

Posting Financial and Other Records on our Website

Background:

1. The State does not require the Township to post financial and other records of the Township on the Township website. However, the Board wishes to share this information with the public in a convenient form and location.
2. The addition of financial and operational documentation (which is already available to the public via the Freedom of Information Act (FOIA) to the Township website will ultimately save valuable time and resources.

Policy:

1. The Board authorizes and directs the posting and the display of the following information, including the most recent information available, and all historical information available through the past 10 years, to the extent these documents exist and the Township still has these materials, as soon as practicable:
 - a. Board meeting agendas, Board packets and open session Board meeting videos
 - b. Annual Township Financial report compiled by the Township's outside auditors ("the Annual Audit").
 - c. Annual Supervisor Report.
 - d. Administrative official names and contact information at the Township.
 - e. Annual Budgets.
 - f. Monthly Expenditures, after approved.
 - g. Annual Wage Report.
 - h. Contracts between the Township and outside parties.
 - i. Annual Membership dues/invoices from any group that lobbies on behalf of the Township or Townships in general, after approved.
 - j. Any taxes, fees and other income collected by the Township for pay-as-you-go services
 - k. Annual report showing actual expenditures and revenues and the budgeted amounts.
 - l. Annual Levies
 - m. Employee policy handbook
 - n. Resolutions
 - o. Intergovernmental agreements

This shall not be construed to obligate the Township to post draft, not final, documents or confidential items, closed session materials, personal information, private information, legal opinions, or other items that are prohibited to be disclosed by law.

2. These documents and reports specified in Paragraph 1(a), (b), (d), (e), (f), (g), (h), (k), (l), (m) and (n) shall be displayed within 10 working days after approval or formal receipt by the Board at the monthly board meeting.
3. The Board authorizes and directs that items (above) displayed on the website be displayed in searchable PDF format.
4. Any website content that does not reflect the policies of the board shall be removed immediately.