

CHAPTER 5

Finance

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

- (a) TAX ROLL. Pursuant to Sec. 70.65, Wis. Stats., the Clerk shall annually prepare the tax roll
- (b) TAX RECEIPTS. Pursuant to Sec. 74.19, Wis. Stats., a tax receipt shall be issued by the Village Treasurer.

State Law Reference: Sections 70.65 and 74.19, 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 November 30th 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 Village 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 a 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 Village Board at the time the annual budget is submitted the draft of an appropriation resolution providing for the expenditures proposed for the ensuing fiscal year. Upon the submission of the proposed appropriation resolution to the Village 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 the Village's official newspaper as named in Section 2-1-4 at least fifteen (15) days prior to the time of such public hearing.
 - (3) Not less than fifteen (15) 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 appro-

priation resolution may be changed or amended and shall take the same course in the Village Board as other resolutions.

State Law Reference: Section 65.90, Wis. Stats.

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 fifteen (15) days thereafter in the Village's official newspaper, as named in Section 2-1-4.

State Law Reference: Section 65.90(5), Wis. Stats.

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 Village 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, Treasurer, 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) Payments may be made from the village treasury after the Village Administrator, who shall also serve as the Village's comptroller, audits and approves each claim as a proper charge against the treasury, and endorses his or her approval on the claim after having determined that all of the following conditions have been complied with:
 - (1) That funds are available for the claim pursuant to the budget approved by the Village Board.

- (2) That the item or service covered by the claim has been duly authorized by the proper official, department head, or board or commission.
- (3) That the item or service has been actually supplied or rendered in conformity with the authorization in par. (2).
- (4) That the claim is just and valid pursuant to law. The comptroller may require proof to support the claim as considers necessary.
- (b) The Clerk shall file with the Village Board not less than monthly a list of the claims approved, showing the date paid, name of claimant, purpose and amount.
- (c) The Village Board shall obtain an annual detailed audit of the Village's financial transactions and accounts by a certified public accountant licensed or certified under ch. 442 and designated by the governing body. (d) The Village Administrator shall be covered by a fidelity bond or insurance policy of not less than \$5,000, as described in s. 61.25 (intro.) or 62.09 (4) (b).
- (e) Section 893.80 , Wis. Stats, shall be applicable to the Village.

State Law Reference: Section 66.0609, Wis. Stats.

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

The Village Administrator and Village Treasurer, collectively, may invest any Village funds not immediately needed, pursuant to Sections 66.0603 and 219.05, Wis. Stats.

State Law Reference: Sections 66.0603 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 Treasurer or his or her 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.
- (b) Upon the payment of any money (except for taxes as herein provided), the Treasurer shall make out a receipt in duplicate for the money so received. The Treasurer 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 Treasurer shall be safeguarded in such manner as the Village Board shall direct.

State Law Reference: Section 66.0515, Wis. Stats.

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

Pursuant to Section 61.54, Wis. Stats., the Village Board of the Village of Prairie du Sac does hereby provide that the provisions of Section 62.15, Wis. Stats., shall be applicable to all Village contracts for public construction. 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 61.54 and 62.15, Wis. Stats.

SEC. 2-5-13 PURCHASING.

All purchases by and for the Village shall be pursuant to the Purchasing Policy adopted by the Village Board.

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 Clerk 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 Clerk 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.
History: Chapter 5 of Title 2 amended. Ordinance No. 7, 2019.