

## CHAPTER 5

### Finance

- § 2-5-1 Preparation of Tax Roll and Tax Receipts
- § 2-5-2 Duplicate Treasurer's Bond Eliminated
- § 2-5-3 Village Budget
- § 2-5-4 Changes in Budget
- § 2-5-5 Village Funds to be Spent in Accordance with Appropriation
- § 2-5-6 Fiscal Year
- § 2-5-7 Public Depositories
- § 2-5-8 Claims Against Village
- § 2-5-9 Temporary Investment of Funds Not Immediately Needed
- § 2-5-10 Facsimile Signatures
- § 2-5-11 Receiving Money; Receipt for Same
- § 2-5-12 Adoption of City Bidding Procedures
- § 2-5-13 Purchasing Orders Required
- § 2-5-14 Statement of Real Property Status
- § 2-5-15 Limit on Construction of Public Works Projects whose estimated costs exceeds a set amount.

#### SEC. 2-5-1 PREPARATION OF TAX ROLL AND TAX RECEIPTS.

- (a) AGGREGATE TAX STATED ON ROLL. Pursuant to Sec. 70.65(2), Wis. Stats., the Administrator 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 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.
- (b) RATES STAMPED ON RECEIPTS. Pursuant to Sec. 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 Village Administrator. The Administrator 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.

State Law Reference: Sections 70.65 and 74.08, Wis. Stats.

#### SEC. 2-5-2 DUPLICATE TREASURER'S BOND ELIMINATED.

- (a) BOND ELIMINATED. The Village of Prairie du Sac elects not to give the bond on the Village Treasurer provided for by Sec. 70.67(1), Wis. Stats.
- (b) VILLAGE LIABLE FOR DEFAULT OF TREASURER. Pursuant to Sec. 70.67(2), Wis. Stats., the Village shall be obligated to pay, in case the Treasurer

shall fail to do so, all state and county taxes required by law to be paid by such Treasurer to the County Treasurer.

State Law Reference: Section 70.67, Wis. Stats.

SEC. 2-5-3 VILLAGE BUDGET.

- (a) DEPARTMENTAL ESTIMATES. When requested by the Village President, Village Board or Administrator, each officer, department and committee shall annually file with the Administrator an itemized statement of disbursements made to carry out the powers and duties of such officer, department or committee during the preceding fiscal year, and 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; also detailed estimates of the same matters for the current fiscal year and for the ensuing fiscal year. Such statements shall be presented in the form prescribed by the Administrator and shall be designated as "Departmental Estimates," and shall be as nearly uniform as possible for the main division of all departments.
- (b) BUDGET COMMITTEE TO PREPARE BUDGET. The Village of Prairie du Sac hereby creates a Budget Committee to consist of the Administrative Committee and the Village Administrator, whose duty it shall be to prepare estimates of the expenditures and revenues that will be incurred by the Village for the ensuing year. Each year the Budget Committee shall prepare a draft budget document, presenting a financial plan for conducting the affairs of the Village for the ensuing year, to be adopted by the Village Board no later than the first regular meeting in December of the prior year.
- (c) FORM OF PROPOSED BUDGET.
  - (1) 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.
  - (2) An itemization of all anticipated income of the Village from sources other than general property taxes and bonds issued, 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 year.
  - (3) 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.
  - (4) 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.
  - (5) Such other information as may be required by the Board and by state law.
- (d) COPIES OF BUDGET. The Village shall provide a reasonable number of copies of the budget thus prepared for distribution to citizens.
- (e) REPORT AND HEARING.
  - (1) The Budget Committee shall make a report to the Village Board at the first November meeting which shall include the estimated cost of

improvements as well as the estimated cost of operating the various departments and all other costs, including interest charges, for which money will have to be raised by taxation during the following year. The Budget Committee shall submit to the Board at the time the annual budget is submitted the draft of an appropriation ordinance providing for the expenditures proposed for the ensuing fiscal year. Upon the submission of the proposed appropriation ordinance to the Board it shall be deemed to have been regularly introduced therein.

