Hamburg Township
a great place to grow

10405 Merrill Road
P.O. Box 157
Hamburg, MI 48139
(810) 231-1000
www.hamburg.mi.us

TO: Board of Trustees

FROM: Michael Dolan, Township Clerk

DATE: November 2, 2026

AGENDA ITEM TOPIC: Administrative Policy and Procedures – Section 4.1(b), Warrant Reports

---

Requested Action

Motion to approve the attached revised version of Section 4.1(b), Warrant Reports, of the Hamburg Township Administrative Policy and Procedures Manual.

Background

The Board previously discussed Section 4.1(b), Warrant Reports, during a work-study session. Following that discussion, I have prepared a recommended revision to the existing policy for the Board's consideration.

The proposed update is intended to clarify the procedures and limitations regarding payments made prior to the Board's review and audit of the warrant report, including the authorization requirements for those payments.

The attached revision represents my recommendation for addressing the matters previously discussed by the Board.

Fiscal Considerations

Does the agenda item require the expenditure of funds? Yes ☐ No ☒

Are funds budgeted? Yes ☐ No ☐

Fiscal year affected: Choose an item.

Is a budget amendment required? Yes ☐ No ☐

General Ledger numbers affected: _____