTH 06/30/2025 INCREASE (DECREASE)	06/30/2025 NORMAL (ABNORMAL)	BALANCE		
Fund 203 - LOCAL STREETS FUND								
Expenditures								
203-523-712.000	EMPLOYERS SHARE MEDICARE INS	75.00	0.00	0.00		75.00		0.00
203-523-714.000	BCBS MEDICAL INSURANCE	2,000.00	715.91	304.05		1,284.09		35.80
203-523-715.000	EMPLOYER'S SOCIAL SECURITY	310.00	0.00	0.00		310.00		0.00
203-523-717.500	MERS RETIREMENT	50.00	0.00	0.00		50.00		0.00
203-523-818.000	CONTRACTED SERVICES	10,000.00	0.00	0.00		10,000.00		0.00
203-523-940.000	EQUIPMENT RENTAL	1,500.00	0.00	0.00		1,500.00		0.00
Unclassified		19,035.00	715.91	304.05		18,319.09		3.76
Total Expenditure:		19,035.00	715.91	304.05		18,319.09		3.76
Total Dept 523 - STORM SEWER		19,035.00	715.91	304.05		18,319.09		3.76
Total - Function Unclassified		206,154.60	88,120.48	6,502.85		118,034.12		42.74
TOTAL EXPENDITURES		206,154.60	88,120.48	6,502.85		118,034.12		42.74
Fund 203 - LOCAL STREETS FUND:								
TOTAL REVENUES		252,500.00	10,372.69	3,863.91		242,127.31		4.11
TOTAL EXPENDITURES		206,154.60	88,120.48	6,502.85		118,034.12		42.74
NET OF REVENUES & EXPENDITURES		46,345.40	(77,747.79)	(2,638.94)		124,093.19		167.76
BEG. FUND BALANCE		500,958.52	500,958.52					
END FUND BALANCE		547,303.92	423,210.73					

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GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT
		AMENDED BUDGET	06/30/2025 NORMAL (ABNORMAL)	MONTH 06/30/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 209 - CEMETERY PERPETUAL CARE FUND						
Revenues						
Function: Unclassified						
Dept 000 - GENERAL						
Account Type: Revenue						
Unclassified						
209-000-643.000	SALES OF CEMETERY LOT (25%/75%)	4,000.00	200.00	0.00	3,800.00	5.00
209-000-665.000	INTEREST INCOME	1,500.00	710.59	0.00	789.41	47.37
Unclassified		<u>5,500.00</u>	<u>910.59</u>	<u>0.00</u>	<u>4,589.41</u>	<u>16.56</u>
Total Revenue:		<u>5,500.00</u>	<u>910.59</u>	<u>0.00</u>	<u>4,589.41</u>	<u>16.56</u>
Total Dept 000 - GENERAL		<u>5,500.00</u>	<u>910.59</u>	<u>0.00</u>	<u>4,589.41</u>	<u>16.56</u>
Total - Function Unclassified		<u>5,500.00</u>	<u>910.59</u>	<u>0.00</u>	<u>4,589.41</u>	<u>16.56</u>
TOTAL REVENUES		<u>5,500.00</u>	<u>910.59</u>	<u>0.00</u>	<u>4,589.41</u>	<u>16.56</u>
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Fund 209 - CEMETERY PERPETUAL CARE FUND:						
TOTAL REVENUES		5,500.00	910.59	0.00	4,589.41	16.56
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		<u>5,500.00</u>	<u>910.59</u>	<u>0.00</u>	<u>4,589.41</u>	<u>16.56</u>
BEG. FUND BALANCE		116,154.48	116,154.48			
END FUND BALANCE		121,654.48	117,065.07			

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2025 NORMAL (ABNORMAL)	MONTH 06/30/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 211 - CEMETERY						
Revenues						
Function: Unclassified						
Dept 000 - GENERAL						
Account Type: Revenue						
Unclassified						
211-000-432.000	INLEIU OF PROPERTY TAXES	3,000.00	96.00	0.00	2,904.00	3.20
211-000-451.000	SPECIAL ASSESSMENT REVENUE	26,000.00	0.00	0.00	26,000.00	0.00
211-000-633.000	FOUNDATIONS	5,000.00	3,564.00	280.00	1,436.00	71.28
211-000-634.000	GRAVE OPENINGS	20,000.00	11,900.00	3,500.00	8,100.00	59.50
211-000-643.000	SALES OF CEMETERY LOT (75%/25%)	12,000.00	2,400.00	0.00	9,600.00	20.00
211-000-665.000	INTEREST INCOME	0.00	8.26	0.00	(8.26)	100.00
211-000-675.000	OTHER REVENUE	500.00	0.00	0.00	500.00	0.00
Unclassified		66,500.00	17,968.26	3,780.00	48,531.74	27.02
Total Revenue:		66,500.00	17,968.26	3,780.00	48,531.74	27.02
Total Dept 000 - GENERAL		66,500.00	17,968.26	3,780.00	48,531.74	27.02
Total - Function Unclassified		66,500.00	17,968.26	3,780.00	48,531.74	27.02
TOTAL REVENUES		66,500.00	17,968.26	3,780.00	48,531.74	27.02
Expenditures						
Function: Unclassified						
Dept 000 - GENERAL						
Account Type: Expenditure						
Unclassified						
211-000-702.000	ADMINISTATION SALARIES	4,545.16	0.00	0.00	4,545.16	0.00
211-000-703.001	SALARY & WAGES	17,543.84	108.00	0.00	17,435.84	0.62
211-000-712.000	EMPLOYERS SHARE MEDICARE INS	320.29	0.00	0.00	320.29	0.00
211-000-714.000	BCBS MEDICAL INSURANCE	12,000.00	1,039.97	304.99	10,960.03	8.67
211-000-714.001	LIFE & DISABILITY	0.00	20.62	0.00	(20.62)	100.00
211-000-715.000	EMPLOYER'S SOCIAL SECURITY	763.86	0.00	0.00	763.86	0.00
211-000-717.500	MERS RETIREMENT	2,000.00	16.00	0.00	1,984.00	0.80
211-000-740.000	SUPPLIES	1,500.00	860.79	0.00	639.21	57.39
211-000-743.000	FLUIDS (OIL, GREASE, ANTI FREEZE)	0.00	25.40	0.00	(25.40)	100.00
211-000-744.000	FUEL	0.00	103.72	103.72	(103.72)	100.00
211-000-818.000	CONTRACTED SERVICES	25,000.00	8,388.23	(98.48)	16,611.77	33.55
211-000-832.000	INSURANCE & RISK MANAGEMENT	800.00	1,461.00	1,461.00	(661.00)	182.63
211-000-940.000	EQUIPMENT RENTAL	1,800.00	0.00	0.00	1,800.00	0.00
211-000-955.000	MISC EXPENSE	50.00	0.00	0.00	50.00	0.00
Unclassified		66,323.15	12,023.73	1,771.23	54,299.42	18.13
Total Expenditure:		66,323.15	12,023.73	1,771.23	54,299.42	18.13
Total Dept 000 - GENERAL		66,323.15	12,023.73	1,771.23	54,299.42	18.13
Total - Function Unclassified		66,323.15	12,023.73	1,771.23	54,299.42	18.13
TOTAL EXPENDITURES		66,323.15	12,023.73	1,771.23	54,299.42	18.13

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GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT
		AMENDED BUDGET	06/30/2025	MONTH 06/30/2025	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 211 - CEMETERY						
Fund 211 - CEMETERY:						
	TOTAL REVENUES	66,500.00	17,968.26	3,780.00	48,531.74	27.02
	TOTAL EXPENDITURES	66,323.15	12,023.73	1,771.23	54,299.42	18.13
	NET OF REVENUES & EXPENDITURES	176.85	5,944.53	2,008.77	(5,767.68)	3,361.34
	BEG. FUND BALANCE	(0.45)	(0.45)			
	END FUND BALANCE	176.40	5,944.08			

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GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	06/30/2025 NORMAL (ABNORMAL)	MONTH 06/30/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 216 - CEMETERY FLOWER FUND						
Revenues						
Function: Unclassified						
Dept 000 - GENERAL						
Account Type: Revenue						
Unclassified						
216-000-665.000	INTEREST INCOME	140.00	54.65	0.00	85.35	39.04
Unclassified		140.00	54.65	0.00	85.35	39.04
Total Revenue:		140.00	54.65	0.00	85.35	39.04
Total Dept 000 - GENERAL		140.00	54.65	0.00	85.35	39.04
Total - Function Unclassified		140.00	54.65	0.00	85.35	39.04
TOTAL REVENUES		140.00	54.65	0.00	85.35	39.04
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Fund 216 - CEMETERY FLOWER FUND:						
TOTAL REVENUES		140.00	54.65	0.00	85.35	39.04
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		140.00	54.65	0.00	85.35	39.04
BEG. FUND BALANCE		11,658.58	11,658.58			
END FUND BALANCE		11,798.58	11,713.23			

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BGT USED
		2025-26 AMENDED BUDGET	06/30/2025 NORMAL (ABNORMAL)	MONTH 06/30/2025 INCREASE (DECREASE)	06/30/2025 NORMAL (ABNORMAL)	BALANCE		
Fund 234 - COPS GRANT FISCAL 24/25								
Revenues								
Function: Unclassified								
Dept 000 - GENERAL								
Account Type: Revenue								
Unclassified								
234-000-528.000	FEDERAL GRANTS - OTHER	43,000.00	14,333.72	0.00		28,666.28		33.33
Unclassified		43,000.00	14,333.72	0.00		28,666.28		33.33
Total Revenue:		43,000.00	14,333.72	0.00		28,666.28		33.33
Account Type: Transfers-In								
Unclassified								
234-000-699.101	TRANSFER IN FROM GENERAL FUND	12,978.00	4,178.77	0.00		8,799.23		32.20
Unclassified		12,978.00	4,178.77	0.00		8,799.23		32.20
Total Transfers-In:		12,978.00	4,178.77	0.00		8,799.23		32.20
Total Dept 000 - GENERAL		55,978.00	18,512.49	0.00		37,465.51		33.07
Total - Function Unclassified		55,978.00	18,512.49	0.00		37,465.51		33.07
TOTAL REVENUES		55,978.00	18,512.49	0.00		37,465.51		33.07
Expenditures								
Function: Unclassified								
Dept 301 - POLICE ADMINISTRATION								
Account Type: Expenditure								
Unclassified								
234-301-703.001	SALARY & WAGES	42,500.00	13,680.00	0.00		28,820.00		32.19
234-301-712.000	EMPLOYERS SHARE MEDICARE INS	616.00	198.36	0.00		417.64		32.20
234-301-715.000	EMPLOYER'S SOCIAL SECURITY	2,635.00	848.16	0.00		1,786.84		32.19
234-301-717.500	MERS RETIREMENT	10,227.00	3,300.97	0.00		6,926.03		32.28
Unclassified		55,978.00	18,027.49	0.00		37,950.51		32.20
Total Expenditure:		55,978.00	18,027.49	0.00		37,950.51		32.20
Total Dept 301 - POLICE ADMINISTRATION		55,978.00	18,027.49	0.00		37,950.51		32.20
Total - Function Unclassified		55,978.00	18,027.49	0.00		37,950.51		32.20
TOTAL EXPENDITURES		55,978.00	18,027.49	0.00		37,950.51		32.20
Fund 234 - COPS GRANT FISCAL 24/25:								
TOTAL REVENUES		55,978.00	18,512.49	0.00		37,465.51		33.07
TOTAL EXPENDITURES		55,978.00	18,027.49	0.00		37,950.51		32.20
NET OF REVENUES & EXPENDITURES		0.00	485.00	0.00		(485.00)		100.00
BEG. FUND BALANCE								
END FUND BALANCE			485.00					

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT
		AMENDED BUDGET	06/30/2025	MONTH 06/30/2025	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED

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PERIOD ENDING 06/30/2025

DB: Stockbridge

% Fiscal Year Completed: 33.42

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDT USED
		2025-26 AMENDED BUDGET	06/30/2025 NORMAL (ABNORMAL)	MONTH 06/30/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 265 - DRUG LAW ENFORCEMENT FUND								
Revenues								
Function: Unclassified								
Dept 000 - GENERAL								
Account Type: Revenue								
Unclassified								
265-000-665.000	INTEREST INCOME	50.00	12.15	0.00	37.85	24.30		
Unclassified		50.00	12.15	0.00	37.85	24.30		
Total Revenue:		50.00	12.15	0.00	37.85	24.30		
Total Dept 000 - GENERAL		50.00	12.15	0.00	37.85	24.30		
Total - Function Unclassified		50.00	12.15	0.00	37.85	24.30		
TOTAL REVENUES		50.00	12.15	0.00	37.85	24.30		
<hr/>								
Fund 265 - DRUG LAW ENFORCEMENT FUND:								
TOTAL REVENUES		50.00	12.15	0.00	37.85	24.30		
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00		
NET OF REVENUES & EXPENDITURES		50.00	12.15	0.00	37.85	24.30		
BEG. FUND BALANCE		1,830.70	1,830.70					
END FUND BALANCE		1,880.70	1,842.85					

User: ROBYN

PERIOD ENDING 06/30/2025

DB: Stockbridge

% Fiscal Year Completed: 33.42

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	06/30/2025 (ABNORMAL)	MONTH 06/30/2025 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE		
Fund 590 - SEWER FUND									
Revenues									
Function: Unclassified									
Dept 000 - GENERAL									
Account Type: Revenue									
Unclassified									
590-000-626.000	SEWER BILLINGS	500,000.00		245,045.39		120,443.49		254,954.61	49.01
590-000-626.001	SEWER PENALTIES	5,000.00		1,869.97		2,123.06		3,130.03	37.40
590-000-626.002	SEWER CONNECTION FEES	15,000.00		8,000.00		0.00		7,000.00	53.33
590-000-665.000	INTEREST INCOME	2,000.00		533.90		0.00		1,466.10	26.70
Unclassified		522,000.00		255,449.26		122,566.55		266,550.74	48.94
Total Revenue:		522,000.00		255,449.26		122,566.55		266,550.74	48.94
Total Dept 000 - GENERAL		522,000.00		255,449.26		122,566.55		266,550.74	48.94
Total - Function Unclassified		522,000.00		255,449.26		122,566.55		266,550.74	48.94
TOTAL REVENUES		522,000.00		255,449.26		122,566.55		266,550.74	48.94
Expenditures									
Function: Unclassified									
Dept 527 - OPERATING & MAINTENANCE DEPT									
Account Type: Expenditure									
Unclassified									
590-527-702.000	ADMINISTATION SALARIES	50,000.00		9,283.07		0.00		40,716.93	18.57
590-527-703.001	SALARY & WAGES	50,000.00		12,850.40		0.00		37,149.60	25.70
590-527-712.000	EMPLOYERS SHARE MEDICARE INS	1,450.00		1,395.02		0.00		54.98	96.21
590-527-714.000	BCBS MEDICAL INSURANCE	25,000.00		3,318.58		304.99		21,681.42	13.27
590-527-714.001	LIFE & DISABILITY	0.00		20.62		0.00		(20.62)	100.00
590-527-715.000	EMPLOYER'S SOCIAL SECURITY	6,200.00		1,767.82		0.00		4,432.18	28.51
590-527-717.500	MERS RETIREMENT	7,500.00		3,202.00		0.00		4,298.00	42.69
590-527-740.000	SUPPLIES	2,500.00		4,300.57		(472.76)		(1,800.57)	172.02
590-527-744.000	FUEL/PROPANE	250.00		259.30		259.30		(9.30)	103.72
590-527-818.000	CONTRACTED SERVICES	130,000.00		21,937.62		10,197.35		108,062.38	16.88
590-527-832.000	INSURANCE & RISK MANAGEMENT	4,000.00		1,606.00		1,606.00		2,394.00	40.15
590-527-850.000	COMMUNICATIONS/PHONE	2,500.00		348.96		0.00		2,151.04	13.96
590-527-920.000	PUBLIC UTILITIES	60,000.00		24,418.68		6,286.91		35,581.32	40.70
590-527-940.000	EQUIPMENT RENTAL	20,000.00		345.80		345.80		19,654.20	1.73
590-527-955.000	MISC EXPENSE	500.00		0.00		0.00		500.00	0.00
590-527-957.000	PROFESSIONAL DEVELOPMENT	1,500.00		285.00		285.00		1,215.00	19.00
590-527-970.000	SIDE BY SIDE TRUCK	150,000.00		10,064.61		0.00		139,935.39	6.71
Unclassified		511,400.00		95,404.05		18,812.59		415,995.95	18.66
Total Expenditure:		511,400.00		95,404.05		18,812.59		415,995.95	18.66
Total Dept 527 - OPERATING & MAINTENANCE DEPT		511,400.00		95,404.05		18,812.59		415,995.95	18.66
Total - Function Unclassified		511,400.00		95,404.05		18,812.59		415,995.95	18.66
TOTAL EXPENDITURES		511,400.00		95,404.05		18,812.59		415,995.95	18.66

User: ROBYN

PERIOD ENDING 06/30/2025

DB: Stockbridge

% Fiscal Year Completed: 33.42

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT
		AMENDED BUDGET	06/30/2025	MONTH 06/30/2025	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 590 - SEWER FUND						
Fund 590 - SEWER FUND:						
	TOTAL REVENUES	522,000.00	255,449.26	122,566.55	266,550.74	48.94
	TOTAL EXPENDITURES	511,400.00	95,404.05	18,812.59	415,995.95	18.66
	NET OF REVENUES & EXPENDITURES	10,600.00	160,045.21	103,753.96	(149,445.21)	1,509.86
	BEG. FUND BALANCE	1,444,807.32	1,444,807.32			
	END FUND BALANCE	1,455,407.32	1,604,852.53			