- (2) A summary of such budget and notice of the time and place where such budget and detail is available for public inspection and notice of the time and place for holding the public hearing thereon, shall be published in a newspaper of general circulation in the Village at least ten (10) days prior to the time of such public hearing.
- (3) Not less than ten (10) days after the publication of the proposed budget and the notice of hearing thereon, the public hearing shall be held at the time and place stipulated, at which time any resident or taxpayer of the Village shall have an opportunity to be heard on the proposed budget. The budget hearing may be adjourned from time to time. Following the public hearing, the proposed appropriation ordinance may be changed or amended and shall take the same course in the Village Board as other ordinances.

History: Code of Ordinances, 1986. Sec. 2-5-3(b) repealed and recreated. Ordinance No. 5, Series of 1997.

SEC. 2-5-4      CHANGES IN BUDGET.

The amount of the tax to be levied or certified, the amounts of the various appropriations, and the purposes thereof shall not be changed after approval of the budget except upon the recommendation of the Village President and upon a (2/3) vote of the entire membership of the Village Board. Notice of such transfer shall be given by publication within eight days thereafter in the official Village newspaper.

SEC. 2-5-5      VILLAGE FUNDS TO BE SPENT IN ACCORDANCE WITH 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 in the adopted budget or when changed as authorized by Section 2-5-4 of this Chapter. At the close of each fiscal year any unencumbered balance of an appropriation shall revert to the general fund and shall be subject to re-appropriation; 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 shall have been accomplished or abandoned.

SEC. 2-5-6      FISCAL YEAR.

The calendar year shall be the fiscal year.

State Law Reference: Section 61.51(3), Wis. Stats.

SEC. 2-5-7      PUBLIC DEPOSITORIES.

The Village Board shall designate the public depository or depositories within this state within which Village funds shall be deposited, and when the money is deposited in such depository in the name of the Village, the Administrator, and bondsman shall not be liable for such losses as are defined by state law. The interest arising therefrom shall be paid into the Village treasury.

State Law Reference: Section 62.12(7), Wis. Stats.

SEC. 2-5-8 CLAIMS AGAINST VILLAGE.

- (a) **CLAIMS TO BE CERTIFIED.** Prior to submission of any account, demand or claim to the Village Board for approval of payment, the Village Administrator shall certify, or cause to be endorsed thereon or on attached papers, that the following conditions have been complied with:
  - (1) That funds are available therefor pursuant to the budget.
  - (2) That the item or service was duly authorized by the proper official or agency and has been received or rendered in accordance with the purchasing agreement.
  - (3) That the claim is accurate in amount and a proper charge against the treasury.
- (b) **FINANCE COMMITTEE TO AUDIT ACCOUNTS.**
  - (1) No account or demand against the Village, except as provided in Subsection (c) of this Section, shall be paid until it has been passed upon by the Village Board and an order drawn on the Village Administrator therefor. Every such account shall be itemized and certified as provided in Subsection (a).
  - (2) After auditing, the Finance Committee shall cause to be endorsed by the Administrator, 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. If the Village Board shall approve the same it shall direct the Administrator to issue a Village order for the amount of the claim approved. All money paid out of the Village treasury shall be paid upon an order signed by the Village President and countersigned by the Administrator, except that payments of regular wages or salaries shall be as provided in Subsection (c) below. 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.
- (c) **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, department head, board or commission and filed with the Village Administrator in time for payment on the regular pay day.
- (d) **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 three-fourths (3/4) of all members of the Board. A roll call vote shall be taken and recorded on all appropriations.

State Law Reference: Section 61.51, Wis. Stats.

SEC. 2-5-9 TEMPORARY INVESTMENT OF FUNDS NOT IMMEDIATELY NEEDED.

The Village Administrator may invest any Village funds not immediately needed, pursuant to Sections 66.04(2) and 219.05, Wis. Stats.

State Law Reference: Sections 66.04(2) and 219.05, Wis. Stats.

SEC. 2-5-10 FACSIMILE SIGNATURES.

In lieu of the personal signatures of the Village Administrator and Village President, there may be affixed on order checks the facsimile signatures of such persons adopted by them and approved by the Village President, but the use of the facsimile signature shall not relieve such official from any liability to which he is otherwise subject, including the unauthorized use thereof.

