

VILLAGE OF WEBBERVILLE
115 S. MAIN ST.

Resolution No. 2026-08
(Enacted, March 23, 2026)

A RESOLUTION TO ADOPT THE VILLAGE OF WEBBERVILLE PENNY POLICY

WHEREAS, the Village of Webberville is committed to ensuring accurate and efficient handling of all cash, check, and electronic transactions; and

WHEREAS, the Village seeks to improve efficiency in cash handling transactions by minimizing the use of pennies in cash payments;

WHEREAS, the Village Treasurer's Office seeks to implement a policy to provide transparency, proper accounting, and compliance with applicable Michigan law and generally accepted municipal accounting practices;

NOW, THEREFORE, BE IT RESOLVED, that the Village Council of the Village of Webberville does hereby adopt the following Penny Rounding Policy. This policy shall become effective upon depletion of penny coin inventory or upon further resolution of the Village Council.

1. Elimination of Pennies in Cash Transactions

- Cash payments will be rounded to the nearest nickel according to the following rules. Exact payment amounts are accepted via check or electronic payment methods:
 - 1–2 cents → round down to 0
 - 3–4 cents → round up to 5
 - 6–7 cents → round down to 5
 - 8–9 cents → round up to 10
 - 0 or 5 cents → no rounding required
- Electronic payments (ACH, credit/debit, e-checks) shall be processed at the exact amount without rounding.

2. Village Tax Collections

- Property taxes, including summer and winter collections, will be rounded for cash payments only.
- Principal tax amounts remain unaffected; only rounding of pennies is applied.
- Interest, penalties, and fees shall be calculated in accordance with Michigan law and guidance issued by the Michigan Department of Treasury.
- All rounding adjustments will be documented and maintained by the Treasurer.

3. Accounting Treatment

- Rounding adjustments will be recorded in the general ledger under "Rounding Adjustments – Cash."
- The Treasurer shall review cumulative adjustments monthly and report to the Village Council.
- Adjustments shall not affect total tax collections, state education tax remittances, or other statutory reporting.

- Net annual rounding differences shall be reflected as miscellaneous revenue or expenditure in accordance with the Village’s year-end audit procedures.
- 4. **Internal Controls**
 - Cashiers shall document final rounded amounts and retain receipts for audit purposes.
 - Segregation of duties shall be maintained in processing, handling, and reconciling payments.
 - Periodic internal audits will verify compliance with the rounding procedures.
- 5. **Communication to the Public**
 - Notices will be posted on the Village website, tax bills, and at the Treasurer’s office stating:

“Cash payments will be rounded to the nearest nickel. Exact payment amounts are accepted through electronic payment methods.”
 - Notices will be posted as described above when this policy becomes effective upon the Village no longer receiving penny coin distribution from its financial institution, upon depletion of existing penny inventory, or upon further resolution of the Village Council.
- 6. **Review**
 - This policy shall be reviewed annually or whenever significant changes occur in currency handling, Michigan law, or Village accounting procedures.

BE IT FURTHER RESOLVED, that the Village Clerk/Treasurer is hereby authorized and directed to implement and enforce this policy in accordance with the Village’s accounting practices.

Adopted at a regular meeting of the Webberville Village Council held on March 23, 2026.

YEAS: McEwan, Schoenborn, Stanfield, Walter, Schulte

NAYS: - 0 -

ABSENT: - 0 -

I certify that the foregoing constitutes a true and complete copy of Resolution No. 2026-08 adopted at a meeting held by the Webberville Village Council on March 23, 2026, 115 S. Main St., Webberville, Michigan.



Jessica Kuch
Clerk/Treasurer