User: ROBYN
DB: Stockbridge

PERIOD ENDING 06/30/2025
% Fiscal Year Completed: 33.42

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2025 NORMAL (ABNORMAL)	MONTH 06/30/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 591 - WATER FUND						
Revenues						
Function: Unclassified						
Dept 000 - GENERAL						
Account Type: Revenue						
Unclassified						
591-000-451.000	SPECIAL ASSESSMENT REVENUE	2,500.00	0.00	0.00	2,500.00	0.00
591-000-626.001	WATER REVENUE	315,000.00	157,824.25	77,699.19	157,175.75	50.10
591-000-626.002	SEWER CONNECTION FEES	5,000.00	9,157.87	1,343.64	(4,157.87)	183.16
591-000-626.003	WATER SHUT OFF FEE	0.00	100.00	0.00	(100.00)	100.00
591-000-626.004	METER PURCHASE	12,500.00	5,524.95	2,886.40	6,975.05	44.20
591-000-665.000	INTEREST INCOME	1,200.00	278.77	0.00	921.23	23.23
591-000-675.000	OTHER REVENUE	15,000.00	216.45	0.00	14,783.55	1.44
Unclassified		351,200.00	173,102.29	81,929.23	178,097.71	49.29
Total Revenue:		351,200.00	173,102.29	81,929.23	178,097.71	49.29
Total Dept 000 - GENERAL		351,200.00	173,102.29	81,929.23	178,097.71	49.29
Total - Function Unclassified		351,200.00	173,102.29	81,929.23	178,097.71	49.29
TOTAL REVENUES		351,200.00	173,102.29	81,929.23	178,097.71	49.29
Expenditures						
Function: Unclassified						
Dept 000 - GENERAL						
Account Type: Expenditure						
Unclassified						
591-000-993.000	INTEREST PAYMENT	57,000.00	99.00	99.00	56,901.00	0.17
Unclassified		57,000.00	99.00	99.00	56,901.00	0.17
Total Expenditure:		57,000.00	99.00	99.00	56,901.00	0.17
Total Dept 000 - GENERAL		57,000.00	99.00	99.00	56,901.00	0.17
Dept 537 - WATER FUND						
Account Type: Expenditure						
Unclassified						
591-537-702.000	ADMINISTRATION SALARIES	50,000.00	4,782.58	0.00	45,217.42	9.57
591-537-703.001	SALARY & WAGES	50,000.00	2,516.93	0.00	47,483.07	5.03
591-537-712.000	EMPLOYERS SHARE MEDICARE INS	1,450.00	0.00	0.00	1,450.00	0.00
591-537-714.000	BCBS MEDICAL INSURANCE	25,000.00	4,059.49	304.99	20,940.51	16.24
591-537-714.001	LIFE & DISABILITY	0.00	260.82	0.00	(260.82)	100.00
591-537-715.000	EMPLOYER'S SOCIAL SECURITY	6,200.00	(74.64)	0.00	6,274.64	(1.20)
591-537-717.500	MERS RETIREMENT	9,000.00	1,056.00	0.00	7,944.00	11.73
591-537-740.000	SUPPLIES	16,500.00	9,653.46	1,181.94	6,846.54	58.51
591-537-744.000	FUEL/PROPANE	0.00	270.24	259.29	(270.24)	100.00
591-537-818.000	CONTRACTED SERVICES	80,000.00	27,459.50	8,490.89	52,540.50	34.32
591-537-832.000	INSURANCE & RISK MANAGEMENT	4,000.00	739.00	739.00	3,261.00	18.48
591-537-850.000	COMMUNICATIONS/PHONE	2,000.00	847.47	0.00	1,152.53	42.37
591-537-900.000	PRINTING & PUBLISHING	500.00	0.00	0.00	500.00	0.00
591-537-940.000	EQUIPMENT RENTAL	25,000.00	4,391.01	345.80	20,608.99	17.56

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2025 NORMAL (ABNORMAL)	MONTH 06/30/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 591 - WATER FUND						
Expenditures						
591-537-955.000	MISC EXPENSE	500.00	129.97	0.00	370.03	25.99
591-537-957.000	PROFESSIONAL DEVELOPMENT	1,500.00	1,425.00	285.00	75.00	95.00
591-537-970.000	CAPITAL OUTLAY	10,000.00	1,059.63	1,059.63	8,940.37	10.60
Unclassified		281,650.00	58,576.46	12,666.54	223,073.54	20.80
Total Expenditure:		281,650.00	58,576.46	12,666.54	223,073.54	20.80
Total Dept 537 - WATER FUND		281,650.00	58,576.46	12,666.54	223,073.54	20.80
Dept 901 - SRF SEWER PROJECT 2003						
Account Type: Expenditure						
Unclassified						
591-901-970.000	CAPITAL OUTLAY	0.00	10,064.61	0.00	(10,064.61)	100.00
591-901-993.000	INTEREST PAYMENT	3,000.00	2,050.00	0.00	950.00	68.33
Unclassified		3,000.00	12,114.61	0.00	(9,114.61)	403.82
Total Expenditure:		3,000.00	12,114.61	0.00	(9,114.61)	403.82
Total Dept 901 - SRF SEWER PROJECT 2003		3,000.00	12,114.61	0.00	(9,114.61)	403.82
Total - Function Unclassified		341,650.00	70,790.07	12,765.54	270,859.93	20.72
TOTAL EXPENDITURES		341,650.00	70,790.07	12,765.54	270,859.93	20.72
Fund 591 - WATER FUND:						
TOTAL REVENUES		351,200.00	173,102.29	81,929.23	178,097.71	49.29
TOTAL EXPENDITURES		341,650.00	70,790.07	12,765.54	270,859.93	20.72
NET OF REVENUES & EXPENDITURES		9,550.00	102,312.22	69,163.69	(92,762.22)	1,071.33
BEG. FUND BALANCE		334,113.70	334,113.70			
END FUND BALANCE		343,663.70	436,425.92			
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		2,778,178.00	597,976.29	291,051.24	2,180,201.71	21.52
TOTAL EXPENDITURES - ALL FUNDS		2,770,785.99	862,120.76	151,384.34	1,908,665.23	31.11
NET OF REVENUES & EXPENDITURES		7,392.01	(264,144.47)	139,666.90	271,536.48	3,573.38
BEG. FUND BALANCE - ALL FUNDS		3,309,033.86	3,309,033.86			
END FUND BALANCE - ALL FUNDS		3,316,425.87	3,044,889.39			



OFFICE OF THE CHIEF OF POLICE

1009 S Clinton St • Stockbridge, Michigan 49285 • (517) 851-7435 office • (517) 902-1135 direct
chief@vosmi.org

Matthew D. Bartus
Chief of Police

July 17, 2025

RE: July Monthly Agenda

- 1. Calls For Service (72 CFS, 7 Traffic Stops, 4 Citations)**
- 2. Update on Ezekiel Allen**
- 3. Accreditation Award Ceremony**
- 4. Agency Goals (Presentation)**

VILLAGE OF STOCKBRIDGE, MICHIGAN

A handwritten signature in black ink, appearing to read "Matthew D. Bartus".

Matthew D Bartus
Chief of Police

Welfare Check	5	5	3	5	3	2							23
Weapons Complaint					1								1
911 Hang-UP													0
Total	71	75	41	61	70	72	0	0	0	0	0	0	389
Traffic Stops	7	6	13	9	8	7							50
Tickets	1	2	1	3	3	4							14
Parking Tickets	0	0	0	0	0	0							0

DPW July

REPORT

- **lead and copper sampling**
- **moving wastewater at lagoons**
- **discharging to spray field**
- **full (WQP) water quality parameter**
- **pulled lagoon 2 and 4 for alga**
- **mowed park**
- **mowed downtown Stockbridge**
- **mowed around lagoons**
- **bush hogged around lagoons**
- **water reads completed**
- **weed whipped around water treatment plant and well 4 and 5**
- **work on pivot 4 end gun (was fixed)**
- **commercial water meter pictures for size of water meters**
- **worked on a lot of water meter work orders**
- **1 cremation in cemetery**
- **Topsoil and seeded grave in cemetery**
- **Sprayed weeds downtown**
- **Backwash water plant**
- **Water plants around town**

VILLAGE OF STOCKGRIDGE TIMESHEET

Zoning & Administration

MONTH OF: June 2025

Code Enforcement Services:

7 Blighting Issues:

- 2 seeking abatement - not turned in - have to start over
- 1 chickens and ducks free ranging w/o permit
- 1 chickens and rooster w/o permit
- 1 person living in camper
- 1 was being worked on - stopped cleanup- sent a notice
- 1 cleared by court being monitored
- 1 recurring - Doors as fence have been there for several years & prior owners, cannot make them paint, yard is mowed, cannot enforce grass clippings not be used as mulch, trees and shrubs are on house not public sidewalk so nothing to enforce, cannot see a compost pile, haven for rats and mice?, garage door is building inspector and he cannot enforce unless it is an endangerment.

Answer Various Enforcement Questions

Zoning Administrator Services:

- 104 E. Main - Bicycle Sales & Repairs Zoning Compliance
- Questions regarding Airbnb
- Questions regarding Fencing
- Answer Various Zoning Questions

Zoning Plan Reviews:

- 4593 S. M-52 -Dollar General - Updating Signs

Zoning Permit Inspections:

- 4593 S. M-52 -Dollar General - Updating Signs

Submitted by:

Katrina Griffith

Signature

Village of Stockbridge
Utilities Committee
June 12, 2025
6:00 pm

Village Hall
118 N. Center St
Stockbridge, MI 49285

- 1) Call to order: 6:01 pm
- 2) Attendance: Dave DeGrand, Pat Turner, Stefan Saunders, Kim Morehouse, Jill Ogden, Heather Armstrong, Santana Luettgen
- 3) Introductions: No guests
- 4) Capital Improvement Plan / Asset Management Plan for water and sewer projects.
 - Pat Turner - update on Capital projects spreadsheet (updated yellow fields). This has been provided to Andy Campbell (for the Water Rate Study needed for the USDA loan). Waiting for MRWA (Michigan Rural Water Authority) input before final distribution to the committee.
 - Also, Heather should be sending the Water & Sewer draft portion of the Capital Improvement Plan to Laura Loomis (of Stockbridge Planning Commission).
- 5) Water Tower Inspection status.
 - Update from DeGrand regarding the “24 mesh” screen at the overflow pipe discharge to meet current EGLE requirements ... planning to get an assembly fabricated which will include a screen and flap. Dave to review with Dixon Engineering. Original quote from Parma Fabrication (working with Bob) was \$1800 for assembly without a flap. DeGrand followed up (with Bob of Parma Fabrication) for an assembly including a flap.
 - The \$650k tower estimate is still good for loan purposes.
 - A stand-alone “manually” switched 2500W generator has been purchased / added to power the water tower SCADA equipment.
- 6) Rural Development Funding update
 - Andy Campbell is working on Water Rate Study through June; planning to review with Jill & Heather during a July meeting; then present results at August’s Utility Committee mtg?
 - Engineering contract has been completed and signed.
 - Update on SHPO (State Historical Preservation Office). This should start after the engineering agreement is signed. Waiting for loan amount and scope of project. Pat Turner is coordinating this interactive process.
 - Update on Water Treatment filtration methods. Dave DeGrand stated are WaterTech has the water samples. Iron filtration is the proven / baseline technology for cost effectiveness. It is yet to be determined the amount and type of medium. Not planning any kind of “nano technology” or new methods.
- 7) Water Account audit.
 - Update on Woodhill Group’s address-by-address account reviews. Heather was to meet with Michael on Wednesday. This should start on Monday, June 16th. 1) Going through every parcel. 2) Meter sizes & accounts.
 - Michigan Rural Water Authority (MRWA) provides free water rate studies. Not as detailed, but good for initial loan applications and as a second resource (in addition to Andy Campbell’s study). Stockbridge used MRWA in 2018 & 2020. MRWA (Joe V) coming next week (17, 18, & 19) to give (for free) their base rate recommendations.

8) Potential Elizabeth St project (between Wood & West).

- Update from Dave DeGrand & Pat Turner regarding action plan for addressing the leaking hydrant at 302 W Elizabeth (known as Fred's hydrant). Two hydrants are scheduled to be updated in July. This will require boil notices for ~70 homes in that area. Possibly a two-day project. Waiting on actual hydrants to arrive.
- Update on locating valves and checking operation in this hydrant / sink hole area? 8 valves will be required to isolate the hydrant and the school is affected.
- Update on quotes for line-stop? Not required if plan works as expected.
- Pat Turner ... update from Michigan Rural Water (Joe) to explore other funding options? Stockbridge might qualify for lower rates because of deficiencies ... mains are undersized and valves not functional.
- Heather Armstrong – update from TMF grant regarding whether still funding still available for lead investigation. Emergency Water Community Assistance funding? Heather had a meeting with Arielle (of EGLE / TMF grant area) to discuss options. Possibility exists for additional lead line funding. There will be a Resolution and RFP to bid for more discovery on next Village Council meeting agenda. \$112k should still be available.
- Is there a plan to address other hydrant issues? Yes, DPW will be working through the list.

9) EGLE punch list. Based on the following two inputs -

- Sanitary survey, April 2023 action plan - recommendations, deficiencies.
- Dixon Engineering Report, Feb 2025. Maintenance Inspection Report. Recommendations for 24 Mesh.

10) Dogs Help

- Discussion on relocating sewer line options. Scott would prefer running a new sewer line to Bird Dr. But who pays?
- Is there proof of the Village's position taken during the Darwin McClary tenure of "you must use the 1.5 inch main"?
- Village of Stockbridge Municipal Standards document ~2002 is still current.

11) EGLE Well Inspection

- Results / comments from 6-11-2025 inspection ... there was an in-person visual inspection with photos taken. Should be non-issue.

12) Update on Well Monitor status

- Melissa Powers-Taylor sent plan to DeGrand and he submitted to EGLE on Monday, June 9 2025.
- GPS coordinates have been completed for the other wells – these are part of the report.
- Status on quote / work regarding new monitor wells drilling. Still ~ \$1500-2000? Waiting for EGLE approval before any further action.
- Wolverine ready to survey these new wells for detailed location accuracy when finally drilled.
- Any info / contact with new EGLE representative (replacement for Kevin Bott) for Ground Water approvals? Not yet.

13) Update on clarifying letter regarding sewer blockage/cleanout

- This would be a letter to detail if businesses have continued sewer blockage, we will need to charge them. This primarily pertains to Dogs Help and Dollar General.
- Draft still in progress. Heather with Gromley's input.
- Reference application of Section 34-77 Charges and Rates.

14) Background on Fees for J & K Above Ground Control Panel –

- This was for the Main Lift Station on Williams St. This phased project started over 3 years ago. Initially, it was intended to bring the controls above ground while continue using the existing pumps. But the decision was made to include a new lift station in the proposed USDA loan. Don Heck and Pat Turner coordinated the specs for this new lift station with Bryce Fullerton (of J & K). The Village Council approved the original project of an above ground control plan. However, later determined that this control panel would not be compatible with both the old equipment and the new, more efficient pumps and system. Bryce Fullerton attended Utility

Committee on July 17, 2024 to discuss compatibility issues with future improvements. So, the decision was made to suspend the Above Ground Control Panel (for the old existing system) since it would not be reuseable with the future system. J & K is asking for \$14k for labor done to date on the "old" control panel. \$14K seems high for labor costs only. Does this include a fee for breaking the contract? Regardless, we need an invoice to issue any payment. It seems they should deliver some type of engineering documents to justify a \$14k labor expense. We will likely have to absorb this expense (if they can truly justify that much for labor).

- In the future, USDA loan requires a multiple bid process.
- Mothball / archive any information because we will need a control panel in the future. Specs on the enclosure, dimensions, communications, and power supplies seem like there should be some commonality that could be reused.
- DeGrand to talk with Bryce, and get full details and a complete invoice.

15) Update on Medical Health Facility plans/designs to DPW.

- Currently, all on hold until December School Board vote.

16) DPW equipment update.

- Line tracer has been bought, received, and used. But our DPW needs a training course training.

17) Car Wash issues

- One of the more confusing billing issues for the Village. Multiple business entities with some inactive accounts.
- Scheduled meeting with Brian Mason (of 52 Landscape). June 23rd

18) Don Heck did submit Category B MDOT to pursue if 50/50 money available for grants.

19) Review and collectively update Task List (if time permits). No time

20) Future agenda items:

- None

21) Public comment:

- None

22) Adjourn: 7:40 pm

"Decoder ring" for some useful abbreviations -

CIP (Capital Improvement Plan)

CWSRF (Clean Water State Revolving Fund, where clean = sewer)

DWSRF (Drinking Water State Revolving Fund)

EGLE (Michigan Department of Environment, Great Lakes, and Energy)

LEAP (Lansing Economic Area Partnership)

MRWA (Michigan Rural Water Authority)

PER (Preliminary Engineering Report)

SCADA (Supervisory Control and Data Acquisition; used for industrial automation and control systems)

SHPO (State Historical Preservation Office)

SRF (State Revolving Fund)

TMF Grant (Technology Modernization Fund)



VILLAGE OF STOCKBRIDGE

EMPLOYEE HANDBOOK

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SECTION 1 – INTRODUCTION TO THE MANUAL.

1.01 - Purpose of the Manual

The purpose of these policies is to establish formal procedures to be used as a guide to personnel matters and as a basis for consistent and fair treatment of employees of the Village of Stockbridge (the Village). The Village reserves the right to modify or discontinue any of the policies or employee benefits described in this manual, of modify the compensation of employees by resolution of the Village Council as based on the recommendation of the Village Manager, or through administrative amendment.

Employees are expected to use good judgment in their actions, especially regarding the impact of their actions upon co-workers and the public image of the Village.

To accomplish this, it shall be the responsibility of each employee to:

- Treat other employees and the general public in a courteous manner.
- Act in accordance with the highest ethical standards in all dealings with public officials, employees, residents, consultants and contractors.
- Understand that discrimination based on race, color, religion, national origin, sex, marital status, sexual orientation, age, disability, political affiliation, or other protected classes is unacceptable.
- Perform job duties in a proper, efficient and safe manner, and to the best of his/her ability.
- Observe at all times, all Village of Stockbridge work rules, policies and procedures.

1.02 - Application of Policies

Nothing in this manual is designed, nor to be interpreted, as creating a contract between the Village of Stockbridge and the employee. The Manual is applicable to all Village employees. Except as noted below, the provisions of the Manual do not apply to elected Village officials, members of Downtown Development Authority, nor to members of any other similar appointed commission, board or entity. However, the policy regarding Unlawful Harassment applies to all Village employees, even those specifically excluded above.

The provisions contained in this Handbook supersede any and all contrary representations that have been made by the Village, any officer or elected official, or any employee. However, if the terms of this Manual vary from a specific policy, procedure, work rule, etc. currently in effect for a certain classification or group of

employees, that specific policy, procedure, work rule, etc., shall remain in effect. If the terms of a policy, procedure or benefit vary according to the classifications that an employee holds, the terms that apply to employees in that classification will be specifically described.

The Village Council shall remain responsible for all employment conditions within the Village including, but not limited to the hiring and firing of employees, job transfers, working conditions, employee complaints and other similar responsibilities.

1.03 - Distribution

A copy of this manual shall be provided to each employee of the Village and may be distributed electronically. Each employee receiving a copy of this manual will sign and return a standard form certifying his/her receipt and review of the Manual. The Village Manager will promptly forward revisions to the manual to all affected individuals. This manual shall be available for inspection at the Village office during regular business hours.