SEC. 2-5-11 RECEIVING MONEY; RECEIPT FOR SAME.

- (a) The Administrator or his deputies shall not receive any money into the treasury from any source except on account of taxes levied and collected during the fiscal year for which he or she may then be serving, without giving a receipt therefor in the manner specified by the Village Board.
- (b) Upon the payment of any money (except for taxes as herein provided), the Administrator shall make out a receipt in duplicate for the money so received. The Administrator shall charge the amount thereof to the treasury and credit the proper account. The payment of the money to any receiving agent of the Village or to the Village or to the Administrator shall be safeguarded in such manner as the Village Board shall direct.

State Law Reference: Section 66.113, Wis. Stats.

SEC. 2-5-12 ADOPTION OF CITY BIDDING PROCEDURES.

Pursuant to Section 61.56, Wis. Stats., the Village Board of the Village of Prairie du Sac does hereby provide that as a complete alternative to the requirements of Section 61.54 and 61.55 of the Wisconsin Statutes that the provisions of Section 62.15, Wis. Stats., shall be applicable to all Village contracts. The authority vested in the Board of Public Works by Section 62.15 of the Wisconsin Statutes shall be exercised by the Village Board for the Village of Prairie du Sac.

State Law Reference: Sections 61.56 and 62.15, Wis. Stats.

SEC. 2-5-13 PURCHASING ORDERS REQUIRED.

Except in an emergency situation, before any material or equipment, costing more than Five Hundred (\$500.00) Dollars, shall be purchased by and for the Village, an order shall be issued for the purchase shall be issued and approved by the Village Administrator pursuant to the adopted Purchasing Authority Policy.

History: Code of Ordinances, 1986. Sec. 2-5-13 repealed and recreated. Ordinance No.4, Series of 1997.

SEC. 2-5-14 STATEMENT OF REAL PROPERTY STATUS.

The Village Administrator or his/her designee, is authorized to prepare a Statement of Real Property Status form to be used to provide information often requested for transfers of real property

such as the amount of outstanding special assessments, deferred assessments, changes in assessments, amount of taxes, current and/or outstanding water, electric, and sewer bills, contemplated improvements, floodplain status, violations of the building and health codes and similar information. Any such information sought shall be provided to the person requesting it on said form. The Village Administrator shall collect a fee as stated in the Schedule of Fees for furnishing such information on said form.

History: Code of Ordinances, 1986. Sec 2-5-14 repealed and recreated. Ordinance No.4, Series of 1997.

SEC. 2-5-15 LIMIT ON CONSTRUCTION OF PUBLIC WORKS PROJECTS WHOSE ESTIMATED COSTS EXCEEDS A SET AMOUNT.

- (a) Prior to the start of any physical construction of any municipally financed (in whole or in part) public works project, which project requires a capital expenditure by the Village in excess of \$10,000,000 or more, the Village Board shall submit to the electorate a bonding referendum for approval of the public works project. Failure of the referendum shall preclude the Village from proceeding with the public works project. The wording of any referendum shall provide the specific purpose, location and cost of the public works project. Nothing in this provision shall be construed to preclude the Village from exercising its role in the planning or design of any such public works projects. The aforesaid limitation of \$10,000,000 may be changed from time to time by a duly adopted resolution of the Village Board, at a regular or special meeting thereof of which notice was so given. Once such resolution is adopted, the new dollar limitations set forth in the resolution shall become effective.
- (b) The sections of this Section 2-5-15 are declared to be severable. If any section or portion thereof shall be declared by a decision of a court of competent jurisdiction to be invalid, unlawful, or unenforceable, such declaration shall apply only to the specific section or portion thereof directly specified in the declaration, and not affect the validity of all other provisions, sections, or portion hereof, which shall remain in full force and effect. Any other Ordinances whose terms are in conflict with the provisions of this Ordinance are hereby repealed as to those terms that conflict.

History: Code of Ordinances, 1986, re-codified, 2003. Sec 2-5-15 created. Ordinance No.7, Series of 2004.