Hamburg Township
a great place to grow

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Supervisor Jason Negri Clerk Mike Dolan Treasurer Jennifer Daniels Trustees Joanna Hardesty, Patricia Hughes, Chuck Menzies, Nick Miller

HAMBURG TOWNSHIP
LIVINGSTON COUNTY, MICHIGAN
Resolution regarding:

CASH PAYMENT ROUNDING POLICY

WHEREAS, Hamburg Township receives payments from the public for taxes, water and sewer bills, permits, licenses, fees, invoices, and other Township charges; and

WHEREAS, the Secretary of the United States Department of the Treasury has determined, pursuant to 31 U.S.C. §§ 5111(a)(1) and 5112(a)(6), that production of additional one-cent coins is no longer necessary to meet the needs of the United States, and the United States Mint ceased production of circulating pennies on November 12, 2025; and

WHEREAS, the Hamburg Township Treasurer's Office may have limited availability of one-cent coins for purposes of making cash change; and

WHEREAS, cash transactions that require change in amounts other than a whole dollar or a multiple of five cents may create a need for one-cent coins; and

WHEREAS, the Township desires to establish a consistent and equitable procedure for handling cash transactions while ensuring that electronic and other non-cash payment methods continue to be processed for the exact amount due; and

WHEREAS, the rounding procedure described below applies only to cash payments and does not change the amount legally due when payment is made by check, credit card, debit card, ACH, online payment, mobile wallet, or other non-cash method;

NOW, THEREFORE, BE IT RESOLVED, that the Hamburg Township Board hereby adopts the following **Cash Payment Rounding Policy**:

1. Cash Payment Rounding

For cash transactions where the total amount does not end in $.00 or $.05, the amount collected shall be rounded to the nearest five-cent increment as follows:

- Amounts ending in **1, 2, 6, or 7 cents** shall be **rounded down** to the nearest multiple of five cents.
  - Example: $10.02 becomes $10.00.
- Amounts ending in **3, 4, 8, or 9 cents** shall be **rounded up** to the nearest multiple of five cents.
  - Example: $10.04 becomes $10.05.
- Amounts ending in **0 or 5 cents** shall remain unchanged.

2. Non-Cash Payments

This rounding policy shall apply **only to payments made with physical cash**.

Payments made by **check, credit card, debit card, ACH, online payment, mobile wallet, or other non-cash payment method** shall continue to be processed for the exact amount due, including amounts ending in one-cent increments.

3. Pennies

Pennies presented as part of a cash payment shall continue to be accepted as legal tender. The rounding procedure applies to the final cash transaction amount when change is required.

4. Application of Overpayments

For water and sewer payments, any cash overpayment resulting from the inability to provide exact penny change may be applied as a credit toward the customer's next water bill, consistent with the procedures established by the Treasurer's Office.

For tax and general government invoices, cash change shall be provided in available increments of five cents or greater, as applicable.

5. Administration

The Township Treasurer's Office is authorized to administer this policy and establish reasonable administrative procedures necessary to implement the policy consistently.

6. Effective Date

This Resolution shall become effective upon adoption by the Hamburg Township Board.

YEAS: _____

NAYS: _____

ABSENT: _____

RESOLUTION DECLARED ADOPTED.

CERTIFICATION

I, _____, Clerk of Hamburg Township, Livingston County, Michigan, do hereby certify that the foregoing Resolution was duly adopted by the Hamburg Township Board at a regular meeting held on _____, 2026.

Mike Dolan, Township Clerk

Date: _____ _____