1.04 - Severability

If one or more provisions of this policy manual is superseded by or come in conflict with state or federal laws, or if they are determined by a court of competent jurisdiction to be inappropriate and voided then the balance of the manual shall remain in effect.

SECTION 2 - WORKFORCE

2.01 - Employee Types

The Village's organization is comprised of different types of employees, depending upon Village needs and employment arrangements. Unless specified otherwise, all employees are subject to the conditions outlined in the personnel policy manual and are subordinate to the Village Manager and his/her respective department heads. An organizational structure can be found as an appendix to this manual. The various employee types are described below.

2.01.1 - Full time Employees

Full-time employees are regularly scheduled to work between thirty-two (32) and forty (40) hours per week. Regular full-time employees are eligible for the Village's complete array of employee benefits, as outlined in in this manual.

2.01.2 - Salary employees

Salaried employees are expected to work a standard 40-hour workweek. This expectation supports the effective completion of assigned duties while maintaining a healthy work-life balance.

As exempt employees, salaried staff are not eligible for overtime compensation for hours worked beyond the 40-hour standard, except as required by applicable labor laws or under special circumstances approved by management.

Salaried employees may occasionally be required to adjust their work schedules to meet deadlines, attend meetings, or respond to organizational needs. These adjustments are considered part of the professional responsibilities of the role.

The Village Manager should work together with salaried employees to ensure workloads are reasonable and achievable within the standard 40-hour workweek. Regular communication about workload expectations is encouraged to prevent excessive or unsustainable work hours.

In exceptional circumstances, such as emergencies or significant organizational needs, salaried employees may be asked to work additional hours. These situations will be communicated clearly, and efforts will be made to distribute the workload fairly.

2.01.3 - Part-time Employees

Part-time employees are regularly scheduled to work less than thirty-two (32) hours per week, except in cases of filling in for absent co-workers or when operational needs dictate. Part time employees working at least 20 hours per week will receive (4) hours of holiday pay for Village recognized holidays.

2.01.4 - Seasonal Employees

Seasonal employees are employed during certain months of the year or for special events or projects. Seasonal employees may be full time, but their position does not exist year-round. Seasonal employees are not eligible for benefits except those specified as applying to seasonal employees. However, seasonal employees will receive holiday pay during their time of employment.

2.01.5 - Temporary Employees

Temporary employees are employed for a specific period of time not to exceed ninety (120) days, unless otherwise specified by council, for special projects, replacement or fill-in work or other assignments of a non-recurring nature. Temporary employees may be full time. However, their position does not exist permanently. Temporary employees are not eligible for benefits or holiday pay.

2.01.6- Probationary Employees

Probationary employees are newly hired employees who are in the process of completing the Orientation Period. The Orientation Period is provided to familiarize new employees with the organization and the specific duties and responsibilities of their positions. The Orientation Period is discussed in detail in Section 3.09.

A probationary employee will become eligible for benefits after 120 days. For purposes of calculating benefits, an anniversary date is considered the date on which work began (not the date the Orientation Period was successfully completed). Probationary employees will receive holiday pay for Village observed holidays during their employment.

SECTION 3 - Employee Selection and Related Requirements

3.01 - Application for Position Opening

All applicants seeking employment with the Village must complete a job application form and submit it to the Village Manager. Additionally, a resume may be required depending on the position. The purpose of the application is to obtain pertinent information related to the applicant's education, training, and qualifications.

3.02 - Rejection of Applications

The Village considers the accuracy of the information the applicant provides during the employment process to be of utmost importance. The Village may reject employment applications or dismiss current employees if the Village finds inaccuracies in the job

application or submitted resume whenever they are discovered. Further, applications may be rejected for any legally permissible reason.

3.03 - Internal Promotions

The Village of Stockbridge may give preference to internal candidates who possess qualifications and experience equal to that of any external candidate.

Employees who have successfully completed the Orientation Period may submit application for promotion. Probationary employees shall not be considered for promotion until they have completed their probationary period.

The Village Manager shall make appointments or promotions according to merit as established by:

1. Knowledge, training and ability to successfully perform the work.
2. Performance evaluation.
3. Ability to meet the requirements of the position, with or without reasonable accommodation.

Newly promoted employees are required to complete a six-month Orientation Period in their new position according to the guidelines contained in Section 3.10. A promoted employee may return or be returned to his/her former position within that six-month Orientation Period if performance standards are not satisfied.

3.04 - New Appointments

Vacancies will be open to the public. These will be posted and published, with applications available online or in the Village Office. Police Department posts on Social Media and MCOLES site as well.

The Village shall actively strive to hire the best qualified individual available for the position as determined by a review of qualifications or, possibly, a competitive exam. Occasionally, outside experts or consultants may be used to assist the Village in recruiting, testing, and evaluating applicants.

3.05 - Background and Reference Checks

The Village will verify information provided during the application process through background and reference checks. This will include a driver's license review and driving record check to establish insurability and validity. Driving records will be checked periodically for employees who operate vehicles for Village related business.

In addition to the driver's license and driving record check, the Village will contact the personal and professional references provided by the applicant, or as identified by the Village, as well as obtaining verification of criminal conviction records. All positions may be subject to a credit history check as public employees may have access to public property public funds and often have access to private property in the course of their duties.

Consent forms will be provided to inform employees of the specific checks being conducted, and to obtain liability waivers. Consent forms will be provided prior to the conduct of a background or reference check. Applicant declining to authorize such checks shall be barred from further consideration for any position with the Village.

3.06 - Physical Examination and Drug Screening

Upon conditional offer of employment, the Village will require a physical exam or written documentation acceptable to the Village that the potential employee is physically fit to perform job duties with or without accommodation. For some classifications, this will include a drug screening. Proof of physical fitness must be obtained from a qualified physician as designated by the Village. The cost of the physical exam and drug screening will be borne by the Village. Returning seasonal employees may be required to complete this process upon each return to employment with the Village. Furnishing false or misleading information will result in immediate termination.

3.07 - Nepotism

Relatives of elected or appointed officers of the Village are ineligible for hire during the tenure of the related officer. "Relative" is defined by the Village as a spouse, child, parent, grandchild, grandparent, sibling, half-sibling, or spouse of any of the aforementioned, including relationships established through adoption. Due to the small size of the community, persons already employed by the Village upon the election of a relative as defined above may be retained in their position as long as they are not under the direct supervision of the Village Council or the appointed officer.

Village Council may exempt individuals from this policy if such an exemption is believed to be in the best interest of the Village. Individuals who are appointed officers or employees of the Village at the time a relative is elected are in no way disqualified or jeopardized by this policy.

3.08 - Accommodation of Disability

Federal and State law requires employers to make accommodations to applicants and employees with disabilities where the accommodation does not impose an undue hardship on the employer. Disabled employees and applicants may request an

accommodation of his/her disability by notifying the Village in writing of the need for accommodation within one hundred and eighty-two (182) days of the date the person knows or should know that an accommodation is needed. Failure to properly notify the Village will preclude any claim that the Village failed to accommodate for the disability.

3.09 - Orientation and Probationary Employees

All new employees of the Village or newly promoted employees will complete an orientation period during which they are considered probationary employees. The orientation period is 90 days, but may vary based on position requirements. Absences and leaves during this time will extend it accordingly.

Under certain circumstances, the orientation period may be waived completely or extended at the discretion of the applicable department head, with the approval of the Village Manager. For Police Officers' Probationary periods, refer to PD Policy.

During the orientation period, training is provided regarding Village operations and specific job duties. Employees will be provided instruction and guidance from their supervisors and co-workers during this period. Employees should seek job and performance clarification and actively participate in orientation to the Village and their jobs during this period.

Benefits are not available to new employees during the orientation and probationary period. Employees working in a new position as a result of internal promotion will maintain the benefit levels earned in their former position until the orientation period is completed. Following a successful completion of orientation to the new position, a promoted employee will receive any modifications to their benefits package that may result from the promotion.

Nothing in this Section shall be construed to change an employee's "at will" status.

3.10 - At-Will Employment

All employees of the Village are employed at the will of the Village for an indefinite period and are subject to termination at any time, for any reason, with or without cause or notice. Likewise, employees may terminate their employment at any time and for any reason.

Except as authorized in writing by the Village President and Village Council, no Village representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship. Statements contained in this manual or any other employee handbooks, employment applications, Village recruiting materials, Village memoranda, or other materials provided to applicants and employees in connection with their employment may not modify this policy. None of

these documents, whether singly or combined, create an express or implied contract of employment for a definite period, or an express or implied contract concerning any terms or conditions of employment. Similarly, Village policies and practices concerning any matter are not to be considered as creating a contractual obligation on the Village's part or as stating in any way that termination will occur only for "just cause." Statements of specific grounds for termination outlined in this manual or in any other Village documents are examples only, not all-inclusive lists. They are not intended to restrict the Village's right to terminate at will. Employment at will is a right of both the employee and the employer. However, all employees are part of a team, working ultimately for the same individuals, the citizens.

3.11 - Residency

Village of Stockbridge employees are encouraged to reside within the Village.

3.12 - Outside Employment

Outside employment shall not be in conflict with the interests of the Village or hinder the effectiveness of the employee in performing the duties of their position with the Village. Outside employment requires prior approval of the Village Manager and/or the Department Head, who may determine if a conflict of interest exists. Prior written permission from the Village Manager is required for an employee to wear a Village uniform, official insignias or related items in performing outside work. Such permission shall be kept on file with the Village Clerk. Employees shall not engage in outside employment during scheduled working hours with the Village.

3.13 Equal Employment Opportunity

It is the policy of the Village of Stockbridge to provide equal opportunity to all qualified individuals in its recruitment, hiring, and employment practices and to assure that there will be no discrimination against any person on the grounds of race, color, religion, sex, age, or sexual orientation, national origin, political affiliation, marital status, disability, or other protected classes.

SECTION 4 - GENERAL OPERATING PROCEDURE.

4.01 - Work Day and Work Week

The normal workday for Village employees will vary based on position and department.

Full time employees shall have a work week of approximately 32-40 hours of work per week. The typical week shall be five (5) days per week but shall be subject to the employer's scheduling needs and the particular demands of an employee's position.

Any overtime work must be specifically approved by the respective department head or the Village Manager, and overtime pay is subject to the guidelines in Section 6 "Compensation and Classification".

The Village Manager or posted work schedules shall determine an employee's daily starting and ending times. An employee's hours of work may be rescheduled to satisfy workload demands operational needs, or to accommodate special requests.

All Village jobs involve providing services to the public. Therefore, it is important that employees report to work on time leave for and return from lunch and breaks according to established schedules and depart at the end of the day according to policies and schedules. Any departure from the established work schedule, either as a special circumstance or permanent change, must be approved by the appropriate supervisor in advance.

Repeated tardiness or absences are detrimental to the proper conduct of Village operations and will not be tolerated.

4.02 Attendance

Prompt and regular attendance is an important job performance factor. All employees shall attend each day of scheduled work in their respective department offices. Unnecessary, habitual or frequent tardiness or absence will result in disciplinary action up to and including termination.

4.03 Breaks

Full time employees may take a thirty (30) minute paid lunch break. The length of the lunch break shall be determined by the Employer. In the event of a call-in, any breaks shall be allowed or taken only at such times as may be approved by the Employer.

4.04 Rounds

Department supervisors should provide employees who are required to perform rounds with a schedule of the time and date that the employee will perform such duties. Employees performing rounds must remain on Village premises until all rounds are

complete. If the employee has a conflict and is unable to perform rounds during his or her assigned time it is the employee's obligation to pre-arrange with his or her immediate supervisor for a replacement to cover the rounds. Employees who fail to perform rounds when assigned and/or who fail to find a replacement are subject to disciplinary action up to and including termination.

4.05 - Safety

The Village has established safety rules, regulations and programs which may be Village-wide or apply only to a specific department or activity. Each employee must be familiar with applicable safety rules and follow prescribed courses of action. No employee should perform any work tasks, or take any action, which endangers the employee, another employee or the public. If an employee is in doubt about the safety of a situation, the employee should report his/her concerns to the immediate supervisor prior to engaging in the activity.

4.06 - Key Dispersal

Keys to Village buildings, facilities or equipment may be issued to employees upon proper completion of key dispersal forms. Keys are never to be duplicated, given or loaned to anyone else, including a fellow employee. Lost or unknown keys should be reported to the appropriate supervisor.

4.07 - Use of the Village's Resources

Vehicles, materials, facilities and equipment owned by the Village shall only be used for Village business. Further, Village employees shall only perform work related to Village business while on work time. Specific examples, while not an all-inclusive list, include the following:

- Mail – Employees may not use the Village's postage for personal mail. Additionally, employees should not routinely receive personal mail or package deliveries while at work.
- Phone – All phone lines are to be kept available for the Village's business. Telephone activity in general, and personal calls in particular, must be held to a minimum.
- Vehicles – Village owned vehicles are to be used for official Village business only, unless otherwise approved by the Village Council or Village Manager or specified in an employment contract. Employees must abide by all local, state, and federal laws when operating Village vehicles.
- Equipment, facilities and supplies – Equipment, facilities and supplies are to be used for Village business only, including computers, copiers and other office machines.

- Personnel – Village personnel are only to perform work related to Village business and/or projects while on work time. Employees having other employment shall file a notice of such employment with the Village Clerk. Outside employment that presents a potential conflict of interest with Village employment is prohibited unless approved by the Village Council.

Any visitors to Village buildings or facilities or those seeking access to Village property should report first to the Village office. Prior approval is required from the Village Manager before bringing visitors into work areas or allowing access to non-public areas of Village property. Visitors must be escorted at all times to ensure their safety.

The Police Department will follow its specific policy.

4.08 - Care of Equipment

The Village possesses and maintains a wide array of costly equipment and rolling stock. Employees are expected to follow prescribed procedures for equipment and vehicle usage, refrain from equipment abuse and guard against equipment damage or loss. Should an employee encounter equipment malfunction or be involved in an accident, the incident should be immediately reported to the appropriate supervisor or department head. Intentional equipment abuse, careless use of equipment, or habitual loss of equipment may result in disciplinary action, up to and including termination.

4.09 - Expense Reimbursements

The Village may reimburse certain expenses incurred on behalf of the Village. However, reimbursements will only be processed with prior approval from the Village Manager or the appropriate department head. Employees are expected to make every effort to use resources provided through Village accounts during regular working hours to avoid personal expenses.

Whenever possible, plan ahead and use Village-approved vendors and methods of payment. Reimbursements should not happen regularly. Village resources are available to support routine operational needs, and reliance on personal purchases is discouraged.

In cases where unforeseen circumstances arise, and Village resources cannot be used, specific prior approval from both the department head and the Village Manager is required before the expense is incurred.

For professional development opportunities, a Professional Development Request Form must be completed and approved by both the department head and the Village Manager prior to registration. Employees should make every effort to minimize costs associated with training, conferences, or similar activities.

Reimbursement Guidelines:

How to get reimbursement:

- Prior approval is required.
- The appropriate reimbursement form must be completed and submitted with itemized supporting receipts.
- Reimbursement requests without prior approval or required documentation will not be processed.

Travel and Meals

- Employees are encouraged to use a Village-owned vehicle for official travel whenever possible.
- If a Village vehicle is not available, or if its use is impractical, unsafe, or unreasonable, permission to use a personal vehicle must be obtained in advance from the Village Manager.
- Mileage or Gas Reimbursement – Not Both
- Employees may request reimbursement for either mileage or fuel costs, but not both.
- When both mileage and gas receipts are submitted, only the lesser amount will be considered for reimbursement.
- Mileage will be reimbursed at the current IRS-approved rate, provided prior approval was granted.

Meal Reimbursement

- Meal expenses are subject to actual cost and must be supported by itemized receipts.
- The daily maximum for meal reimbursement is \$50.00 per person per day.

A Village credit card may be available for use in certain situations. For specific policies regarding credit card use, refer to Appendix III: Credit Card Usage Policy.

4.10 - Gifts and Gratuities

As public servants, services must be rendered, and business contracts awarded without favoritism or the suggestion that gifts and/or gratuities are expected in return. If a situation should arise that an employee considers inappropriate, he/she should promptly report it to their Department Head or the Village Manager. Village employees and

officials, or their immediate family, shall not accept gifts, trips, meals or tickets to entertainment or sporting events which have more than a *minimal* value. Generally acceptable are reasonably priced meals in conjunction with a business meeting, or small holiday remembrances.

4.11 Political Activity

The Village does not discourage political participation or activity. However, certain restrictions are imposed to ensure the integrity and impartiality of the Village. In this regard:

- Employees of the Village shall not engage in political activities on behalf of a candidate for partisan or non-partisan election during those hours when the employee is being compensated for the performance of his/her duties as a Village of Stockbridge employee. This includes distributing or circulating literature or paraphernalia for or against an issue or candidate.
- Solicitation and/or distribution of literature is prohibited during working hours or in work areas. Working hours include the actual working time (excluding designated breaks or meal periods) of both the individual performing the solicitation or distribution and the employee to whom it is directed.
- Employees of the Village shall not solicit, receive, or be in any manner concerned in soliciting or receiving, any assessment, subscription or contribution for any political party or any political purpose whatsoever, during those hours when the employee is being compensated for the performance of his/her duties as a Village of Stockbridge employee.
- Employees involved with political campaigns shall do so as private citizens. Employment status with the Village shall not be referenced when campaigning for or against any candidate or ballot issue, question or proposal. Employees involved with political activity shall neither claim to represent the Village or claim their views or opinions reflect the views or opinions of the Village.
- Equipment, materials and supplies belonging to the Village, including the Village's letterhead, shall not be used in support of political activities.

If a conflict of interest should arise, the Village Council may require an employee to take a leave of absence or resign employment with the Village.

4.12 - Disclosure of Village Information

All official documents, records and information considered to be confidential should not be disclosed by Village employees. The Village has established procedures for disclosing information to the public based on requests under the Freedom of Information Act (FOIA). If any Village employee receives a written request for records or other Village information, the employee must immediately forward that request to the Village

FOIA Coordinator, who is the Village Clerk. If any Village employee receives a request for records or other Village information that is not in writing, the employee shall recommend that the requester submit a written request to the FOIA Coordinator. Furthermore, Village employees shall not voluntarily disclose any official Village information to a member of the general public without prior authorization from the Village Council, President or Manager or unless provided for in the FOIA procedures.

Per Police Department Policy, the PD FOIA requests will be performed by the Police Chief.

