



Qty	Publications and Products	Member*	Non-Member	Amount
	Authorities and Responsibilities of Michigan Townships – <b>2020 Edition</b>	\$57	\$81	
	Assessing Your Township’s Assessing – <b>2022 Edition</b>	\$43	\$60	
	Board of Review Guide – <b>Revised 2024</b>	\$44	\$61	
	Breaking the Zoning Code – <b>2024 Edition</b>	\$42	\$60	
	Building a Better Budget (Includes Samples) – <b>Updated 2004 with Minor Revisions 2013</b>	\$39	\$55	
	Good Press, Bad Press, Depressed – <b>2008 Edition</b>	\$24	\$33	
	Introduction to the Freedom of Information Act (Includes Samples) – <b>Revised 2015</b>	\$31	\$44	
	Introduction to Fund Accounting – <b>Revised 1997</b>	\$50	\$70	
	Introduction to Township Board Meetings – <b>Revised 2016 with Minor Revisions 2021</b>	\$18	\$24	
	Municipal Civil Infractions – The Process – <b>2008 Edition</b>	\$37	\$52	
	Officials’ Guide to Township Government <input type="checkbox"/> Supervisor <input type="checkbox"/> Clerk <input type="checkbox"/> Treasurer <input type="checkbox"/> Trustee <b>SUPERVISOR – 2016 with Minor Revisions 2020, CLERK – 2016 with Minor Revisions 2022, TREASURER – 2016 with Minor Revisions 2022, and TRUSTEE – 2016 with Minor Revisions 2021</b>	\$43	\$60	
	Officials’ Guide to Township Government Bundle (1 of each Guide – <b>NO SUBSTITUTIONS</b> )	\$153	N/A	
	On-Call Fire Departments: The Township Board’s Responsibilities – <b>Revised 2005</b>	\$31	\$44	
	Policy Matters! (Includes Samples) – <b>2010 Edition with Minor Revisions 2014</b>	\$42	\$60	
	Special Assessments: A Technical Manual for Townships – <b>Minor Revisions 2013</b>	\$42	\$60	
	Township Cemetery Management (Includes Samples) – <b>Revised 2018</b>	\$42	\$60	
	The Township Guide to Planning & Zoning – <b>Revised 2019</b>	\$54	\$76	
	Township Planning & Zoning Decision-Making – <b>Revised 2019</b>	\$39	\$55	
	Township Basics Package (Includes: Authorities & Responsibilities of Michigan Township Officials, Introduction to Township Board Meetings, and Guide to Township Government (specific to your office)) <input type="checkbox"/> Supervisor <input type="checkbox"/> Clerk <input type="checkbox"/> Treasurer <input type="checkbox"/> Trustee	\$105	N/A	
	Township Essentials Package (Includes: Publications Offered in Basics Package PLUS Building a Better Budget, Township Guide to Planning & Zoning, Introduction to FOIA, and Policy Matters!) <input type="checkbox"/> Supervisor <input type="checkbox"/> Clerk <input type="checkbox"/> Treasurer <input type="checkbox"/> Trustee	\$252	N/A	
	Township Governance Academy Toolkit	\$35	N/A	
<ul style="list-style-type: none"> <li>• Requests for refunds or credit for returns must be made within 30 days of invoice date.</li> <li>• Federal Tax ID: 38-1536994      • Prices Subject to Change</li> </ul>		<b>Books Ship Free **</b>		
*Member rates apply only to MTA member township officials and employees, member counties and Allied Service Providers. **Standard shipping time is 2 to 8 business days. For expedited shipping, contact MTA.		<b>Subtotal</b>		
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**Credit Card Orders May Be Faxed To: (517) 321-8908**

