

## CHAPTER 17

### FINANCE

17.01	Preparation of Tax Roll & Tax Receipts
17.02	Duplicate Treasurer's Bond Eliminated
17.03	Claims Against Village
17.04	Preparation and Adoption of Annual Budget
17.05	Public Records

#### 17.01 PREPARATION OF TAX ROLL & TAX RECEIPTS

(1) *AGGREGATE TAX STATED ON ROLL* – Pursuant to section 70.65 (2) of the Wisconsin Statutes, the Village Clerk shall, in computing the tax roll insert only the aggregate amount of State, County, School and Local taxes in a single column in the roll opposite the parcel of 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, firm or corporation against whom the tax is levied.

(2) *RATES STAMPED ON RECEIPTS* – Pursuant to section 74.08 (1) of the Wisconsin Statutes, in lieu of entering on each tax receipt the several amounts paid respectively for the 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 Village Treasurer. The 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.

#### 17.02 DUPLICATE TREASURER'S BOND ELIMINATED

(1) *BOND ELIMINATED* – The Village of Eagle elects not to give the bond on the Village Treasurer, provided for by section 70.67 (1), Wisconsin Statutes.

(2) *VILLAGE LIABLE FOR DEFAULT OF TREASURER* – Pursuant to section 70.67(2), Wisconsin Statutes, the Village of Eagle shall be obligated to pay, in

case the Village Treasurer shall fail to do so, all State and County taxes required by law to be paid by such Treasurer to the County Treasurer.

### 17.03 CLAIMS AGAINST VILLAGE

- (1) *CLAIMS TO BE CERTIFIED* – Prior to submission of any account, demand or claim to the Village Board for approval of payment, the Village Clerk shall certify, or cause to be endorsed thereon or on attached papers, that the following conditions have been complied with:
  - (a) That funds are available therefor, pursuant to the budget.
  - (b) That the item or service was duly authorized by the proper official or agency and has been received.
  - (c) That the claim is accurate in amount and a proper charge against the treasury.
- (2) *VILLAGE BOARD TO AUDIT ACCOUNTS* – No accounts or demand against the Village, except as provided in subsection (3) of this section, shall be paid until it has been audited by the Village Board, and an order drawn on the Village Treasurer therefor. Every such account shall be itemized and certified as provided in subsection (1). After auditing, the Village Board shall cause to be endorsed by the Clerk, on each account, the words “allowed” or “disallowed”, as the fact is, adding the amount allowed or specifying the items or parts of items disallowed. The minutes of the proceedings of the Board, or a statement attached thereto, shall show to whom, and for what purpose, every such account was allowed, and the amount.
- (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 officials, department head, board or commission, and filed with the Village Clerk in time for payment on the regular pay day.
- (4) *METHOD OF INCURRING CLAIMS* – All actions of the Village Board appropriating money or creating a charge against the Village, other than claims for purchases or work previously authorized by the Board, shall only be acted upon at the next regular meeting after introduction, provided that this

rule may be suspended by affirmative vote of  $\frac{3}{4}$  of all member of the Board.  
A roll call vote shall be taken and recorded on all appropriations.

17.04            PREPARATION AND ADOPTION OF ANNUAL BUDGET

- (1) *VILLAGE PRESIDENT TO PREPARE BUDGET* – On or before the 20<sup>th</sup> day of October each year, the Village President, with the assistance of the Village Board, shall prepare a proposed budget presenting a financial plan for conducting the affairs of the Village for the ensuing year. Before preparing the proposed budget, the President shall consult with the heads of Village departments or activity.
- (2) *FORM OF PROPOSED BUDGET* – The proposed budget shall include the following information:
  - (a) The actual expenditures of each department and activity for the expired portion of the current year and last preceding fiscal year, and the estimated expense of conducting each department and activity of the Village for the remainder of the current year and ensuing fiscal year, with reasons for any proposed increase or decrease, as compared with actual and estimated expenditures for the current year.
  - (b) An itemization of all anticipated income of the Village from sources other than general property taxes and bond issues, with a comparative statement of the amounts received by the Village from each of the same or similar sources for the last preceding and current fiscal years.
  - (c) All existing indebtedness of the Village, including the amount of interest payable and principal to be redeemed on any outstanding general obligation bonds of the Village, and any estimated deficiency in the sinking fund of any such bonds during the ensuing fiscal year.
  - (d) An estimate 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.

(e) Such other information as may be required by the Village Board and by State law.

The Village Board shall provide a reasonable number of copies of the budget thus prepared for distribution to citizens.

(3) *APPROPRIATION ORDINANCE: HEARING* – The Village President, with the assistance of the Village Clerk, shall submit to the Village Board with the annual budget, a draft of an appropriation ordinance, providing for the expenditures proposed for the ensuing fiscal year. Before adoption of a final appropriation ordinance, the Village Board shall hold a public hearing on the budget and the proposed appropriation ordinance, as required by law.

(4) *CHANGES IN FINAL BUDGET* – Upon written recommendation of the Village President, the Village Board may, at any time, by a 2/3 vote of the entire membership transfer any portion of an unencumbered balance of an appropriation to any other purpose or object. Notice of such transfer shall be given by publication within eight (8) days thereafter, in a newspaper in general circulation in the Village.

*EXPENDITURES LIMITED BY ANNUAL APPROPRIATION* – 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 ordinance and changes therein authorized in accordance with subsection (4) of this section. 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 Village Board, to be paid out of the income of the current year, in furtherance of improvements or other object 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 shall have been accomplished or abandoned.