4.13 - Personnel Files

Personnel files, including job performance records, job applications, references, tax withholding and other benefits data, and related information, are maintained in a locked, secure location by the Village Manager. The files are considered strictly confidential, with access allowed by the Village Manager for minimal reasons as specified by federal and state law. Employees are legally entitled to review their file's content upon reasonable notice. A supervisor will, at all times, observe the review of personnel files to protect against tampering. Copies of the file contents may be obtained for a reasonable copy fee.

Police Department Policy will be followed for their department.

4.14 - Personnel Medical Files

Medical information that is required to be maintained separately, shall be kept in a medical file, and not be maintained in the general personnel file. The Village Manager shall maintain and be responsible for all medical files which will be kept in a locked, secure location. Access is allowed to the Village Manager only and for limited reasons as specified by federal and state law.

Police Department Policy will be followed for their department.

4.15 - Unlawful Harassment

The Village of Stockbridge strives to maintain a pleasant working environment for all of its employees, free from intimidation, humiliation, and insult. Harassment on the basis of any lawfully protected characteristic, which includes race, color, religion, gender, sex, pregnancy, national origin, age, disability, height, weight, and marital status, will not be tolerated. Harassment is defined as verbal or physical conduct or communication when:

- Submission to the conduct or communication is made either as an explicit or implicit term or condition of employment.
- Submission to or rejection of the conduct or communication by an

individual is used as a basis for an employment decision affecting that individual; or

- The conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile or offensive work environment.

Examples of prohibited sexual harassment include but are not limited to unwelcome sexual advances; requests for sexual favors and other verbal abuse of sexual nature; graphic verbal commentary about an individual's body, sexual prowess or sexual deficiency; sexually degrading, lewd or vulgar words to describe an individual; leering; pinching or touching a private area of the body; displaying sexual suggestive objects, pictures, posters or cartoons.

Examples of prohibited harassment based on characteristics other than sex include but are not limited to: insults based on a protected characteristic, verbal, written, graphic, or physical conduct or communication degrading or hostile to a person based on a protected characteristic.

Harassment prohibited by this policy must be distinguished from conduct or communication that, even though unpleasant or disconcerting, is not inappropriate in the context of carrying out instructional, advisory, counseling, or supervisory responsibilities.

If an employee believes that a violation of this policy has occurred, the employee has an obligation to report the alleged violation immediately, preferably within 48 hours, to his/her supervisor, or to the Village Manager or President. While there is no requirement that the incident be reported in writing, a written report that details the nature of the harassment, dates and times, and other persons present when the harassment occurred will enable the Village to take effective, timely, and constructive action. After notification of the complaint, an investigation will be promptly initiated to gather relevant facts. An investigation may include interviews of possible witnesses, including the person claiming the harassment occurred and the person or persons claimed to be involved in or witnesses to the harassment. An employee may apply for a closed session of the Village Council to review any claims of harassment.

The Village will conduct all investigations as confidentially and objectively as possible to the extent consistent with thorough investigation and appropriate action. After the investigation has been completed, a determination will be made regarding the appropriate resolution of the matter. The determination will be reported to the employee who was allegedly subjected to harassment. If the investigation establishes that harassment or other inappropriate behavior has occurred, immediate and appropriate corrective action, up to and including termination of employment, will be taken to stop the harassment and prevent its recurrence.

Misconduct, including unprofessional or harassing conduct or behavior, will be dealt with appropriately. Responsive action would be at the Village's discretion and could include, but would not be limited to, the following: counseling, warning, demotion, suspension, reprimand, decrease in pay, reassignment, transfer, or termination of employment.

The Village takes seriously all reports of harassment and will investigate all alleged violations of this policy. Therefore, employees are expected to report violations to the Village's attention in good faith. Good faith means that the employee has a sincerely held belief, even if erroneous, that the policy has been violated.

The Village will not tolerate retaliation against any employee or other person who, in good faith, reports a violation or perceived violation of this policy, or retaliation against any employee or other person who participates in any investigation as a witness or otherwise. Retaliation is a serious violation of this policy and is subject to investigation and corrective measures described in this policy. Any acts of retaliation must be promptly reported to the Village Manager or President.

4.16 - Workplace Violence

The Village of Stockbridge is committed to reducing the potential for workplace violence. In this regard, it is the policy of the Village to prohibit acts or threats of violence by any party, directed toward employees, citizens, elected officials, and visitors to the Village's facilities or others. Related to this policy, the Village is committed to the following:

- Providing a safe and healthy work environment, consistent with health and safety rules.
- Taking prompt remedial action, up to and including termination against any employee who engages in threatening behavior or acts of violence.
- Taking appropriate action against any non-employee who engages in such behavior, including former employees and visitors to Village facilities, up to and including criminal prosecution.
- Prohibiting unauthorized firearms or other weapons on Village premises.

Additionally, it is the responsibility of Village employees to assist in identifying problem employees. Supervisory personnel should be immediately notified of situations or incidents involving threats, acts of violence, aggressive behavior, threatening or offensive comments and similar acts. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent.

**The Village will not tolerate retaliation against any employee
for reporting a violation of this policy.**

SECTION 5 – PERSONAL CONDUCT.

5.01 - Courtesy

Public inquiries, questions, and complaints should be addressed promptly and tactfully. In dealing with confrontational individuals, employees are expected to remain calm and composed and, if possible, direct the individual to an appropriate person for assistance. In addition to personal contacts, courtesy and consideration are expected of Village employees in written communications, while operating a Village vehicle, talking on the phone, or otherwise representing the Village.

5.02 - Personal Appearance

The appearance and demeanor of our employees is important in demonstrating the professionalism of our organization and commitment to public service. For this reason, each employee is expected to report for work each day with a positive attitude and an appropriate appearance for his or her position. Attire should be consistent with job responsibilities and should not jeopardize the safety of the employee or distract others. Anyone reporting to work in inappropriate clothing will be sent home to change. The Village Manager and/or department supervisor may determine whether or not attire is acceptable.

5.03 - Personal Hygiene

Cleanliness is a must for all Village employees. Personal hygiene shall be tended to not only for the individual's comfort, but also for the protection and safety of fellow employees. Body odors, strong perfume, or smoke may all be particularly offensive to the public and co-workers. Employees should take pride in their appearance and ensure the cleanliness and neatness of hair, shoes, clothing, and uniforms.

5.04 - Drug Free Workplace

The Village of Stockbridge is dedicated to maintaining a safe and drug-free workplace. To do so, employees must comply with the following rules:

- Controlled substances or alcohol are not permitted on the Village's property.
- Employees may not use, distribute, manufacture, dispense, or possess controlled substances or alcohol while on work time or in the workplace.
- Employees may not come to work under the influence of any controlled substances or alcohol.
- Employees may not come to work under the influence of any prescription or non-prescription medication that may interfere with their ability to work safely, or that impairs judgment, driving ability, or otherwise may constitute impairment of their ability to perform their job. In cases where an employee needs to take such medication on an ongoing basis, he/she should bring in a

Doctor's slip detailing whether it will impair his/her ability to perform his/her job safely and properly. Failure to comply with this provision shall be considered a serious violation of work requirements.

- Possession, use or being under the influence of alcohol or a controlled substance is grounds for disciplinary action up to and including immediate termination.

The Village encourages any employee with a chemical dependence problem or concern about chemical dependence to seek professional treatment before the situation becomes a deterrent to job performance. Specific rules and guidelines for random drug testing apply to those employees with a Commercial Driver's License (CDL), and provisions for drug testing based on "reasonable suspicion" are contained in CDL publications. Consult those documents for details.

5.05 - Smoking and Other Tobacco Products

The Village acknowledges the health and safety benefits of a smoke-free workplace. Therefore, smoking is prohibited in all Village buildings and vehicles. Employees wishing to smoke on Village-owned property must do so during their break periods and in designated smoking areas located away from building entrances. All employees are expected to properly extinguish and discard any litter that may result from smoking. Employees who wish to use smokeless tobacco must do so during their break periods and away from public areas where the public cannot observe such activity. Employees using smokeless tobacco must properly discard any associated litter.

5.06 Personal Articles in the Workplace

The Village is not responsible for loss or damage to personal articles or items brought into the workplace.

5.07 - Inspection of Personal Property

If the Village has probable cause, the Village reserves the right to inspect lockers, briefcases, purses, vehicles, or other personal property on Village Property for contraband or Village property.

5.08 - Social Media Policy

Employees of the Village shall not represent the Village on any personal social media platform in any way. Employees shall refrain from discrediting the Village or expressing negative opinions regarding Village matters on all social media platforms.

SECTION 6 - CLASSIFICATION AND COMPENSATION

6.01 - Compensation Philosophy

It is the intent of the Village of Stockbridge to provide fair and equitable wages to its employees. In accordance with this, the Village employs a classification and compensation system to aid in ensuring the following:

- Internal equity
- Recognition of the value of work experience
- Market competitiveness

The classification/compensation system uses a job description to clearly define each classification's duties and responsibilities, as well as the knowledge, skills, and abilities required to succeed in the position. Based on job-related criteria, each pay range relates to similar levels of responsibility, professional training, formal education, and other relevant job factors. The pay structure is outlined in Appendix II of this manual. The compensation philosophy and related goals are tempered by the Village's ability to pay, overall financial condition, and general fiscal responsibility to the taxpayers.

6.02 - Pay Periods

Pay periods cover two (2) weeks beginning 12:01 am every other Sunday and concluding 11:59 pm every other Saturday.

6.03 - Payroll Advance

Employees may not receive advance pay.

6.04 - Pay Adjustments

Village Council will determine an overall annual adjustment during the adoption of the yearly budget of the Village. The Village Council may choose, based on financial condition, market, and operational requirements, to grant an overall increase for all positions. This is a "cost of living" adjustment that shall be based on the recommendation of the Village Manager and the Village's ability to pay. Such an increase

is not automatic and may not be granted in any given year. Subject to approval by the Village Council, the Village Manager may recommend merit-based increases for individual employees who have demonstrated outstanding performance.

6.04.01 – Special Pay Adjustments

In certain circumstances, employees may be compensated for holding specific certifications or licenses directly related to their duties. Current pay adjustments are as follows:

- The Operator in Charge of water and/or wastewater will receive an annual \$500 bonus paid on December 1 each year, or compensation per license.

6.05 Cell phone stipends.

Certain Village positions require the use of a mobile phone to carry out work-related responsibilities. The Village of Stockbridge will either issue a Village-owned cell phone or provide a monthly stipend to eligible employees to support communication needs.

Cell phones will be provided to the following positions:

- Village Manager
- Police Chief
- Patrol Officer(s) on duty.
- Full-time employees whose duties require regular field work or availability outside of the office.

Employees in these positions may choose between:

1. Using a Village-issued cell phone, or
 2. Using a personal cell phone and receiving a monthly stipend of \$30 to offset the cost of business-related usage.
- The employee choosing the stipend option must maintain an active cellular plan that supports reliable voice and data communication.
 - The stipend is intended to defray the cost of business use and is not intended to cover the full cost of a personal phone plan.
 - The stipend will be paid monthly through regular payroll and is considered taxable income.
 - The employee agrees to make their phone number available for work-related contact during business hours and for after-hours emergencies, if

applicable.

- Employees must maintain adequate phone security (e.g., password protection, ability to wipe data remotely) following Village data protection guidelines.
- Employees requesting the stipend must submit a Cell Phone Stipend Request Form to their department head.
- The Village Manager or their designee will grant final approval.
- Employees can change their selection (stipend vs. Village-issued phone) with approval, but no more than once per calendar year unless justified by a change in duties or circumstances.
- If an employee leaves employment or switches to a role that no longer qualifies for a cell phone, the stipend will end after the final pay period during which they were eligible.

6.06 - Clothing Allowance & Uniform Policy

The Village offers clothing allowances or uniforms for designated employees in the Department of Public Works and the Police Department, according to the approved annual budget. This policy aims to promote professionalism, safety, and functionality in work attire.

Department of Public Works (DPW)

All full-time regular employees and part-time employees who are regularly scheduled to work at least twenty (20) hours per week in the Department of Public Works are eligible for an annual clothing allowance, as approved in the Village's fiscal year budget. This allowance is provided on a reimbursement basis and may be used for the purchase, maintenance, cleaning, or replacement of eligible work clothing and safety boots.

Eligible work clothing includes:

- Shirts, hats, or caps
- Pants, windbreakers, jackets, coats
- Other similar items appropriate to the work performed.

All clothing must comply with any standards established by the Village Manager for professionalism, appearance, functionality, and safety.

Work boots must be standard steel-toed boots commonly used in the construction industry and suitable for the physical nature of the job.

Police Department

Police Department uniforms and equipment are provided and funded based on the annual approved budget. All uniform and equipment purchases must be pre-approved by the Police Chief before being ordered or reimbursed.

Reimbursement and Purchase Options:

- Employees must submit itemized receipts for reimbursement.
- Alternatively, employees may request the Village to purchase and pay directly for

approved clothing items.

- Unused allowance funds will not carry over to the next fiscal year.

Property of the Village:

- Any clothing displaying the Village logo or name is considered Village property and must be returned upon termination of employment.

6.07 Overtime for Non-exempt Employees

Employees classified as non-exempt under the provisions of the Fair Labor Standards Act and the Michigan Wage and Hour Act are called non-exempt and are eligible for overtime pay at one and a half times their regular rate for all hours worked over forty in a week, excluding Sundays and holidays (as defined by this handbook). Overtime worked on Sundays or holidays (including the day of holiday observance) will be compensated at twice the normal hourly rate for all hours worked. Overtime pay will be provided only if such work is approved in advance by the employee's supervisor.

6.08 - FLSA Exempt/Salary Employees

Employees who are defined as exempt by the FLSA are not compensated for overtime. FLSA-exempt positions may be required to work more than forty (40) hours in a particular work week to satisfy work demands. Some employees may arrive at individual employment agreements with the Village regarding additional compensation on a per-diem basis for work performed over the standard work week. This should in no way be construed as a redefinition of the positions.

6.09 - Emergency and Call-In Pay

When the Employer calls in an employee to provide immediately needed service or for an emergency, the employee shall be paid a minimum of two (2) hours' pay at one and one-half times their regular rate. An employee summoned for emergency service is considered "on-duty" for those two (2) hours and may be assigned any work that the employer directs. Any additional calls received during the two-hour period are considered already compensated. Time worked over two (2) hours will be compensated at time and a half the rate of regular pay for actual time worked. Employees called in on a Sunday or a holiday (including the day of observance of a holiday) shall be compensated at two (2) times their regular hourly rate for all hours worked. Police Department Policy will be followed for their department.

6.10 On-Call

A weekly and weekend on-call list will be established. Employees will be rotated on the

on-call list. On-call employees shall be available to be contacted from quitting time until the start of the next regularly scheduled shift, but are free to do as they please until called upon, provided that they can report in person to work within one (1) hour if called. All efforts will be made to ensure that no employee will be required to be on-call for consecutive holiday weekends unless it is the employee's request. Employees will receive a weekly stipend for time served in on-call status as determined annually by the Village Manager and as appropriated by the Village Council in the annual budget.

If an employee cannot be on-call during the scheduled time, including but not limited to calling in sick or leaving early due to illness, he or she will not be eligible for on-call pay for that day. When called in for service while on-call, the employee will receive a minimum of 2 hours of compensation for the call-back shift. This 2-hour call-back pay counts as time worked for calculating overtime. If the time worked exceeds the 2-hour minimum, the employee will be paid for the actual hours worked at the overtime rate.

If an employee is not on-call, but is called in to work, the employee is subject to a minimum of two (2) hours of compensation for the call-in shift. These two 2 hours of call-in pay count as time worked to calculate overtime. If the employee's time worked exceeds the 2-hour call-in minimum, the employee shall receive pay for the actual hours worked at the overtime rate.

Continuing to work on a call back that extends into the next day shall not entitle the employee to a second 2 hours of pay. A non-exempt employee who does not return to work but who handles a work-related task by phone or computer will be paid for the actual time worked. Employees must record their time on their time record.

Commuting time to work is not counted as hours worked if the employee is on-call and called back to work. Work time begins upon arrival to work and ends upon clocking out and leaving work.

6.11 Flex time.

All employees of the Village of Stockbridge are eligible for flex-time scheduling, provided that the arrangement does not negatively impact departmental operations.

Flextime allows employees to adjust their work hours within a pay period to accommodate personal needs or organizational requirements while maintaining the total number of required hours.

- Flextime must be requested in advance and approved by the Village Manager or the employee's Department Head.
- Employees must work their total required hours within the applicable pay period.
- Adjustments must not create a need for overtime unless

approved in writing.

- Flex-time schedules should ensure coverage during core business hours (e.g., 9:00 a.m. - 3:00 p.m., or as determined by the department).
- Flextime is a privilege, not a right. Abuse of this policy may result in the revocation of flex-time privileges.
- Emergencies or critical staffing needs may override previously approved flex-time arrangements.

6.12 Work Cancellation

Employees who are absent due to snow, other acts of nature or weather when the Village offices remain open to the public will be charged personal or vacation time. Only the Village Manager, upon review with the Village President, may close Village offices. If a building is closed for any reason that shall not be construed as creating a holiday, nor apply to any operation not affected by the reason for such a closure.

6.13 Transfer

A transfer is an assignment to a position with comparable duties, responsibilities, authority, and compensation. Transfers between departments require the approval of the Village Manager.

6.14 Promotions

A promotion is a change in work assignment that results in an expanded scope of job duties and responsibilities. An employee can be promoted to fill an existing, vacant classification, or an employee's position can be re-classified if duties and responsibilities have been expanded. Promotions may result in a pay increase or a higher position within their pay range. All promotions are subject to council approval.

6.15 Demotions

A demotion is a change in work assignment that results in a reduced scope of job duties and responsibilities. An employee can be demoted to fill an existing, vacant classification, or an employee's position can be reclassified if duties and responsibilities have been reduced. Demotions may result in a decrease in pay. All demotions are subject to council approval based on the Village Manager's recommendations.

6.16 - Performance Evaluation

A performance evaluation system will be used to conduct regular performance appraisals. After the evaluation process, evaluation forms will be filed in the employee's personnel file. Employees have the right to read and discuss their evaluation and submit a statement to their official personnel file covering points of disagreement. An employee's failure to confirm by signature that he/she has received and reviewed a performance evaluation does not denote, nor shall it be construed as, concurrence with the contents, if the employee files a statement of specific objections. Such a statement will be retained in the personnel file with the evaluation. Employees receiving an unsatisfactory performance review shall be placed on a thirty (30) day conditional status period. During this time, no sick time, vacation, or holiday pay will be taken by the employee without a doctor's written excuse.

