

Chapter 3

FINANCE and TAXATION

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3.01 PREPARATION OF TAX ROLL AND TAX RECEIPTS.

- (1) **AGGREGATE TAX STATED ON ROLL.** Pursuant to S 70.65(2), Wis. Stats., the Clerk/Treasurer shall, in computing the tax roll, insert only the aggregate amount of State, County, school and local taxes in a single column on the roll opposite the parcel or tract of land against which the tax is levied or, in the case of personal property, in a single column opposite the name of the person against whom the tax is levied.
- (2) **RATES STAMPED ON RECEIPTS.** Pursuant to S 74.08(1), Wis. Stats., in lieu of entering on each tax receipt the several amounts paid respectively for State, County, school, local and other taxes, the aggregate amount of such taxes shall be combined in a single column on the tax receipt issued by the Clerk/Treasurer. The Clerk/Treasurer shall cause to be printed or stamped on the tax receipt the separate proportion or rate of taxes levied for State, County, school, local or other purposes.

3.02 FISCAL YEAR. The calendar year shall be the fiscal year

3.03 BUDGET.

- (1) **DEPARTMENTAL ESTIMATES.** Annually, at a time specified by the Village President, each officer, department and committee shall file with the Finance Committee an itemized statement of disbursements made to carry out the powers and duties of such officer, department or committee during the preceding fiscal year; a detailed statement of the receipts and disbursements on account of any special fund under the supervision of such officer, department or committee during such year and of the conditions and management of such fund; and detailed estimates of the same matters for the current and ensuing fiscal years.
- (2) **PREPARATION OF PROPOSED BUDGET.**
 - (a) Finance Committee to Prepare. The Finance Committee, with the assistance of the Clerk/Treasurer, shall annually prepare and submit to the Board a proposed budget presenting a financial plan for conducting the affairs of the Village for the ensuing fiscal year.
 - (b) Information Required. The budget shall include the following information:
 1. The expense of conducting each department and activity of the Village for the coming fiscal year and corresponding items for the current year and last fiscal year, with reasons for increase and decrease recommended as compared with appropriations for the current year

2. Itemization of all anticipated Village income from sources other than general property taxes and bonds issued with a statement comparing the amounts received by the Village from each of the same or similar sources for the last preceding and current fiscal years.
3. Itemization of the amount of money to be raised from general property taxes which, with income from other sources, will be necessary to meet the proposed expenditures.
4. Such other information as may be required by the Board and by State law.

(c) Copies Required. The Village shall provide a reasonable number of copies of the budget for distribution to citizens.

(3) HEARING. The Board shall hold a public hearing on the budget as required by law.

(4) ACTION BY BOARD. Following the public hearing, the proposed budget may be changed or amended and shall take the same course in the Board as ordinances.

3.04 CHANGES IN BUDGET.

The amount of tax to be levied or certified and the amounts of the various appropriations and their purposes shall not be changed after approval of the budget except by 2/3 vote of all members of the Village Board. Notice of such change shall be given by publication within 15 days in the official Village newspaper.

3.05 VILLAGE FUNDS TO BE SPENT IN ACCORDANCE WITH APPROPRIATIONS.

No money shall be drawn from the Village treasury nor shall any obligation for the expenditure of money be incurred, except in pursuance of the annual appropriation in the adopted budget or when changed as authorized by S 3.04. At the close of each fiscal year any unencumbered balance of an appropriation shall revert to the general fund and be subject to reappropriation; but appropriations may be made by the Board, to be paid out of the income of the current year, for improvements or other objects or works which will not be completed within such year, and any such appropriation shall continue in force until the purpose for which it was made has been accomplished or abandoned.

3.06 CLAIMS PROCEDURE.

- (1) VILLAGE BOARD TO AUDIT ACCOUNTS. Except as provided in sub. (3), no account or demand against the Village shall be paid until it has been audited by the Village Board and an order drawn on the Clerk/Treasurer therefor. Every such account shall be itemized. After auditing, the Village Board shall cause to be endorsed by the Clerk/Treasurer, over his hand on each account, the words "allowed" or "disallowed," as the fact is, adding the amounts allowed, if any, and specifying the items or parts of items disallowed, if disallowed in part only. The minutes of the proceedings of the Board shall show to whom and for what purpose every such account was allowed and the amount thereof. Every such account or demand allowed in whole or in part shall be filed by the Clerk/Treasurer; and those of each year shall be consecutively numbered and have endorsed thereon the number of the order on the Clerk/Treasurer issued in payment; and the Clerk/Treasurer shall take a receipt thereon for such order.
- (2) CLAIMS TO BE VERIFIED. All accounts, demands or claims against the Village shall be verified by the claimant or proper official.
- (3) PAYMENT OF REGULAR WAGES OR SALARIES. Regular wages or salaries of Village officers and employees shall be paid by payroll, verified by the proper Village official and filed with the Clerk/Treasurer in time for payment on the regular pay day.

3.07 DESTRUCTION OF OBSOLETE PUBLIC RECORDS.

- (1) FINANCIAL RECORDS. The Clerk/Treasurer may destroy the following nonutility records of which he is the legal custodian and which are considered obsolete, after completion of an audit by State auditors or an auditor licensed under Ch. 442, Wis. Stats., but not less than 7 years after payment or receipt of any sum involved in the particular transaction unless a shorter period has been fixed or will in the future be fixed by the State Public Records Board pursuant to S 16.61(3)(e), Wis. Stats., and then after such shorter period:
 - (a) Bank statements, deposit books, slips and stubs.
 - (b) Bonds and coupons after maturity.
 - (c) Canceled checks, duplicates and check stubs.
 - (d) License and permit applications, stubs and duplicates.

