

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 §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 §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 Finance Committee, each officer, department and committee shall file with the Clerk/Treasurer 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 condition and management of such fund; and detailed estimates of the same matters for the current and ensuing fiscal years. Such statements, which shall be designated as "Departmental Estimates," shall be presented in the form prescribed by the Clerk/Treasurer such form to be as nearly uniform as possible for the main division of all departments.

(2) PREPARATION OF PROPOSED BUDGET. (a) FINANCE COMMITTEE TO PREPARE. The Finance Committee 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 ensuing fiscal year and corresponding items for the current year and last preceding fiscal year, with reasons for increase and decrease recommended as compared with appropriations for the current year.

2. An itemization of all anticipated income of the Village 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 year.

3. An 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 thus prepared 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 the tax to be levied or certified and the amounts of the various appropriations, and the purposes thereof, shall not be changed after approval of the budget except by a 2/3 vote of all the members of the Village Board. Notice of such change shall be given by publication within 15 days thereafter in a newspaper having general circulation in the Village.

3.05 VILLAGE FUNDS TO BE SPENT IN ACCORDANCE WITH APPROPRIATIONS. No money shall be drawn from the treasury of the Village, 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 §3.04. At the close of each fiscal year, any unencumbered balance of an appropriation shall revert to the general fund and shall be subject to reappropriation; but appropriations may be made by the Board, to be paid out of the income of the current year, in furtherance of 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 Village 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 amount 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 purposes 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 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 Village Clerk/Treasurer in time for payment on the regular pay day.

3.08 LETTING OF CONTRACTS. As a complete alternative to the requirements established by Sections 61.54 and 61.55, Wis. Stats., Section 62.15, Wis. Stats., shall apply to Village contracts. The authority vested in the Board of Public Works by Section 62.15 shall be exercised by the Village Board, 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 Village Clerk/Treasurer provided for by Section 70.67(1), Wis. Stats.

(2) VILLAGE LIABLE FOR DEFAULT OF CLERK/TREASURER. Pursuant to Section 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 Section 66.04(2), Wis. Stats.

3.11 PAYMENT OF SPECIAL ASSESSMENTS. (1) All regular special assessments shall be paid by November 1st of the year of construction of the work for which the special assessment is made; however, if the project is not billed before October 1st, the bill shall be due by November 1st of the following year. If the payment is not made by November 1st, or if an agreement for an installment payment plan has not been signed, a special assessment shall be placed on the tax roll where it will draw interest at the rate of interest which is prescribed for delinquent taxes by Wisconsin Statutes.

(2) INSTALLMENT PAYMENT PROCEDURE. The Village shall provide a five (5) year payment for special assessments in excess of Five Hundred Dollars (\$500.00) or a ten (10) year payment plan for special assessments in excess of Ten Thousand Dollars (\$10,000.00). A written agreement between the Village and the affected property owner shall be executed under the following provisions:

(a) Yearly equal payments of the special assessment principal plus accumulated interest as described in Subsection (b) shall be due by November 1st of the then current year.

(b) The rate of interest on the agreements will be the current rate of interest available from financial institutions to the Village for the special assessment project and shall be charged on all special assessments on the agreements for the period of the agreement on the unpaid special assessment principal balance; however, if full payment of the assessment is paid prior to expiration of the payment plan, pro rata computation of the interest rate shall be made and the accumulated interest shall be charged accordingly. Once a payment plan is agreed upon, only equal yearly payments plus accumulative interest or full payment of the special assessment will be allowed. If the agreed upon payment plan is voided, the principal and accrued interest shall be placed upon the tax roll where it will draw interest at the rate of interest which is prescribed for delinquent taxes by Wisconsin Statutes.

(c) Any person desiring a payment plan for a special assessment shall enter into a written installment payment agreement with the Village Clerk/Treasurer within thirty (30) days from the date of the invoice of the special assessment, but in no event later than October 20th, whichever is earlier. Failure to notify the Village Clerk/Treasurer, make the first payment or sign the written agreement as prescribed by this Section, shall void the installment payment plan and cause the entire unpaid balance of the special assessment, plus accrued interest, if any, to be placed upon the tax roll.