Police Department Policy will be followed for their department.

SECTION 7 - PAID AND UNPAID LEAVE TIME

7.01 - Holidays

The following dates shall be recognized as paid holidays.

- New Year's Day
- Good Friday
- Memorial Day
- 4th of July
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

When a holiday falls on a Saturday, the preceding Friday will be taken as the holiday. When a holiday falls on a Sunday, the following Monday will be taken as the holiday. Employees on suspension or layoff are not eligible for paid holidays. Police officers will receive their holiday extra pay for all village-recognized holidays as a lump sum payment on November 1st of each year and will not be paid out at the time of the holiday.

7.02 - Vacation Pay

Paid vacation days will be provided to all regular full-time employees following this

schedule:

Years of Service	Annual Vacation Hours
Less than 1 year	96 hours
1 to 4 years	144 hours
5 to 9 years	192 hours
10+ years	240 hours

A vacation bank shall be established at the beginning of the calendar year based on the employee's length of service. Vacation shall be paid at the employee's base rate of pay at the time the vacation is taken.

Vacation Request Procedure

- Vacation requests must be submitted to the department head for approval at least 72 hours in advance of the requested time off.
- Employees must have sufficient vacation hours in their bank at the time the request is submitted. Requests for time not yet accrued will not be accepted.
- Approval is not guaranteed. Departmental operational needs will take precedence, and vacation may be denied if coverage or workload does not allow.
- Employees are encouraged to plan ahead and coordinate with their department head to minimize scheduling conflicts.

Vacation Bank Limits and Carryover

- Unused vacation time, not to exceed 80 hours, shall be rolled over into the next calendar year.
- Any additional unused vacation hours beyond 80 will be paid out at 100% of the employee's normal hourly rate in the first pay period of the new calendar year.
- A vacation bank shall not exceed 240 hours at any time.

Separation from Employment

- Employees who choose to resign must provide a minimum two (2) week written notice to their department head (or to the Village Manager in the case of department heads).
- A copy of the written notice will be forwarded to the Village Council.
- Failure to provide two weeks' notice will result in forfeiture of any accrued vacation payout, unless the Village Council grants an exception.
- Employees who resign with proper notice will be paid for any unused vacation hours accrued through their final day of employment.

7.03 - Personal Days

Regular full-time employees receive three (3) personal days at the start of each calendar year. Employees who have successfully completed the Orientation Period by the beginning of the year will be granted personal days on a prorated basis for that year. Personal days cannot be carried over to the next year and must be used within the same calendar year they are given.

Requests for personal days must be submitted to the Department Head for approval at least 72 hours in advance of the requested time off. Employees must have sufficient personal days available in their bank at the time of the request. Department operational needs take precedence, and submitting a request does not guarantee approval.

7.04 - Sick Time

Full-time employees who have completed the Orientation Period shall accrue sick time at the rate of eight (8) hours per month. Unused sick time may roll over from year to year, with accrual not to exceed a maximum of two hundred and forty (240) hours. Unused sick time will not be paid out upon separation.

Part-time employees who have completed the Orientation Period shall accrue sick time at the rate of one (1) hour for every thirty (30) hours worked. Upon completion of the Orientation Period, employees will receive credit for accrued sick time based on hours worked to date. Unused sick time may roll over from year to year, with accrual not to exceed a maximum of seventy-two (72) hours. Unused sick time will not be paid out.

Sick time may be used only for the employee's illness, doctor's visits, or eligible family medical leave. Employees must contact their supervisor as soon as possible and no later than the beginning of their scheduled shift to report an absence. If the supervisor is unavailable, the employee should contact the Village Manager. When calling in sick, employees are required to identify that they're using ESTA at the time of notification.

If an employee accumulates more than three (3) sick call-ins within a six-month period, the department head may implement a correction plan to address attendance concerns.

Absences exceeding three (3) consecutive scheduled workdays, or those occurring the day before or after a village-recognized holiday or vacation, require a doctor's note verifying the employee's fitness for duty. Failure to provide a doctor's note in such cases will result in the absence being treated as unpaid time off and issuance of a written warning. If the absence is on the day before or after a paid holiday, the employee will also forfeit holiday pay.

The Village Manager may require a doctor's note for any sick leave occurrence if sick time abuse is suspected. Failure to provide such documentation will result in the absence being considered lost time, with wages reduced accordingly, and may lead to disciplinary action.

7.05 - Bereavement Leave

Regular full-time and salaried employees may be excused from work with pay for up to three (3) days for bereavement leave. Bereavement leave is to be used to attend funeral services and handle any personal affairs associated with the death of immediate family members. Immediate family members are defined as spouse, child, sibling, parent, grandparent, grandchild, in-laws (parent, sibling or grandparent), other legal dependents, or stepchildren, sibling, parent, grandparent. Requests for additional time off may be granted from employee vacation or personal time at the discretion of the Village Manager.

Bereavement leave must be utilized in conjunction with the death and funeral. It cannot be carried over to a later date. Persons requesting bereavement time shall be required to provide documentation such as death notice or funeral card.

One (1) day paid bereavement leave is available for employees to attend funeral services for extended family not included above. Further, an employee may use earned vacation days to extend a bereavement leave or to attend funeral services for persons not included above.

7.06 - Jury Duty Leave and Court Time

Any regular full-time or salaried employee who is called to and reports for jury duty shall be paid by the Village for each day partially or wholly spent in performing jury duty, if the employee otherwise would have been scheduled to work for the Village. If jury duty should only require a partial day of service, the employee is expected to return to work and complete his/her workday.

The employee will be paid their regular rate of pay for time on jury duty. When the employee has completed his/her jury time, he/she will turn the jury pay over to the Village. The employee may retain payment for mileage and other out-of-pocket expenses. An employee must give the Village prior notice that he/she has been

summoned for jury duty and must furnish satisfactory evidence that jury duty was performed on the days for which payment is sought.

Employees required to appear before a court or public agency on matters related to their work for the Village of Stockbridge, either when called by the Village or any public agency shall be considered on duty when required to appear in such matters. This paragraph shall not apply to any proceeding in which the employee is averse to the interests of the Village, regardless of whether the Village summoned the employee to attend.

Witness fees or other payments made to the employee are to be remitted to the Village.

7.07 - Extended Leave

Full-time regular employees may request an extended leave of absence without pay. Extended leave is subject to approval by the Village Manager. The Village makes no guarantee that an employee will be returned to the same position held before the leave, nor does the Village guarantee employment after the extended leave.

Employees must use any accrued personal or vacation leave time during an extended leave. Employees may continue to be covered by the Village's health, retirement, and other insurance benefits until such time that all accrued personal and vacation leave days have been exhausted. Leave extending beyond the employee's accrued time shall result in no further accrual of paid time off or seniority as of the first day of an extended leave after use of accrued time. Employees returning from an extended leave may be required to update paperwork and meet the requirements associated with processing newly hired employees, including a physical exam and drug screening.

7.08 - Military Leave

Full-time regular employees inducted into the armed forces shall be granted leave of absence for periods of actual military service, up to fifteen days maximum, each calendar year. Employees on military leave will be paid the difference between their regular rate of pay and military pay (not including travel allowance or other expenses), with verification of military pay received. Upon termination from military duty, the employee will be reinstated to his/her former position and suffer no loss of seniority or be demoted in any way.

7.09 - Unapproved Leave

Unapproved absences of any length of time are subject to disciplinary action and will not be paid. Unapproved absences of more than one (1) day will be considered a voluntary resignation.

7.10 - Donation of Time

Paid time off is a fringe benefit provided to employees as part of their overall compensation package for their work. Employees are allowed to donate banked sick days or personal days to one another with approval from the Village Manager.

7.11 - Time Records

Each employee is responsible for accurately recording their work hours and paid time off. If time is not recorded properly or if there is falsification of time, it is considered misconduct. Participating in falsifying time or assisting another employee in doing so may lead to immediate dismissal.

Department heads are responsible for verifying the hours their employees have worked. Both the employee and the department head must sign all timesheets. All hours worked within the department should be entered on a data entry worksheet and submitted along with the timesheets to the treasurer by the deadline to ensure accurate payroll processing. Failure to submit records on time may cause delays in payment. The Village Manager is responsible for verifying all time records.

SECTION 8 - HEALTH AND WELFARE BENEFITS

8.01 - Coverage and Eligibility

Full-time regular employees are eligible for health and welfare benefits. Full-time regular employees are those who have completed a three-month orientation period and are regularly scheduled to work 32 or more hours per week.

The Village pays benefit premiums on a monthly basis. Therefore, new enrollments or status changes become effective according to this monthly payment schedule and will not be immediate. Once a premium is paid for the month, coverage is provided until the following premium statement comes due. Employees who have terminated employment with the Village or are laid off will receive benefits until the next monthly premium payment date.

Employees on approved vacation, personal, sick, FMLA, disability, or workers' compensation leave will retain health and welfare benefits during their leave at the same benefit and cost level as provided prior to the leave, up to a six (6) month maximum. Accruals of paid time off will cease during extended leaves, paid or

unpaid. Employees will be required to continue their contribution toward premiums (if any), contracting with a different insurance carrier, or self-insuring.

Employees may change their coverage, or insurance election, annually during the open enrollment period. During other times of the year, employees may only change coverage elections if they have a “qualifying event”. Such qualifying events include marriage, divorce, birth or adoption of a child, and loss of a spouse’s insurance. Check with the Village Manager for a current definition of a qualifying event.

8.02 - Health Insurance Package

Full-time regular employees who have completed the Orientation Period are eligible for health insurance as provided to the full-time employees of the Village. Each regular, full-time employee is eligible for benefits as outlined in the package(s) offered by the Village.

Employees can enroll in the insurance coverage(s) through the Village office. Status changes (i.e., marriage) shall be reported to the Village within thirty (30) days.

8.03 - Retiree Health Insurance

The Village does not provide health insurance to its retirees.

8.04 - Spousal Coverage and Waiver of Health Insurance Package

Employees covered by a health plan through a spouse or other means shall opt to waive health coverage through the Village and receive a cash payment totaling \$5,000 per year, paid on December 1 each year. Proof of coverage through another source is required: if that coverage should terminate, the employee and their legal dependents would be eligible for coverage through the Village. If the Village employs an employee’s spouse, no opt-out coverage shall be paid, and only the employee or the employee’s spouse shall receive coverage from the Village.

8.05 - Life Insurance

Full-time regular employees will receive an employer-paid life insurance policy with a benefit level equal to the annual salary of the employee, rounded to the next highest \$1,000. Such coverage shall be subject to the terms of the policy purchased, including any reduction in coverage due to age. The Village reserves the right to modify the benefits at any time, including eliminating or expanding it, or contracting with a different life insurance carrier.

8.06 Short Term Disability Insurance

The Village may provide short-term disability insurance for regular full-time employees. This insurance provides for partial payment of an employee's salary if they should become injured, or suffer an illness resulting in a disability, rendering the employee unable to work. The short-term disability plan contains specific elimination periods, maximums, and requirements pertaining to medical evidence. The plan description is available in the Village office.

Employees are required to use any accrued sick, personal, and vacation time during the elimination period. Accrued sick leave may then be accessed to make up the difference between regular pay and disability pay. Accrual of paid time off will cease following the eight (8) day elimination period, but coverage in the Village's health and welfare benefits program will continue for up to six (6) months; the employee is required to continue any associated premium contributions to maintain coverage.

If, after six (6) months, the employee is unable to return to work, with or without accommodation, employment will be terminated.

The Village reserves the right to modify the benefits at any time, including eliminating or expanding it, or contracting with a different insurance carrier.

8.07 - Pension Plan

Employees may participate in the retirement contribution plan offered by the employer. Currently, for regular full-time employees, the Village participates in the Michigan Municipal Employees Retirement System (MERS), which requires an employee contribution of gross wages. Employee contribution is established annually. For further information regarding vesting periods and specific pension benefits, consult the Village office.

The Village may change plans or its participation in any plan so long as such change or elimination applies equally to all of the employer's non-management employees.

8.08 - Social Security

All employees of the Village are covered by Social Security, a federally administered plan for supplemental old age pensions and survivors' insurance. Questions concerning Social Security benefits and coverage should be directed to any Social Security office.

8.09 - Workers' Compensation

The Village is committed to providing a safe working environment and complying with all applicable Workers' Compensation laws. These laws cover all employees in the event of work-related injuries or illnesses.

All employees must follow established safety protocols to minimize the risk of accidents and injuries. Any workplace incidents, whether slight or significant, must be reported immediately to the employee's department head. The department head is responsible for completing an incident report at the time of the incident. This report must then be submitted promptly to the Village Manager.

Employees are responsible for immediately reporting any injury, no matter how slight, to their supervisor to ensure timely medical evaluation and proper Workers' Compensation coverage.

Failure to report incidents or injuries promptly may result in delays or denial of benefits and could affect the employee's eligibility for Workers' Compensation.

8.10 Employee Assistance Plan

The Village of Stockbridge is committed to supporting the well-being of its employees and offers an Employee Assistance Program (EAP) to all staff members. This program provides confidential resources and support services designed to help employees manage personal or work-related challenges, including counseling, stress management, and other wellness services. Employees are encouraged to utilize this valuable benefit whenever needed. For more information or assistance accessing the program, please contact your direct supervisor or the Village Manager.

SECTION 9 - EMPLOYEE DISCIPLINE

9.01 - Rules of Conduct

The Village has specific rules of conduct that must be followed if the organization is to operate safely and efficiently. Employee cooperation is essential; therefore, each employee is required to familiarize him/herself with the Rules of Conduct listed below and any department-level rules that may exist.

An employee committing any of the following offenses may be subject to disciplinary action, including immediate termination. This list is provided as guidance. It is not all-inclusive; there may be other circumstances that result in disciplinary action or dismissal.

- Insubordination
- Rudeness to or mistreatment of others; offensive language or conduct
- Possession of, dispensing, consuming, or being under the influence of alcohol or narcotics
- Dishonesty or falsification of documents
- Willful damage, carelessness, or negligence with Village property or money
- Disregard for safety rules.
- Neglect of duty, inefficiency, incompetence, unsatisfactory performance ratings or other poor work performance
- Irregular attendance, excessive absenteeism, excessive tardiness, or absence without notification or permission
- Committing unlawful acts, violating Village rules or regulations, or inducing other employee(s) to do so.
- Solicitation or acceptance of gifts, fees, valuables, or any form of payment intended to gain favorable treatment.
- Posting or removing bulletin notices without proper authorization
- Fighting and disorderly conduct
- Gambling while on duty
- Sleeping on duty
- Theft
- Conviction of a felony
- Unauthorized possession of weapons
- Disclosure of confidential or sensitive information
- Violation of other conditions or procedures specified within this policy manual or through department-level mandates.

9.02 - Disciplinary Actions

Disciplinary action, when warranted, will be administered by the respective department head or Village Manager. Disciplinary action may include any of the following but shall not be construed in any manner to create a progressive discipline requirement, not “just cause” employment status.

- An oral reprimand is a verbal warning to an employee that their behavior or performance needs to be improved or corrected. A record of the oral reprimand will be kept in the employee’s personnel file, and a copy will be given to the employee.
- A written reprimand is a notice given to an employee indicating that their behavior or performance needs improvement or correction. Written reprimands are also kept in the employee’s personnel file and provided to the employee.
- Suspension is the temporary removal of an employee from duty, with or without pay. The length of suspensions will vary based on the severity of the offense or how often it occurs. Suspensions must be confirmed by the Village Manager and will be documented and added to the employee’s personnel file.
- Termination (also known as Dismissal or Involuntary Termination) is the removal of an employee from the Village’s employment. Termination is used when other efforts to improve the employee’s behavior or performance have failed or when the nature of the misconduct warrants this action. Terminations are subject to confirmation by the Village Manager.

Employees may submit written explanations or responses to disciplinary actions to their personnel files. Employees who believe the discipline to be unfair or unwarranted may appeal to the Village Manager. Such an appeal shall be final.

Police Department Policy will be followed for their department.

9.03 - Problem Resolution Procedure

The purpose of the Village's problem resolution procedure is to establish a process for fair, consistent treatment of employees who have an unresolved problem arising from his/her employment with the Village.

Should an employee feel that he or she has a legitimate problem, the matter should first be taken up with the employee's Department Head within 5 days after the problem occurs. If the problem is not resolved at that level, it may be presented in writing to the Village Manager. The Village Manager will return a final decision in writing within ten (10) workdays.

SECTION 10 - TERMINATION OF EMPLOYMENT

10.01 - Voluntary Termination

The Village suggests written notification to the Village Manager of an employee's resignation at least two (2) weeks prior to the effective date of resignation. Advance notice will allow the Village to process paperwork and payments due the employee. All vacation due and owing the employee will be paid out with the employee's last paycheck. No compensation will be awarded for accumulated sick or personal time.

In case of retirement, it is suggested that an employee provide the Village with as much notice as possible; a sixty (60) day notice is desired. This advance notice will assure that retirement forms can be submitted to the Municipal Employees Retirement System (MERS) and satisfactorily processed prior to the actual date of retirement. Failure to submit retirement requests in a timely fashion will delay retirement as governed by MERS Rules and Procedures. The employee should talk to MERS directly with any questions regarding their retirement or MERS rules.

10.02 - Involuntary Termination

Employees who are separated from employment involuntarily (dismissed or terminated) will only be paid for actual time worked. All vacation due and owing the employee will be paid out with the employee's last paycheck. No compensation will be awarded for accumulated sick or personal time.

10.03 - Layoff/Reduction in Force and Recall

In the event a layoff or reduction-in-force is necessary, employees will be laid off and recalled based on job requirements, license requirements, and essential skills. Seniority may be considered. Department heads will be consulted to determine the most appropriate approach to reductions in their particular department. Employees will be provided as much notice as is possible in the event of a layoff.

When vacancies arise or additional work becomes available, employees shall be called back according to job requirements, license requirements, and essential skills. Seniority may be considered if employees on layoff are not qualified or able to fulfill the duties and responsibilities of a vacant position, a new employee may be hired.

If an employee on layoff proves qualified for a vacant position different from the one previously held, they may apply for the vacant position, and, if selected, shall be called back and required to complete an Orientation Period according to the guidelines outlined in this manual.

The Village's responsibility to recall shall terminate six (6) months after the date of layoff.

10.04 - Exit Interview

In the event of separation, voluntary or involuntary, the employee is encouraged to engage in an exit interview with his/her supervisor, the Village Manager, or a member of the council. It is the responsibility of the applicable supervisor to ascertain an employee's desire to participate in the exit interview and to schedule the interview.