- (e) Official bonds.
 - (f) Payrolls and other time and employment records of personnel included under the Wisconsin Retirement Plan.
 - (g) Receipt forms.
 - (h) Special assessment records.
 - (i) Vouchers, requisitions, purchase orders and all supporting documents pertaining thereto.
 - (j) Vouchers and supporting documents pertaining to charges not included in plant accounts of municipal utilities and the sewer department.
 - (k) Other municipal utility and sewer department records, with the written approval of the State Public Service Commission.
- (2) UTILITY RECORDS. Village officers may destroy the following utility records, subject to the regulations by the State Public Service Commission, and of the Sewer Department of the Village, of which they are the legal custodians and which are considered obsolete, after a completion of an audit by State auditors or by an auditor licensed under Ch. 442, Wis. Stats., but not less than 2 years after payment or receipt of the sum involved in the applicable transaction:
- (a) Water and sewer stubs and receipts of current billings.
 - (b) Customer's ledgers.
 - (c) Vouchers and supporting documents pertaining to charges not included in plant accounts.
- (3) OTHER RECORDS. Village officers may destroy the following records which are considered obsolete, but not less than 7 years after the record was effective:
- (a) Assessment rolls and related records, including Board of Review minutes.
 - (b) Contracts and papers relating thereto.
 - (c) Correspondence and communications.
 - (d) Financial reports other than annual financial reports.
 - (e) Insurance policies.
 - (f) Oaths of office.
 - (g) Reports of boards, commissions, committees and officials duplicated in the Village Board minutes.
 - (h) Resolutions and petitions.
 - (i) Voter cards.

- (4) NOTICE REQUIRED. Prior to the destruction of any public record described above, at least 60 days' notice shall be given the State Historical Society.
- (5) INTERPRETATION. This section shall not be construed to authorize the destruction of any public record after a lesser period than that prescribed by statute or State administrative regulation.

3.08 LETTING OF CONTRACTS.

As a complete alternative to the requirements established by SS 61.54 and 61.55, Wis. Stats., S 62.15, Wis. Stats., shall apply to Village contracts, except that bids shall not be required until the amount exceeds \$10,000. The authority vested in the Board of Public Works by S 62.15 shall be exercised by the Public Works Committee or as delegated by the Village Board.

3.09 DUPLICATE CLERK/TREASURER'S BOND.

- (1) ELIMINATED. The Village elects not to give the bond on the Clerk/Treasurer provided for by S 70.67(1), Wis. Stats.
- (2) VILLAGE LIABLE FOR DEFAULT OF CLERK/TREASURER. Pursuant to S 70.67(2), Wis. Stats., the Village shall pay, if the Clerk/Treasurer fails to do so, all State and County taxes required by law to be paid by the Clerk/Treasurer to the County Treasurer.

3.10 TEMPORARY INVESTMENT OF FUNDS NOT IMMEDIATELY NEEDED.

The Clerk/Treasurer may invest any Village funds not immediately needed, pursuant to SS 66.04(2), Wis. Stats.

3.11 INDUSTRIAL PARK FUNDS.

- (1) ACCOUNT ESTABLISHED. The Clerk/Treasurer shall establish a separate account for project funding of the Industrial Park. Such account shall be carried on the General Fund Books as a part of the regular bookkeeping for the Village.
- (2) BONDING. The Village shall provide the necessary bonding for the Village President and Clerk/Treasurer whose signatures shall be used to sign all necessary documents pertaining to the Industrial Park.

3.12 SPECIAL ASSESSMENT.

- (1) In addition to other methods provided by law, special assessments for any public work or improvement or any current service may be levied in accordance with the provisions of this section. (CR. #71)
- (2) Whenever the Village Board shall determine that any public work or improvement or any current service shall be financed in whole or in part by special assessments levied under this section, it shall adopt a resolution specifying this intention and the time, either before or after completion of the work or improvement, when the amount of the assessments will be determined and levied, the number of annual installments, if any, in which assessments may be paid, the rate of interest to be charged on the unpaid balance and the terms on which any of the assessments may be deferred while no use of the improvement is made in connection with the property.
- (3) The provisions of S 66.60, Wis. Stats., shall apply to special assessments levied under this section except that, when the Village Board determines by resolution that the hearing on the assessments be held subsequent to the completion of the work of improvement or the rendering of the service, the report required by S 66.60(3), Wis. Stats., shall contain a statement of the final cost of the work, service or improvement in lieu of an estimate of the cost.
- (4) Notice of the time and place of the public hearing on any special assessment proposed to be levied and notice of the final assessment and terms of payment thereof shall be given in the manner prescribed by S 66.60(7) and (8)(d), Wis.Stats.
- (5) Any special assessment levied under this section shall be a lien against the property assessed from the date of the final resolution of the Village Board determining the amount of the levy.
- (6) Any person against whose property a special assessment is levied under this section may appeal therefrom in the manner prescribed by S 66.60(12), Wis. Stats., within 40 days of the date of the final determination of the Village Board.
- (7) Assessment of Corner Lots [amended 7/5/04]

Corner Lots shall be charged 75% of the cost of construction or reconstruction of sidewalk and/or curb and gutter if the full length of either or both sides of the lot is so improved.