## MTA Publication Descriptions

<p><b>Authorities and Responsibilities of Michigan Township Officials, Boards &amp; Commissions</b> – Known as MTA’s “little red book,” this primer for township board members and officials includes statutory citations and incorporates recent legislation, court cases and major attorney general opinions. Information is provided on terms of office, vacancy, recall, meeting notices, minutes, elections, ordinance publication, investments and tax collections, in addition to the statutory duties of each elected official and township boards and commissions.</p>
<p><b>Assessing Your Township’s Assessing</b> – Property Assessment is a core responsibility for Michigan townships, and all townships must focus on excellence in the area. The board of every township of any size, shape or financial status must oversee and budget appropriately for proper assessing. The ultimate responsibility for this essential township function lies with the Township board. This book will help you understand what that responsibility looks like in practice.</p>
<p><b>Board of Review Guide</b> – Describes the duties and structure of the board of review, the role of the assessor and the Tax Tribunal, and the equalization process. With tabbed headings for easy reference, this publication includes information on other topics such as principles of value, hints for successful meetings, principal residence and agricultural property exemptions, poverty exemptions, new duties for the board of review, and statutory reasons for holding July and December meetings.</p>
<p><b>Breaking the Zoning Code</b> – The zoning ordinance is the basis of the township’s zoning authority. It helps to implement the township’s vision, guide the future of the community, and ensure that local land uses are located and operated in a way that protects the public’s health, safety and general welfare. <i>Breaking the Zoning Code</i> decodes the complexity, sharing an exploration of zoning regulations, why they exist, what they are intended to accomplish, and how they may be used to the benefit of your township.</p>
<p><b>Building a Better Budget</b> – Addressing issues from budgeting basics to projecting future financial trends, this book includes sample general fund budget worksheets and formats to provide users with the foundation that townships need to create their township’s budget. Includes a CD of Microsoft Word® and Excel® versions of several of the appendices to customize for your township’s use.</p>
<p><b>Good Press, Bad Press, Depressed</b> – This book serves as a roadmap for public officials who want to do a better job of dealing with the media in all forms, from getting the word out when good things happen to avoiding becoming a media casualty when something bad happens.</p>
<p><b>Introduction to FOIA</b> – A must-have for all members of the township board, as well as employees responsible for fulfilling FOIA requests. This easy-to-understand, user-friendly handbook will help township officials learn more about public records, as well as how to handle FOIA requests.</p>
<p><b>Introduction to Fund Accounting</b> – This manual provides an introduction for those with no prior accounting experience, or serves as a reference for quick review. With topics ranging from basic accounting concepts to financial statements, this text presents the subject matter in a straight-forward manner and offers useful examples.</p>
<p><b>Introduction to Township Board Meetings</b> – This publication is a handy reference to some of the most common questions or issues that arise in scheduling and conducting township board meetings.</p>
<p><b>Municipal Civil Infractions—The Process</b> – This book was developed to help alleviate the confusion that often surrounds the civil infraction process, by supplying information regarding the adoption of a municipal civil infraction procedures ordinance, the issuing of tickets and the handling of court proceedings. Samples are also included.</p>
<p><b>Officials’ Guides to Township Government</b> – This handy reference to township authorities and statutory responsibilities provides practical tips and techniques for township administration. A separate manual is available for each elected township office with a common “core” introductory section on township administration and meetings management, and additional sections detailing office-specific duties.</p>
<p><b>Policy Matters!</b> – In this hands-on book, township board members and staff will find sample policies, practical commentaries and expert tips to get your township started using a policy approach to board governance, ethics, financial procedures and controls, office and facility administration, personnel issues, purchasing, public information, records, using technology, and minimizing risk.</p>
<p><b>Special Assessments: A Technical Manual for Townships</b> – This manual provides discussion on how to use special assessments as a financial tool and explains the administrative process; provides a reference chart of recommended special assessment statutes for various improvements; and includes sample forms that illustrate the administrative process for creating a special assessment district.</p>
<p><b>Township Cemetery Management</b> – From a review of statutes that govern township authority over cemeteries, to the financial aspects of this valuable service, <i>Township Cemetery Management</i> serves as a guide to assist local units of government carry out this important function.</p>
<p><b>The Township Guide to Planning &amp; Zoning</b> – Provides a comprehensive look at planning and zoning from the township perspective. Along with providing a detailed look at the planning process and outlining elements of a successful planning program, this guide includes information on the statutory authority for township planning, legal influences and limitations on zoning, cooperative planning with other government units, growth management tools and techniques, and the authorities and duties of planning commissions.</p>
<p><b>Township Planning &amp; Zoning Decision-Making</b> – Covering issues from the technical to the ethical and from day-to-day actions to those that are lasting, this handbook is intended to be at the fingertips of the township’s planning and zoning officials, as a means to help them reach defensible, effective decisions and build a strong community based on sound planning principles and procedures.</p>