10.05 - Return of Property

An employee separating from employment with the Village shall return all Village-owned equipment, property, identification, or keys in his/her possession to his/her supervisor immediately.

Appendix I – Organizational structure

Under the oversight and direction of the Village Council, the Village Manager is responsible for administering and managing the departments and affairs of the Village of Stockbridge.

There are three major departments within the Village:

1. Village Office

The Village office is supervised by the Village Clerk, who provides management, direction, and control of the inner workings of the office as well as the office staff. The Village office staff consists of the Clerk and Treasurer, and may include administrative assistants and/or a utility billing clerk.

2. The Department of Public Works (DPW)

The Department of Public Works is supervised by the DPW Superintendent and DPW Supervisor, who provide management, direction, and control of the department. DPW Labor consists of full-time, part-time, and seasonal employees. supervised by the DPW Superintendent and DPW Supervisor,

The department is divided into several areas.

- Cemetery
- Local Streets
- Major Streets
- Sewer
- Water
- Village Property

3. Police Department

The Police Department is supervised by the Chief of Police, who is responsible for the management, direction, and control of the department and the officers of the department.

Officers consist of full-time, part-time, special duty, and reserve officers.

Divisions of the department consist of:

- Administrative Division

- Patrol Division
- Special Assignment Division

The Village Manager is responsible for developing and maintaining an organizational chart showing all organizational components.

Chain of Command

The Village Manager, under the direction of the Village Council, exercises command over all employees of the Village of Stockbridge and shall oversee any incident involving the various departments of the Village.

During planned absences, the duties of the Manager will be deferred to the Village President or President Pro-Tem to serve as acting Manager.

The Village shall have access to the Village Manager on a 24-hour basis unless the Manager has designated another person to act as Manager in their absence.

The chain of command shall be followed during any other unavailability.

Authority and Responsibilities

Each employee will be assigned duties and responsibilities. Each employee is delegated the authority necessary to effectively carry out those responsibilities.

Each employee will also be held accountable for the proper use of that delegated authority.

Organizational Structure

Village Council
Village Manager
Village Hall - Department of Public Works - Police Department

Plan Name	2025 BCN Gold Option 4 W/Expanded Abortion \$10266.21/Mo	2025 BCN Platinum W/Expanded Abortion \$13186.11/Mo
Deductible	\$2,000.00	\$500.00
Coinsurance	20%	0%
Office Visit Copay	20	20
Specialty Copay	40	30
UC Copay	50	35
ER Copay	150	150
Rx Coverage	\$10/\$30/\$60/\$80/20%/20%	\$4/\$15/\$40/\$80/20%/20%
Out of Pocket Max	\$9,100.00	\$1,500.00
Metal Level	Gold	Platinum

*We reserve the right to adjust rates if any of the assumptions or calculations used in the quoting process are incorrect. Final rates will be determined based on actual group enrollment and participation.

*Plans and rates are not final until they have been approved by DIFS and CMS

*Your agent is providing a Summary of Benefits and Coverage with this quote.

*To comply with the Patient Protection and Affordable Care Act, groups may be required to make changes to their health insurance coverage. This may result in an adjustment to the rates.



VILLAGE OF STOCKBRIDGE

ACH AND ELECTRONIC FUND TRANSFER POLICY

Village of Stockbridge - Council Resolution # 25-XXX

Adopted XXXX, 2025



ACH and Electronic Fund Transfer Policy

Reason for Policy

Electronic payments via Automated Clearing House (ACH) or other Electronic Fund Transfer (EFT) methods have become universal within the private sector, where ACH and/or EFT are now accepted at the point of sale for even small transactions. Electronic transactions can also benefit governmental entities by improving the certainty of collection, accelerating payments and the availability of funds, lowering costs, and enhancing customer service. For simplicity, the terms ACH and EFT are used interchangeably in the following discussion.

Applicability

This policy applies to all Village operations.

Policy Statement

The Village will accept EFT payments as deemed appropriate and authorized in writing by the Village Manager. The Village shall adhere to this policy, as outlined in MCL 124.301-305 (Public Act 738 of 2002), and the United States Consumer Financial Protection Bureau's 12 CFR Part 1005 - Electronic Fund Transfers (Regulation E).

Policy Procedure

- 1) Authority to Enter into ACH Agreements and Electronic Transfer of Public Funds
 - a) The Treasurer, with the approval of the Village Manager, may enter into an ACH agreement as provided by Public Act 738 of 2002. The Village Council shall have adopted a resolution authorizing electronic transactions and received a copy of the policy. Applicable definitions in the act shall apply.
 - b) An ACH arrangement under PA 738 of 2002 is not subject to the Revised Municipal Finance Act, 2001 PA 34, MCL 141.2101 to 141.2821, or to provisions of law or charter concerning the issuance of debt by the Village.



ACH and Electronic Fund Transfer Policy

2) Responsibility for ACH Agreements.

- a) The Treasurer shall be responsible for all ACH Vendor agreements, including payment approval, accounting, reporting, and generally overseeing compliance with the ACH policy. The Treasurer shall submit to the Village Council documentation detailing the goods or services purchased, the cost of goods or services, the date of the payment, and the department served by the payment. This report can be contained in the electronic general ledger software system or in a separate report to the Village Council.

3) Internal Accounting Controls to Monitor Use of ACH Transactions

- a) The Treasurer shall be responsible for establishing ACH Vendor agreements. The Treasurer shall notify the Council of those accounts to be paid by ACH or electronic transfers.
- b) Upon receipt of an invoice for payment of accounts paid by ACH, the Village Manager shall approve payment and will be notified by the Treasurer of the debit date to the Village accounts. Accounts payable by this method may include utility and recurring debt service payments. These payments shall be included in the report of payments to the Village Council. All other invoices approved by the Village Manager and payable by ACH may be paid in this manner if deemed in the best interest of the Village, for example, to avoid a late fee.
- c) For deposits from State, County, and/or Federal authorities, and from third-party payment processors, e.g. banks and vendors, the Treasurer shall obtain the amount of the deposit and attach the advice to the cash receipt.
- d) All invoices shall be attached in the BSA Accounts Payable application by the Treasurer along with copies of the payment advice.

4) Utility Payments via ACH

- a) The Clerk shall be responsible for all Utility Payment ACH agreements, including payment approval, accounting, reporting, and generally overseeing compliance with the ACH policy. Utility customers may authorize the Village to debit their bank accounts via ACH to pay utility bills. Customers must complete, sign, and return a



ACH and Electronic Fund Transfer Policy

Village-approved application form to enroll. A separate application form shall be required for each utility account.

- b) Once an ACH debit agreement has been entered into, the agreement shall remain in effect until cancelled by the customer.
- c) No changes to ACH account or routing numbers can occur without written authorization and a cancelled check and/or a deposit letter from the banking institution for the new account.
- d) ACH payments that fail because of insufficient funds (NSF) will result in standard NSF fees. ACH agreements can be canceled upon two consecutive NSFs.

STATE OF MICHIGAN
VILLAGE OF STOCKBRIDGE
RESOLUTION NO. 2025-_____
(Enacted _____)

**A RESOLUTION TO APPROVE AND ACCEPT
ACH AND ELECTRONIC FUND TRANSFER POLICY**

WHEREAS, the Village of Stockbridge deems that it is in the best interest of the Village to make certain financial transactions using electronic transactions as described in Act No. 738 of the Public Acts of 2002;

WHEREAS, MCL 124.303 states, in part, that a local unit shall not be a party to an ACH arrangement unless the governing body of the local unit has adopted a resolution to authorize electronic transactions and the treasurer or the ETO of the local unit has presented a written ACH policy to the governing body;

WHEREAS, the Village of Stockbridge wishes to implement Exhibit A: ACH and Electronic Fund Transfer Policy.

NOW, THEREFORE, BE IT RESOLVED, that the Policy titled ACH and Electronic Fund Transfer Policy as Exhibit A is hereby adopted.

Moved by: _____

Seconded by: _____

YEAS: _____.

NAYS: _____.

ABSENT: _____.

ABSTAIN: _____.

Village of Stockbridge

By: Heather Armstrong
Its: Village President

Certification of Clerk

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Village Council of the Village of Stockbridge, County of Ingham, State of Michigan, at a regular meeting held on the _____ day of _____, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the Minutes of said meeting were kept and will be or have been made available as required by said Act.

Village of Stockbridge

By: Santana Luetgen

Its: Village Clerk

Reviewed by: John L. Gormley (P53539)
Attorney for the Village of Stockbridge
Gormley Law Offices, PLC
101 Grand River Ave.
Fowlerville, Michigan 48836
517.223.3758



VILLAGE OF STOCKBRIDGE

CASH RECEIPT RETENTION POLICY

Village of Stockbridge - Village Council Resolution # 2025-XXX

Adopted XXXX, 2025



Cash Receipt Handling Policy

Reason for Policy

To ensure that records of daily cash receipts are current and complete.

Applicability

This policy applies to all Village operations.

Policy Procedure

1. Payments (cash, check, or credit card) receipts and related documentation shall be retained for the current fiscal year and the seven prior fiscal years. All receipts shall be filed by date and by the location where the cash was collected. Wherever possible, cash receipt backup should be scanned and attached to the cash receipt in the BSA financial system.
2. This policy is based upon the State of Michigan retention schedule (Schedule 28, Item 28.015), which can be found here:

https://www.michigan.gov/dtmb/-/media/Project/Websites/dtmb/Services/Records-Management/rms_GS28.pdf?rev=88b8775ed1af4df491fadea9a57bc3e3&hash=F3BD393AA9177AAEBF87C7614CB9EA61

Deviation from Policy

1. Violation of any portion of this policy by an employee will result in disciplinary action.



VILLAGE OF STOCKBRIDGE

GRANT POLICY

Village of Stockbridge - Village Council Resolution # 2025-XXX
Adopted XXXX, 2025

Grant Accounting and Administration Policy

1. Purpose

To outline guidelines for the submittal of grant applications and the acceptance of grant awards (Federal, State, or Local) or any non-grant Federal funding on behalf of the Village.

2. Policy

The Village will maintain grant information and accounting to facilitate the annual audit and compliance with federal and state grant requirements.

3. Procedures

- 3.1 Application for Grants - When preparing an application for a grant or other Federal funding, contact the Village Manager for assistance in determining appropriate wording for the Council resolution as well as to discuss grant matches or other potential grant requirements.
- 3.2 Council Approval of the Award - The resolution should be confirmed to authorize the acceptance and administration of the grant, provided the grant award and conditions are not substantially changed from the application. The resolution must also establish the appropriate general ledger accounts and allocate any required funds.
- 3.3 Internal Controls over Federal Grant Awards- After the grant is awarded, review the grant award documentation with the Village Manager. ***No funds will be expended until all internal documentation has been completed.*** At this meeting, the Village Manager or their designee will review the Grant Project Checklist (see Appendix C) with the grant administrator. The Checklist gathers information prior to setting up the grant in the financial system or initiating any procurement activities or other incurred direct costs. Periodically, throughout the grant's life cycle, the Village Manager will meet with the grant administrator to ensure compliance with the grant agreement. Areas of internal controls that will be reviewed include:
 - 3.3.1 Procurement of goods and services
 - 3.3.2 Allowability of Costs-Documentation of costs charged to the grant must demonstrate the allowability under the grant agreement. The grant administrator is solely responsible for understanding the costs that are allowable under the grant.
 - 3.3.3 Payroll and Fringes-Documentation of charges for payroll and fringes charged to the grant must demonstrate the work performed under the terms of the

grant.

- 3.3.4 Cash Management - Cash draws must be made in a timely manner, in accordance with the grant agreement. Draws should be requested no later than 30 days after the end of the quarter. All draws must be reviewed by the Village Manager or their designee prior to requesting Federal money.
- 3.3.5 Indirect Costs-Under no circumstances should the municipality apply for an indirect cost rate when applying for a grant, or accept reimbursement for indirect costs without discussing the implications with the Village Manager.
- 3.3.6 Authorization, Approvals, and Documentation - For each transaction charged to the grant, the grant administrator certifies that the cost is allowable under the grant when the request for reimbursement is submitted to the Village Manager. Documentation to support the request must match the financial system, and all related backup must be attached to the grant request, including invoices, receipts, time and attendance reports, and other related documentation.

For more information on the Uniform Grant Guidance requirements, please visit:

<https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards>

3.4 Grant Award Information Required for the Annual Audit - The grant administrator will provide the Village Manager with the following information (if applicable) (See *Appendix B* – for the *Summary of Grant Information* Form to attach with contract & resolution):

- Grant name and program description.
- A copy of the grant application.
- A copy of the resolution (Approval from the Council)
- Funding agency. (If the funding agency is a State agency, the grant administrator must note whether the funds are pass-through funds from the Federal government.)
- Assistance Listing Number (ALN) (formerly the Catalog of Federal Domestic Assistance number), if the grant award is Federal
- Grant number.
- Program amount requested.
- Grant administrators contact person (name, title, and phone number).
- Financing Information
 - o Council approval resolution
 - o Source of funds (grantor, amount)
 - o Use of funds (type of expenditure, amount)
 - o Grant expiration (length of time the account will be needed)
 - o Relationship to other grants/projects

For example, if the Council approved a grant contract for a consultant study of land use, with total funding of \$100,000 (Federal grant, \$80,000; State grant, \$15,000; local grant match, see the financial information furnished to the Village Manager below:

<u>Source of Funds</u>	
Federal Funds	\$80,000
State grant	\$15,000
Municipality Funds	<u>\$ 5,000</u>
Total	\$100,000
<u>Use of Funds</u>	
Consultant services	<u>\$100,000</u>
Total	\$100,000

The grant administrator, in consultation with the Village Manager, would then set up the grant in the financial system using specific general ledger account numbers.

- 3.5 Grant Close Out Documents - After the terms of the grant have been satisfied, all necessary documents to close out the grant shall be prepared on a timely basis. Copies of all grant close-out documents (final reports) should be provided to the Village Manager after the final reimbursement request is made.

Appendix A

Summary of Grant Application for Review and Approval

Funding agency (if a State agency, it is also important to note if these are pass-through funds)

Grant name, program description, and Project Name/File Number (if applicable):

Program Award Amount: \$ _____

Grant administrator (name, title, phone #):

Grant Application Questions:

	Yes	No	N/A
Does the grant require matching funds? If yes, how much? <input type="text"/>			
Does the grant require a budget adjustment from the Council?			
If the grant funds FTEs, is there a requirement to retain those employees for a certain period of time? If yes, how many years? <input type="text"/>			
If the grant funds capital outlay, is there a requirement to track the equipment for a certain number of years after the grant award? If yes, how many? <input type="text"/>			
If the grant has special reporting requirements, have those been discussed with the Village Manager?			
If the grant has special banking requirements to receive funding, have those been discussed with the Treasurer?			
Are there other commitments that the Village will be making if this grant is awarded?			

Submitted by: _____ Date: _____

Village Manager Approval: _____ Date: _____

Return Completed Form to the Village Manager after all approvals are obtained.

Appendix B

Summary of Grant Information

Funding agency (if a State agency, it is also important to note if these are pass-through funds)

Grant name and program description and Project Name/File Number (if applicable):

Assistance Listing Number (or CFDA Number): _____

Grant Number: _____

Program Award Amount: \$ _____

Accounting information:

Fund number _____ Revenue Source Code _____

Department _____

Object Codes _____

Expected expenditure amount \$ _____

Please attach copies of the following:

- grant application
- approved resolution
- grant award letter/contract
- grant closeout documents (if applicable)

Grant Administrator (name, title, phone #): _____

Return Completed Form to the Village Manager.

Appendix C-Sample Grant Checklist

Department: _____

Federal Agency Awarding Grant: _____

Grant Amount: _____

Project Name and File Number/GL Account: _____

General Questions

Are you a direct recipient or a pass-through entity? (200.330) _____

Are you passing through funding to other agencies? (200.331) _____

Have you received your Federal Award Identification Information? If so, provide a copy to the Village Manager. If not, obtain your information and bring it to the Village Manager.

Is your grant construction related? If yes, discuss specific construction requirements here. _____

Does your grant award include a grant match (200.306)? If so, how much and what is the source of the match? _____

Does your grant generate any program income (200.307)? _____

What is your period of performance (200.309)? _____

Does your grant involve the purchase of real property (200.311)? _____

Does your grant involve the purchase of equipment (200.313)? _____

Does your grant involve the purchase of supplies (200.314)? _____

Does your grant involve the purchase of intangible property (200.315)? _____

Does your grant allow for indirect costs (200.416)? _____

Does this Grantor Agency have specific additional requirements above Uniform Grant Guidance? If so, summarize here. _____

Procurement (200.318 to 200.326)

Prior to Bidding

- Notify Procurement that bid/proposal has Federal grant funding
- Does your Grantor agency require a review of your bid/proposal specifications? If so, date review was complete: _____
- Demonstrate bid avoids purchasing unnecessary or duplicative items
- Demonstrate consideration of intergovernmental procurement agreements
- Demonstrate consideration of Federal excess and surplus property
- Demonstrate compliance with the recycled/recovered content per the EPA guidelines
- Demonstrate steps were taken to contract with small and minority businesses, women's business enterprises, and labor surplus area firms
- Include Federal Funding Reference in project solicitation
- Include Required Bid and Contract Documents Packet in bid packet

During Project Bidding Process

- Bid advertisement date: _____
- Pre-bid meeting date (if applicable): _____
- Confirm no mandatory meetings were required.

After Bid Opening

- Provide analysis to the Village Manager of economic purchases (i.e., lease vs. buy, consolidation of procurements, use of surplus property).
- Provide the Village Manager with a copy of the bid tabulation/proposal scoring for the grant file
- Date Conflict of Interest was received _____
- Provide the Village Manager evidence of review of the Federal Debarment List located at www.sam.gov before contract award.

Award Period

- Provide the Village Manager with a copy of the contract award letter and Council resolution.
- Provide the Village Manager with information on how contractor oversight will be maintained.
- Provide the Village Manager with a copy of the Performance Bond (if required).

For Quarterly/Semi-Annual Financial Reporting, were your reports filed in a timely manner?
(200.327) Dates filed: _____

For Annual Financial Reporting, was your report filed in a timely manner? (200.327) Date filed: _____

For monitoring and reporting program performance, were your reports filed at the interval required by the Grantor agency with 90 days after the reporting period? (200.328) _____

Submit a completed Reimbursement Request Form with the following information attached:

Copy of invoice

Copy of proof of payment

Any other relevant backup documentation (if applicable) or N/A

Post-Award Closeout (200.343-200.345)

Closeout submitted within 90 days of the end of the performance period.

