

**Lee Township Policy & Procedure**  
**Midland, Michigan**

**Township Policy & Procedure No. 01-09-2023-1**  
**Payroll & Expenditure Submissions**

The formulation and enactment of this policy and procedure is to amend and supplement the township's existing policy and procedures to address the timing and manner in which the board will consider payroll and expenditure reimbursement requests from township employees and appointed officials effective January 9, 2023.


- Absent emergency circumstances as determined by the board, the board will only consider payroll and expenditure reimbursement requests from the prior month which were submitted to the township clerk at the township hall by the close of business on the 25<sup>th</sup> of the month in order to be considered by the board at its next regularly scheduled board meeting.
- As illustrated in the example below, if a request is not submitted to the township clerk by the deadline as outlined above, consideration of the request by the board will not take place for an additional month.

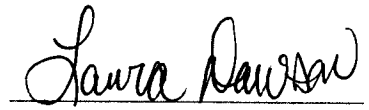
*Example:* At the Monday, February 13, 2023, board meeting, the board only considers payroll and expenditure reimbursement requests submitted by January 25, 2023. Payroll and expenditure reimbursement requests submitted after January 25, 2023, and by February 25, 2023, will be considered at the Monday, March 13, 2023, board meeting.

- Payroll and expenditure reimbursement requests consist of all hourly time sheets, expense reports, per diem requests, and fire run reports.
- All existing policies and procedures of the township are hereby amended and/or supplement by the terms of this policy and procedure to the extent in which a conflict exists.

**POLICY & PROCEDURE DECLARED ADOPTED BY THE TOWNSHIP BOARD OF TRUSTEES.**

Dated: 1/9/2023

  
\_\_\_\_\_  
Doug Kruger, Supervisor

  
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Laura Dawson, Clerk

**Approved: January 9, 2023**

**Lee Township Policy & Procedure**  
**Midland, Michigan**

**Township Policy & Procedure No. 01-09-2023-2**  
**Timing of Township Contributions to John Hancock**

The formulation and enactment of this policy and procedure is to amend and supplement the township's existing policy and procedures to address the timing in which the township funded John Hancock contributions are made effective January 9, 2023.

- The township funded John Hancock contributions for township employees, elected officials and appointed officials shall be made monthly.
  
- All existing policies and procedures of the township are hereby amended and/or supplement by the terms of this policy and procedure to the extent in which a conflict exists.

**POLICY & PROCEDURE DECLARED ADOPTED BY THE TOWNSHIP BOARD OF TRUSTEES.**

Dated: 1/9/2023

Doug Kruger  
Doug Kruger, Supervisor

Laura Dawson  
Laura Dawson, Clerk

**Approved: January 9, 2023**