ANNUAL TOWNSHIP BUDGET

For the Year Ending December 31, 20\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Township

Williams County, North Dakota

**Schedule A**

**CERTIFICATE OF LEVY**

TO: Kristi Hanson, Finance Director of Williams County

You are hereby notified that on the \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_, the governing body of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Township, levied a tax of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ upon all the taxable property in said township for township purposes for the calendar year, ending December 31, 20\_\_\_\_\_\_, which levy is itemized as follows:

**LEVY Amount Levied**

**General Fund Levy- NDCC §** **57-15-20………………. $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Township Road Levy- NDCC §** **57-15-19.4** *(Note 1)***... $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total Amount Levied $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

You will duly enter tax upon the County tax list for collection upon the taxable property of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Township, Williams County, NORTH DAKOTA, for the ensuing year. Dated this \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Township Clerk**

**Levy request exceeds $100,000: circle one YES NO**

**Schedule B**

**Annual Budget for The Year Ending December 31, 20\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| APPROPRIATION AND CASH RESERVE | General Fund | Road Fund  (Optional- *Note 3*) |
| 1. Final Appropriation, Sch. C – line 25 |  |  |
| 1. Cash Reserve *(Note 2)* |  |  |
| 1. Total Appropriation and Cash Revenue – line 1 plus line 2 |  |  |
| RESOURCES AND AMOUNT LEVIED   1. Cash and Investments Available – (Est.) December 31, 20\_\_\_\_\_\_ |  |  |
| 1. Estimated Resources, Sch. C – line 9 |  |  |
| 1. Total Resource –line 4 plus line 5 |  |  |
| 1. Levy Required – line 3 less line 6 |  |  |
| 1. Allowance for Delinquent Tax Collec. (Not to exceed 5% of line 7) |  |  |
| 1. Total Amount Levied   Line 7 plus 8 |  |  |

***NOTE 1 –*** Township Road **Levy** in NDCC § 57-15-19.4 is “…for the purpose of cooperating with the county in constructing and maintaining roads and bridges that are part of the county and road system and located within the township…” and is different than the Township Special Road **Fund** NDCC § 57-15-19.2.

***NOTE 2 –*** NDCC § 57-15-27- Interim Fund. Not to exceed 75% of appropriations other than for debt retirement and appropriations financed from bond sources.  
***NOTE 3 –*** May not exceed $100,000 (per NDCC § 57-15-19.2) and is not included in determining the budget of the amount to be levied for each township fiscal year, for normal tax purposes (NDCC § 57-15-19.3).

**Schedule C**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TOWNSHIP

**Annual Budget for the Year Ended December 31, 20\_\_\_\_\_**

**General Fund**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| RECEIPTS | Actual  Receipts  20\_\_\_\_ | Estimated  Receipts  20\_\_\_\_ | Estimated Receipts  20\_\_\_\_ |  |
| Property Taxes |  |  | xxxxxxxxxx | 1 |
| Township Road Mileage |  |  |  | 2 |
| State Aid Distribution |  |  |  | 3 |
| Telecommunications Tax |  |  |  | 4 |
| Interest Earned |  |  |  | 5 |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  | 6 |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  | 7 |
| Miscellaneous Receipts |  |  |  | 8 |
| Total Receipts |  |  |  | 9 |
|  |  |  |  |  |
| DISBURSEMENTS | Actual  Disburse.  20\_\_\_\_ | Estimated  Disburse.  20\_\_\_\_ | Final  Approp.  20\_\_\_\_ |  |
| Board Salaries |  |  |  | 10 |
| Dues and Meals |  |  |  | 11 |
| Election Board |  |  |  | 12 |
| Legal Notices |  |  |  | 13 |
| Blading and Graveling |  |  |  | 14 |
| Road Repair and Culverts |  |  |  | 15 |
| Snow Removal |  |  |  | 16 |
| Weed Control |  |  |  | 17 |
| Fire Protection |  |  |  | 18 |
| Insurance |  |  |  | 19 |
| Road Construction |  |  |  | 20 |
| Road Equipment Purchased |  |  |  | 21 |
| Insurance (deducted by county) |  |  |  | 22 |
| Amounts Paid to County for Services |  |  |  | 23 |
| All Other Disbursements |  |  |  | 24 |
| Total Disbursements |  |  |  | 25 |
| Receipts over (under) Disbursements |  |  |  | 26 |
| Balance, January 1 |  |  |  | 27 |
| Balance, December 31 |  |  |  | 28 |

**Schedule C (Additional Fund)**

**Annual Budget for the Year Ended December 31, 20\_\_\_\_\_**

**Road Fund (Optional- NDCC 57-15-19.2)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| RECEIPTS | Actual  Receipts  20\_\_\_\_ | Estimated  Receipts  20\_\_\_\_ | Estimated Receipts  20\_\_\_\_ |  |
| Property Taxes |  |  | xxxxxxxxxxx | 1 |
| Interest Earned |  |  |  | 2 |
|  |  |  |  | 3 |
|  |  |  |  | 4 |
|  |  |  |  | 5 |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  | 6 |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  | 7 |
| Miscellaneous Receipts |  |  |  | 8 |
| Total Receipts |  |  |  | 9 |
|  |  |  |  |  |
| DISBURSEMENTS | Actual  Disburse.  20\_\_\_\_ | Estimated  Disburse.  20\_\_\_\_ | Final  Approp.  20\_\_\_\_ |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  | 10 |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  | 11 |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  | 12 |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  | 13 |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  | 14 |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  | 15 |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  | 16 |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  | 17 |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  | 18 |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  | 19 |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  | 20 |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  | 21 |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  | 22 |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  | 23 |
| All Other Disbursements |  |  |  | 24 |
| Total Disbursements |  |  |  | 25 |
| Receipts over (under) Disbursements |  |  |  | 26 |
| Balance, January 1 |  |  |  | 27 |
| Balance, December 31 |  |  |  | 28 |