To be completed by the Village Manager in conjunction with the Grant Administrator.



VILLAGE OF STOCKBRIDGE

CASH HANDLING POLICY

Village of Stockbridge - Village Council Resolution # 2025-XXX

Adopted XXXX, 2025



Cash Handling Policy

Reason for Policy

To establish an appropriate policy for handling cash.

Applicability

This policy applies to all Village operations.

Policy Procedure

1. All payments made to the Village shall be deposited in cash bags. Cash collected is to be deposited at the bank on a weekly basis, depending on the amount received. Deposits must be reconciled with cash drawer balancing reports on a daily basis. The Village Manager may establish minimum deposit thresholds.
2. A receipt will be issued for every transaction and offered to the customer.
3. The BSA cash register balancing report shall be run by all staff who take payments daily.
4. Unauthorized persons shall not be permitted to take payments or handle cash.
5. Any equipment malfunction shall be reported immediately to the Village Manager and/or Treasurer.
6. No money shall be taken from cash bags, safe, or other Village cash receptacles for personal use. Village funds shall not be borrowed or co-mingled with personal money.
7. All cash shortages and overages must be recorded, and the Village Manager and Treasurer must be informed immediately by the employee who discovers the shortage or overage.



Cash Handling Policy

- a. If a shortage occurs, every effort should be made to locate the error and correct the reconciliation.
 - b. If there is an overage, every effort should be made to locate the error and correct the reconciliation.
8. All cash and checks shall be recorded as received in BSA Cash Receipting Application and placed in approved receptacles after each transaction is completed.
 9. Refunds are to be made by the Treasurer and must be approved by the Village Manager.
 10. The Village does not accept any foreign currency as payment for fees or charges.

Deviation from Policy

1. Violation of any portion of this policy by an employee will result in disciplinary action.



VILLAGE OF STOCKBRIDGE

COIN ACCEPTANCE POLICY

Village of Stockbridge - Council Resolution # 25-**XXX**

Adopted **XXXX**, 2025



Coin Acceptance Policy

Reason for Policy

To provide guidelines for accepting coins tendered for payment.

Applicability

This policy applies to all Village operations.

Policy Procedure

1. The Village will not accept more than twenty coins in payment of any debts or obligations owed to the Village.
2. Waiver – The Village may waive this policy and accept more than twenty coins, provided the payment includes a coin processing fee equal to 5% of the original payment.
3. The Village may waive the coin processing fee, provided the following conditions are met:
 - a. Coins are wrapped in coin wrappers containing the customer's name, address, and telephone number, and coins are wrapped in the categories listed below:

Pennies	50¢ roll wrapper
Nickels	\$2.00 roll wrapper
Dimes	\$5.00 roll wrapper
Quarters	\$10.00 roll wrapper

- b. Shortages or overages in rolled coins exceeding \$1.00 will be adjusted to the customer's account as amounts due, and overages will be refunded.



VILLAGE OF STOCKBRIDGE

INVOICE PAYMENT POLICY

Village of Stockbridge - Council Resolution # 25-XXX

Adopted XXXX, 2025



Invoice Payment Policy

Reason for Policy

To establish procedures for the payment of invoices for materials and services.

Applicability

This policy applies to all Village operations.

Policy Procedure

1. Purchase authorization must be obtained from the Village Manager and/or Village Council before purchasing as outlined in the purchase policy. If the purchase involves a contract authorization or purchase agreement, no checks will be issued until the agreement is fully executed and signed.
2. Invoices for payment should be sent by the vendor directly to the Village Manager. If the procuring department receives an invoice from a vendor, the original invoice must be forwarded to the Village Manager immediately.
3. When the materials and/or supplies, along with the related invoice, are received, departments shall code the vendor invoice with the appropriate general ledger account number and initial, which will initially authorize payment. The request will be routed via established workflow protocols for approval from the Village Manager.
4. Invoices are then forwarded, as established in workflow protocols, to the Treasurer for input into the BSA Accounts Payable application, followed by additional approval within the application and payment processing.



VILLAGE OF STOCKBRIDGE

FUND BALANCE POLICY

Village of Stockbridge - Village Council Resolution # 2025-XXX

Adopted XXXX, 2025

Reason for Policy

Government Accounting Standards Council Statement No. 54 requires the governing body to take certain actions to establish a means of segregating fund balance for reporting purposes. In addition, although not required by any accounting standard, in order to ensure that governments maintain adequate levels of fund balance to mitigate risks and provide a back-up for revenue shortfalls, it is the recommended best practice that governments establish a minimum level of unrestricted fund balance in each operating fund, along with policies related to use and replenishment of fund balance.

The Village aims to maintain a prudent level of financial resources to protect its citizens from service disruptions in the event of unexpected temporary revenue shortfalls or unforeseen one-time expenditures. The Fund Balance/Net Position has been designated to meet this purpose. The Fund Balance/Net Position unrestricted reserve is intended to provide stability and flexibility to respond to unexpected adversity and/or opportunities. The Village's goals are to maintain annual expenditure increases at a conservative growth rate and to limit expenditures to anticipated revenues.

The following fund balance/net position reserve policy should be used to provide the general framework for setting unassigned/unreserved, fund balance/net position reserve levels, and for proposals with intended use of fund balance/net position reserves. The Village Council recognizes there are no absolute rules or easy formulas that provide fund balance/net position reserve levels. Generally, reserve levels are determined based on a percentage of operating expenditures plus the debt service ratio. The Village recognizes the need to establish a policy that provides guidelines for the annual review and discussion of fund balance and net position reserves during the budget development process. Planned use of fund balance/net position reserve decisions should be the result of deliberative consideration of all factors involved.

Monitoring compliance with the fund balance policy will occur after the audit, prior to the next budget cycle. The analysis should include an audited unreserved, unassigned fund balance/net position, compared to audited expenditures, including the debt service amount, where applicable. For funds that are not in compliance with this policy, a plan will be included for Council's approval in the next budget cycle.

Definitions

Fund Balance – A governmental fund's fund balance is the difference between its assets, deferred outflows, and its liabilities and deferred inflows.

Fund Balance Components – An accounting distinction is made between the portions of fund equity that are spendable and those that are non-spendable. Under GASB 54, these are broken up into five categories:

- 1) Non-spendable fund balance – Amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund).
- 2) Restricted fund balance – Amounts that can be spent only for the specific purposes stipulated by external resource providers, either constitutionally or through enabling legislation. Examples include grants and dedicated millages.
- 3) Committed fund balance – Amounts constrained to specific purposes by a government itself using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.
- 4) Assigned fund balance – Amounts *intended* to be used by the government for specific purposes. Intent can be expressed by the governing body or by the Village manager. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.
- 5) Unassigned fund balance – is the residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose. The General Fund is the only fund with an Unassigned fund balance.

Governmental Funds- Governmental funds are used to account for activities primarily supported by taxes, grants, and similar revenue sources. Within the category of Governmental Funds, there are five types: General Fund, special revenue funds, debt service funds, capital projects funds, and permanent funds.

Net Position – A proprietary fund's net position is the difference between its assets, deferred outflows, and its liabilities and deferred inflows.

Proprietary Funds - Proprietary funds are those that are most similar to funds in the private sector. Proprietary funds are used to account for activities that receive significant support from fees and charges. There are two types of proprietary funds: enterprise funds and internal service funds.

Unrestricted fund balance - Unrestricted fund balance includes committed, assigned, and unassigned fund balance categories. Governments may deem it appropriate to exclude from consideration resources that have been committed or assigned to some other purpose and focus on unassigned fund balance rather than on unrestricted fund balance.

Policy Statement

The Village of Stockbridge believes that sound financial management principles require the Village to retain sufficient funds to maintain a stable financial base at all times. To retain this stable financial base, the organization needs to maintain a fund balance/net position in all funds that is sufficient to fund all cash flows of the organization, to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature, and to provide funds for all existing encumbrances.

The purpose of this policy is to establish a key element of the financial stability of the Village by setting guidelines for fund balance. Fund balance/Net Position is an important measure of economic stability. It is essential that the Village maintain adequate levels of fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. The fund balance also provides cash flow liquidity for the general operations of the Village.

In addition, this policy addresses the Village's requirements under GASB 54 surrounding the composition of fund balance, including the establishment and use of the various components of fund balance.

Policy Procedure

Minimum Unrestricted Fund Balance - General Fund

The Village has a February 28 year end and a tax levy of July 1. The Village establishes a minimum fund balance goal for the General Fund as noted in the table below.

Purpose	General Fund
Operating Reserve	25% of following year planned operating expenditures
Emergency Reserve	\$100,000

ENTERPRISE FUNDS 25% percent of Operating Expenditures Plus 1.2 Debt Service Ratio

Includes all revenue and expenses necessary to operate the funds, including, but not limited to, administration, operations, maintenance, financing, and related debt service, billing, and collection.

For Utility fund reserves (sewer and water), the decision to increase or decrease target unrestricted net position should be supported by the report of the cost-of-service study or review provided by the Village's rate consultant.

Sewer System – **25%**, to account for the collection and treatment of the sewage of the Village and to account for the proceeds of bonds and construction of infrastructure related to the Village's Sewage Disposal System.

Water Supply System – **25%**, to account for the provision of treated water of the Village and account for the proceeds of bonds and construction of infrastructure related to the Village's Water Supply System.

SPECIAL REVENUE FUNDS A specified percent of Operating Expenditures Plus 1.2 Debt Service Ratio

To account for the proceeds of specific revenue sources (other than those from expendable trusts or for major capital projects), which are restricted legally to expenditure for specified purposes.

Major Street (Fund 202) – **25%**, to account for Act 51 weight and gas tax funds from the State for the maintenance of Major Streets in the village.

Local Street (Fund 203) – **25%**, to account for Act 51 weight and gas tax funds from the State for the maintenance of Local Streets in the village.

Cemetery Perpetual Care Fund (Fund 209)– **100%**, as this fund is a perpetual care fund for the cemetery.

Cemetery Fund (Fund 211)– **25%**, to account for the operations of the cemetery.

Cemetery Perpetual Flower Fund (Fund 216) – **100%**, as this fund is a perpetual care fund for flowers at the cemetery.

Drug Forfeiture (Fund 265) – **0%**, as this fund is to account for police drug forfeitures and can be fully spent.

Procedure if Any Fund Falls Below Minimum Reserve

With approval of the Council, the following reasons justify appropriations that may draw the fund balance/net position below the minimum reserve requirement:

1. Planned use of reserves for capital expenditures.
2. One-time emergency expenditure with said emergency having been declared by the Council.
3. One-time legal expenses.

If unrestricted fund balance/net position falls below the minimum requirement, the Council will make a determination of replenishment during the next budget cycle with said plan of replenishment to be implemented in the following year and have attained the minimum funding level within the subsequent 5 years.

The fund balance of the Village of Stockbridge's General Fund has been accumulated to provide stability and flexibility to respond to unexpected adversity and/or opportunities. The Village's basic goal is to limit expenditures to anticipated revenue in order to maintain a balanced budget.

Order of Resource Use

In general, restricted funds are used first when an expenditure is incurred for the purposes for which both restricted and unrestricted fund balance is available. In addition, for unrestricted fund balance, the order of use of fund balance shall generally be: 1) committed; 2) assigned; and 3) unassigned.



VILLAGE OF STOCKBRIDGE

CREDIT/DEBIT CARD ACCEPTANCE POLICY

Village of Stockbridge - Village Council Resolution # 2025-XXX

Adopted XXXX, 2025



Credit/Debit Card Acceptance Policy

Reason for Policy

Credit/Debit Card acceptance as a payment method has become nearly universal within the private sector, where cards are now accepted at the point of sale for even small transactions. Credit card transactions can also benefit governmental entities by improving the certainty of collection, accelerating payments and the availability of funds, lowering costs, and enhancing customer service.

Applicability

This policy applies to all Village operations.

Policy Statement

The Village will accept credit/debit payments as deemed appropriate and authorized in writing by the Village Manager. The Village shall adhere to this policy, MCL 129.221-224 (Act 280 of 1995), and Processing Card Industry (PCI) compliance guidelines.

Policy Procedure

1. Government charge types can be broadly categorized as mandatory or discretionary. Each charge type possesses unique characteristics that will weigh on the assessment of whether acceptance of credit card payments may be appropriate or economically feasible.
 - a. Mandatory charge types are generally those for which full payment is required. Typically, these charges are those which are fixed by statute, law, or council action. Examples of these are taxes, licenses, and permits. Typically, a convenience fee or transaction fee is permitted and authorized by the card issuer and the municipality to recover costs associated with collection by credit card.
 - b. Discretionary charge types are those for which payment is elective. Examples of this type include recreation fees, admissions, and merchandise. Typically, credit card



Credit/Debit Card Acceptance Policy

acceptance costs, including transaction and fixed costs, are built into the pricing formula for the merchandise or fees to facilitate the recovery of these costs. This method of collection is called fee absorption.

- c. Thorough assessment of these aspects may be made when the option of providing this service is to be considered, to avoid subsidizing the sale and distribution of those goods or services for card users.

2. Credit/Debit Cards may be accepted in the following methods:

- a. At the point of sale where the Village employee is conducting the transaction through the credit card system and the credit card vendor's encrypted devices are used for card data retrieval.
- b. Through BSA online payment system, where the transactions are conducted through the Point & Pay integrated system for credit card transactions over-the-phone credit card data collection is only permitted while following these guidelines:
 - i) Village employees may never speak back the card data to customers; if verification is needed, the employee must ask the caller to repeat the data.
 - ii) Village employees must never write down any credit card information for any reason; if this is done, it must be destroyed or shredded immediately.

3. Credit/Debit Cards are NOT allowed to be accepted in the following access methods:

- a. Credit/Debit card data is never allowed to be left on voicemail.
- b. Credit/Debit card data is never collected through email.

4. Point of Sale (POS) devices used to collect credit card information may only be purchased through the authorized credit card vendor. These devices are unique to the vendor's system



Credit/Debit Card Acceptance Policy

in terms of encryption and support. POS devices may not be purchased from Amazon, eBay, Walmart, or other similar retail vendors.

5. All paperwork, records, receipts, electronic data, etc., containing cardholder account numbers and information shall be treated as private information. That private information must be protected against unauthorized disclosure. Except for the payer's name and the amount paid, any credit card information obtained for the purposes of accepting a credit card payment must be destroyed (via permanent deletion or shredding) immediately after the payment transaction has been completed. Exceptions to this provision must be expressly authorized in writing, in advance, by the Village Manager.
6. Card issuers promulgate specific regulations which determine how the cards may be used in relation to the type of charges, how and in what manner the card is presented and used at the time of purchase, the process by which fees and discounts are handled and recovered, the level of security of data at time of sale and during the proper storage and maintenance of this information, all of which are firmly enforced.
7. Credit/Debit card issuers mandate that precautions be taken to eliminate unauthorized online access to data, and proper security must be in place to control access to equipment.

Deviation from Policy

1. Violation of any portion of this policy by an employee will result in disciplinary action.

VILLAGE OF STOCKBRIDGE CREDIT CARD USE POLICY

The Village may authorize the use of corporate credit cards. If it so authorizes, the corporate credit cards may be issued and designated for use by the following officials: Village Manager, Chief of Police, and Public Works Director/Supervisor. The credit limits for credit cards will be as follows: Village Manager, \$5,000; Police Chief, \$3,000; and Public Works Director/Supervisor, \$3,000.

Cardholder Responsibilities:

- a. Read this Credit Card Use Policy and return the Credit Cardholder Agreement (Attachment A) to the Village Manager; retain this policy and any future revisions, as well as a copy of the signed cardholder agreement.
- b. Ensure that the credit card is used in compliance with the Village's Purchasing Policies.
- c. Ensure that only authorized employees/officials of the Village of Stockbridge use the municipal credit card.
- d. Ensure that the credit card is used for the purchase of goods or services for only official business of the Village of Stockbridge.
- e. Submit to the Village Treasurer no later than two business days all receipts, documentation detailing the goods or services purchased, cost, date of the purchase, fund(s) and account(s) to which the purchase is to be posted, and the official business explanation thereof, so that the purchases can be reconciled against the monthly credit card statement.
- f. Protect and ensure the custody of the credit card and immediately notify the Village Manager if the card is lost or stolen.
- g. Notify vendors or merchants that the credit card transaction should be exempt from Michigan Sales and Use Taxes (Federal Tax Identification #38-600) if it is used for the purchase of goods or services in the State of Michigan.
- h. Ensure that the credit card is never used for cash advances, personal use, or any other type of purchase not permitted under the Village Purchasing Policy.
- i. Immediately surrender the card upon termination of employment. The Village reserves the right to withhold final payroll checks and payout of accrued leave until the card is surrendered.
- j. Ensure that the credit card is not used in a manner that circumvents the normal Village Purchasing Policy.

Internal Control Procedures:

The Village Manager is the administrator of this policy and shall be responsible for issuing and retrieving assigned municipal credit cards to personnel, as well as overseeing compliance with this policy.

The Village Manager and/or his designee shall be responsible for:

- a. Assisting and maintaining records of issuance and retrieval of municipal credit cards and overseeing compliance with this policy.
- b. Accounting and payment of expenses. All documentation must accompany invoices before payment is made.
- c. Ensuring accuracy of the statement and that activity and account information is noted on the credit card statement for each line of entry.
- d. The balance on an extension of credit under the credit card arrangement shall be paid in full each month by the invoice due date to avoid interest charges or late fees.
- e. Compliance with the State of Michigan records retention requirements for safekeeping of statements and receipts for seven years.

The total combined authorized credit limit of all credit cards issued by the Village of Stockbridge shall not exceed 1.00% of the total budgeted revenues of the Village of Stockbridge for the current fiscal year.

Any employee found guilty of illegal or unauthorized use of a municipal credit card may be subject to penalties allowed by law and/or disciplinary action(s) as outlined in the Village of Stockbridge Personnel Policies, up to and including termination.

Attachment A
Village of Stockbridge
Credit Cardholder Agreement

Requirements for use of a Municipal Credit Card:

1. The credit card is to be used only to make purchases at the request of, and for the legitimate business benefit of, the Village of Stockbridge, Michigan.
2. The credit card must be used in accordance with the provisions of the Credit Card Policy established by the Village of Stockbridge, as attached hereto.

Violations of these requirements may result in the revocation of use privileges. Employees found to have inappropriately used the credit card will be required to reimburse the Village of Stockbridge for all costs associated with such improper use through direct payment or payroll deduction. Disciplinary action(s) may be taken per the Village Personnel Policies, up to and including termination. The Village of Stockbridge will investigate and, in appropriate cases, commence criminal prosecution against any employee found to have misused the credit card or who violates the provisions of the cardholder agreement.

Credit Card Account Number: _____

Expiration Date: _____

CV: _____

Issued to: _____ Title: _____

I acknowledge receipt of the attached Credit Card Policy and agree to abide by said Policy.

Signature of Cardholder: _____

Printed Name: _____

Date: _____

FOR VILLAGE MANAGER USE ONLY:

Credit Card Returned on __ / __ / ____

Village Manager Signature: _____



Village of Stockbridge Cash Flow Analysis

July 1, 2025
Matthew V. Horning
MVH Consulting, LLC

Project Narrative

Matthew Horning, Consultant, was asked to perform a Cash Flow Analysis for the Village of Stockbridge.

Consultant reviewed General Ledger data from the three prior fiscal years, consisting of 26,548 lines of data. All journal entries that could skew the data, such as transfers, reversals, corrections, year-end accounting entries, non-recurring items, etc. were removed. Data analytics were then performed on the cleaned data, and a report of findings was developed. Findings follow this page.

The following report shows, both tabularly and graphically, the mean monthly and annual cash balances, by fund and account. The report also shows the mean monthly and annual cash outflows, by fund and account. Using this data, the report illustrates the mean idle cash available to the Village on a monthly basis. The report further delineates how much idle cash can be designated as long-term idle cash, and how much can be designated as short-term idle cash.

The data indicates the Village has a mean monthly total cash balance of approximately \$1.45 million. Monthly outflows average approximately \$250,000. This leaves approximately \$1.2 million available as idle cash, on average. Given the spending history of the Village, this idle cash can be further delineated into long-term and short-term idle cash. Long-term idle cash is \$900,000. Short-term idle cash ranges from \$0 to \$500,000, depending on the month, and averages \$200,000.

Analysis of Mean Monthly Balances and Outflows & Determination of Idle Cash Balances

ARPA and Immaterial Accounts Excluded

FY23

	06 June	07 July	08 August	09 September	10 October	11 November	12 December	01 January	02 February	Mean
Mean Monthly Balance	1,300,594	1,347,263	1,459,836	1,661,559	1,698,633	1,748,560	1,702,081	1,674,104	1,708,172	1,588,978
Mean Monthly Outflows	93,009	89,768	119,177	294,740	120,904	177,896	77,003	102,602	126,135	133,471
Available Cash	1,207,585	1,257,495	1,340,659	1,366,819	1,577,729	1,570,664	1,625,078	1,571,502	1,582,037	1,455,507
Mean Monthly Invested										
Available Cash Net of Investments	1,207,585	1,257,495	1,340,659	1,366,819	1,577,729	1,570,664	1,625,078	1,571,502	1,582,037	1,455,507

FY24

	03 March	04 April	05 May	06 June	07 July	08 August	09 September	10 October	11 November	12 December	01 January	02 February	Mean
Mean Monthly Balance	2,928,332	2,254,357	2,306,291	2,255,783	2,291,625	2,379,408	2,690,895	2,860,356	2,948,073	2,770,231	2,745,781	1,987,758	2,534,908
Mean Monthly Outflows	312,983	111,340	88,172	136,962	97,669	296,754	133,487	226,301	271,479	130,523	136,331	233,284	181,274
Available Cash	2,615,349	2,143,017	2,218,119	2,118,821	2,193,957	2,082,655	2,557,408	2,634,054	2,676,594	2,639,708	2,609,450	1,754,474	2,353,634
Mean Monthly Invested													
Available Cash Net of Investments	2,615,349	2,143,017	2,218,119	2,118,821	2,193,957	2,082,655	2,557,408	2,634,054	2,676,594	2,639,708	2,609,450	1,754,474	2,353,634

FY25

	03 March	04 April	05 May	06 June	07 July	08 August	09 September	10 October	11 November	12 December	01 January	02 February	Mean
Mean Monthly Balance	1,533,308	1,438,513	1,398,237	1,302,497	1,240,815	1,340,169	1,551,710	1,602,074	1,683,997	1,639,160	1,550,574	1,538,952	1,485,001
Mean Monthly Outflows	227,341	198,528	204,787	191,537	290,349	181,695	266,539	264,629	234,683	254,558	291,422	297,757	241,985
Available Cash	1,305,967	1,239,985	1,193,451	1,110,960	950,466	1,158,475	1,285,171	1,337,445	1,449,315	1,384,602	1,259,153	1,241,194	1,243,015
Mean Monthly Invested													
Available Cash Net of Investments	1,305,967	1,239,985	1,193,451	1,110,960	950,466	1,158,475	1,285,171	1,337,445	1,449,315	1,384,602	1,259,153	1,241,194	1,243,015

FY26

	03 March	04 April	05 May	Mean
Mean Monthly Balance	1,425,386	1,092,398	1,126,293	1,214,692
Mean Monthly Outflows	416,095	301,191	249,222	322,169
Available Cash	1,009,291	791,207	877,071	892,523
Mean Monthly Invested				
Available Cash Net of Investments	1,009,291	791,207	877,071	892,523

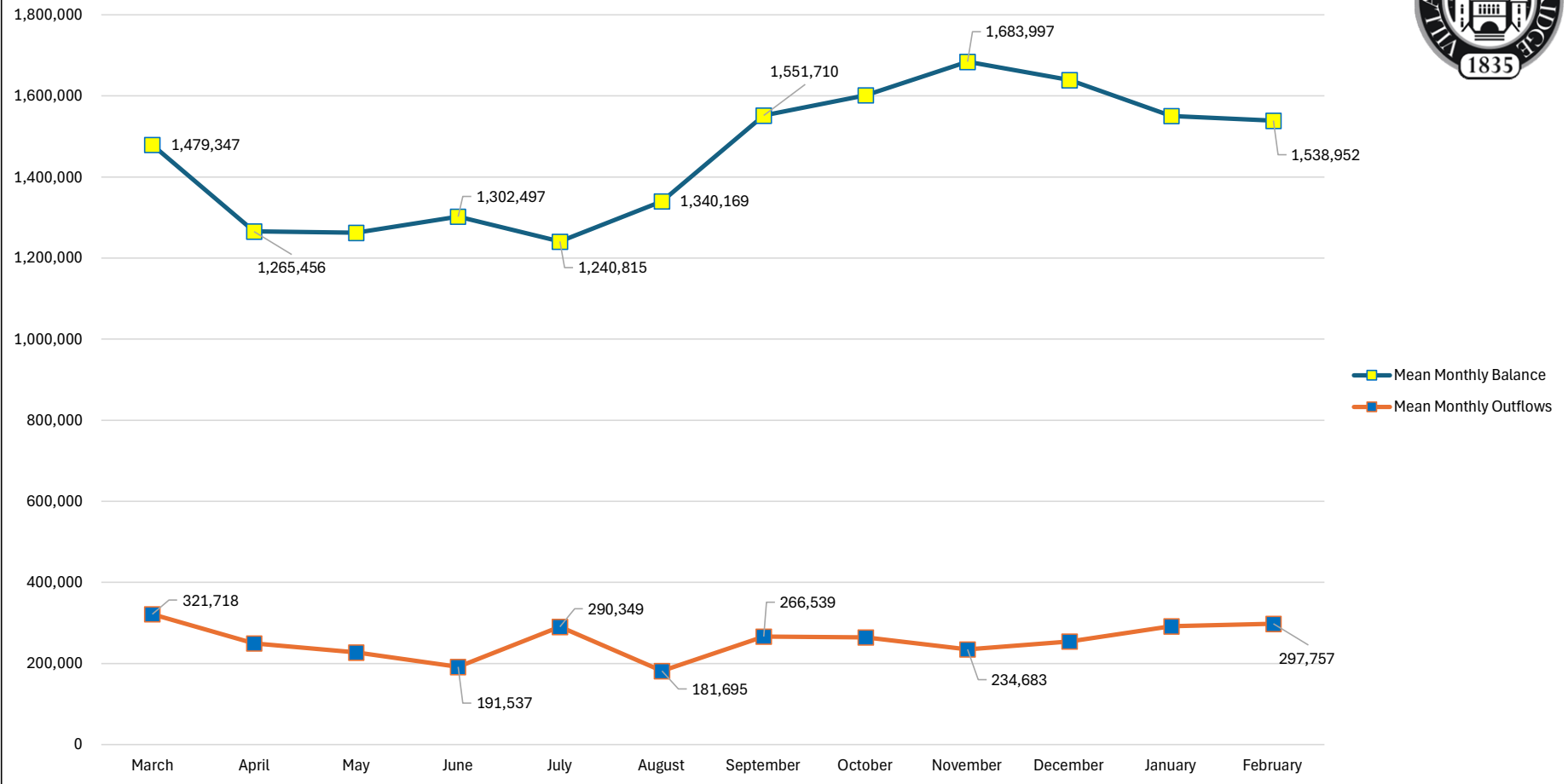
NOTE: At the close of Fiscal Year ending 2024, Auditors made massive adjusting entries. This leads one to believe that there existed material accounting irregularities prior to this time. Analysis of the data seems to indicate that cash balances were double booked after the banking transition occurred in March of 2023, and that the Auditors corrected the General Ledger at the close of Fiscal Year ending 2024. Due to this accounting irregularity, the average balances and outflows are calculated using only the reliable data from Fiscal Years ending 2025 and 2026.

AVERAGE

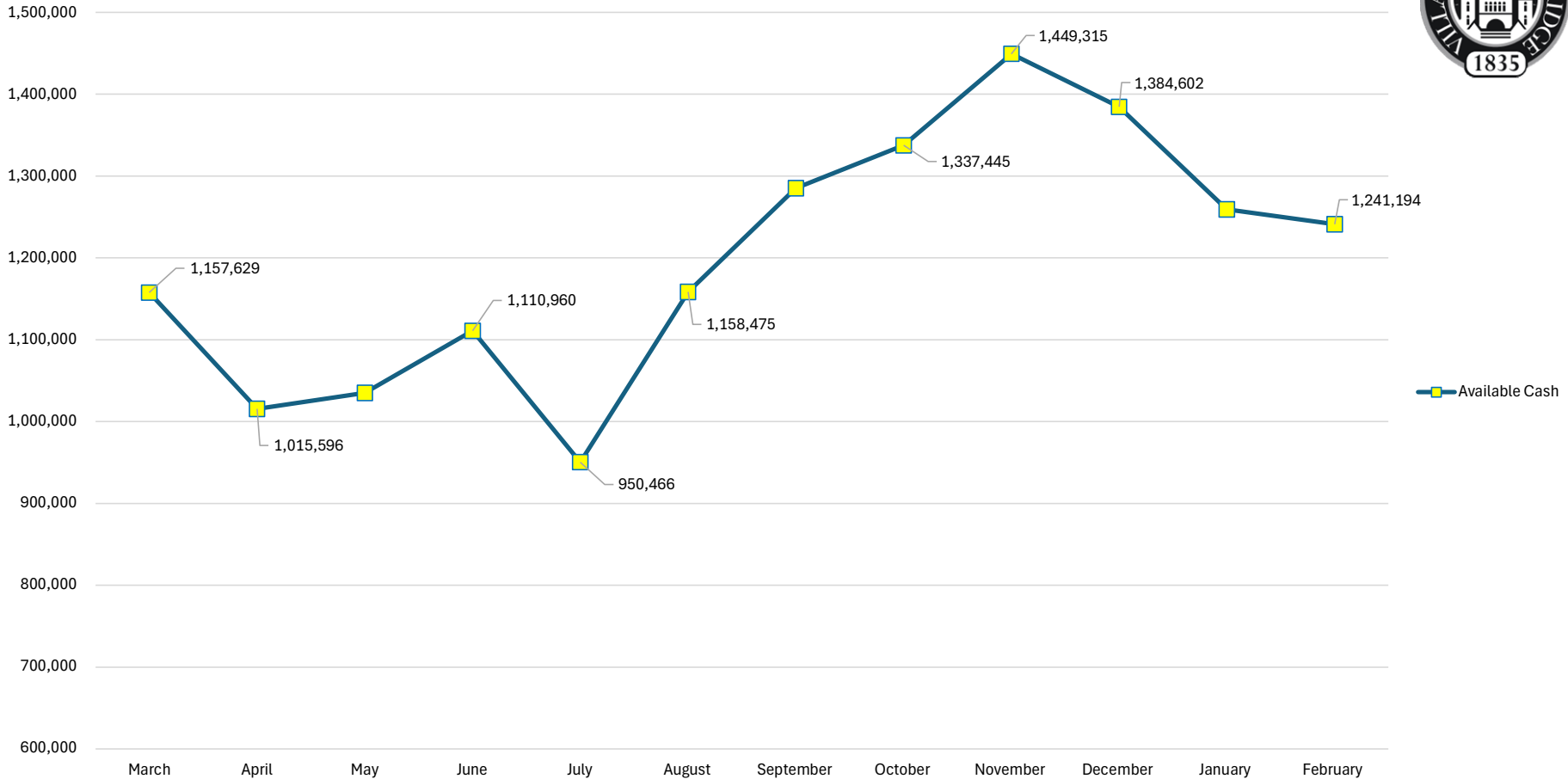
	03	04	05	06	07	08	09	10	11	12	01	02	Mean
	March	April	May	June	July	August	September	October	November	December	January	February	
Mean Monthly Balance	1,479,347	1,265,456	1,262,265	1,302,497	1,240,815	1,340,169	1,551,710	1,602,074	1,683,997	1,639,160	1,550,574	1,538,952	1,454,751
Mean Monthly Outflows	<u>321,718</u>	<u>249,860</u>	<u>227,004</u>	<u>191,537</u>	<u>290,349</u>	<u>181,695</u>	<u>266,539</u>	<u>264,629</u>	<u>234,683</u>	<u>254,558</u>	<u>291,422</u>	<u>297,757</u>	<u>255,979</u>
Available Cash	1,157,629	1,015,596	1,035,261	1,110,960	950,466	1,158,475	1,285,171	1,337,445	1,449,315	1,384,602	1,259,153	1,241,194	1,198,772
Mean Monthly Invested													
Available Cash Net of Invested Funds and Outflows	1,157,629	1,015,596	1,035,261	1,110,960	950,466	1,158,475	1,285,171	1,337,445	1,449,315	1,384,602	1,259,153	1,241,194	1,198,772
Long-Term Idle Cash	900,000	900,000	900,000	900,000	900,000	900,000	900,000	900,000	900,000	900,000	900,000	900,000	900,000
Short-Term Idle Cash	200,000	100,000	100,000	200,000	0	200,000	300,000	400,000	500,000	400,000	300,000	300,000	200,000



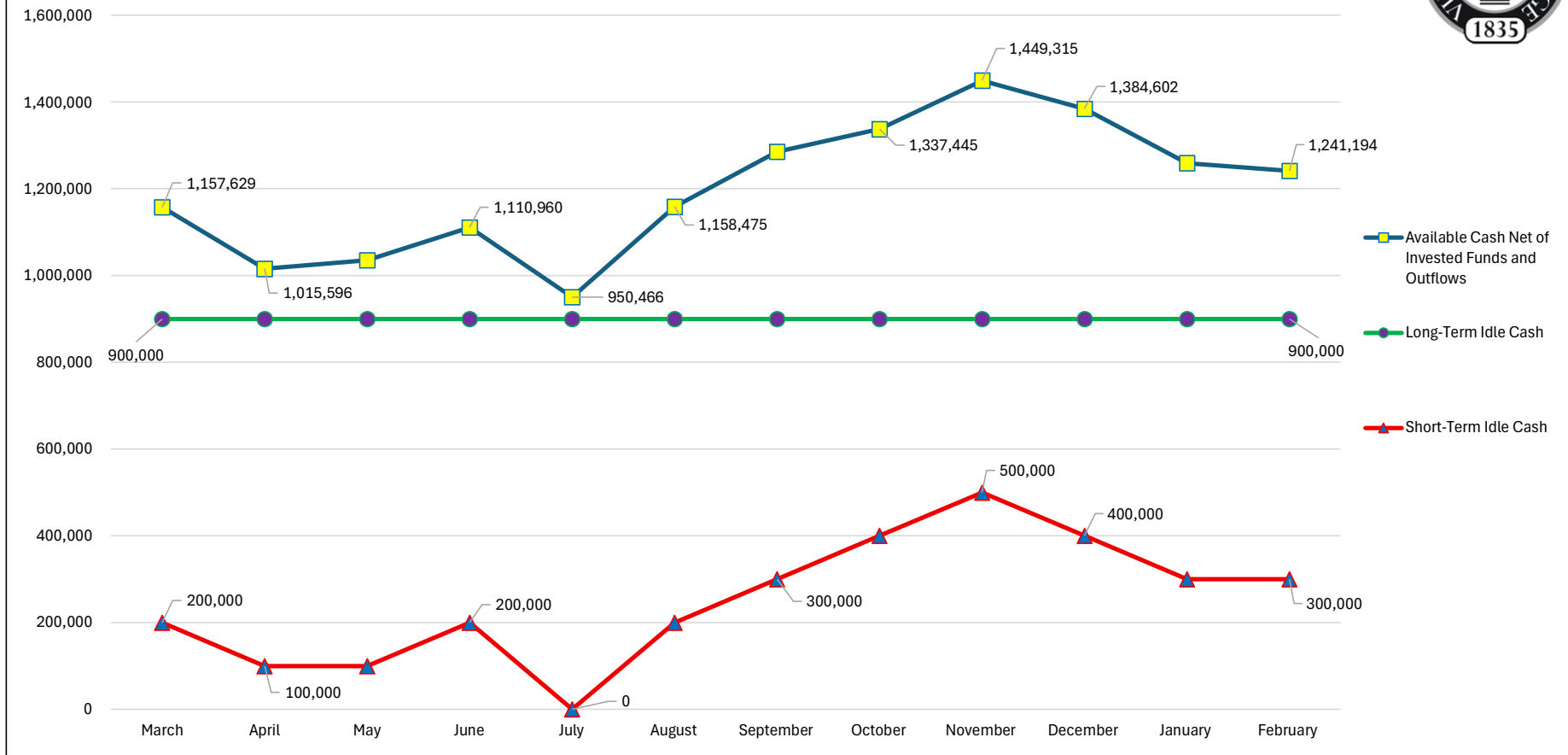
Village of Stockbridge Monthly Mean Total Cash Balances and Monthly Outflows



Village of Stockbridge Monthly Mean Total Cash Balances and Monthly Outflows



Village of Stockbridge Monthly Mean Total Cash Balances and Monthly Outflows



Village of Stockbridge Proportionate Share of Available Cash by Fund

