

**CHAPTER 3**  
**FINANCE AND TAXATION**

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**3.01 PREPARATION OF TAX ROLL AND TAX BILLS.**

- (1) **TAX ROLL.** The Clerk-Treasurer shall prepare the tax roll which shall contain the information required under §70.6S(2), Wis. Stats., and the format of the tax roll shall conform to the form prescribed by the Department of Revenue under §70.09(3), Wis. Stats.
- (2) **PROPERTY TAX BILLS.** The County Clerk shall prepare the real and personal property tax bills prescribed by the Department of Revenue. The tax bills shall contain the information required under §74.09(3) and (4), Wis. Stats., and shall be mailed to each property taxpayer or the taxpayer's designee as prescribed in §74.09(S), Wis. Stats.
- (3) **DELIVERY OF TAX ROLL.**
  - (a) Except as provided in par. (b) below, the tax roll shall be delivered to the Clerk-Treasurer on or before December 8 of each year.
  - (b) In the event the tax roll is not delivered on or before December 8, taxpayers paying escrow property taxes in excess of the amount owed on or before December 31 shall be reimbursed the excess amount within 15 business days of the date paid.

**3.02 DUPLICATE TREASURER'S BOND ELIMINATED.**

- (1) **BOND ELIMINATED.** The Village elects not to give the bond on the Clerk-Treasurer, provided for by §70.67(1), Wis. Stats.
- (2) **VILLAGE LIABLE FOR DEFAULT OF TREASURER.** Pursuant to §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 such Clerk-Treasurer to the County Treasurer.

**3.03 FISCAL YEAR.** The calendar year shall be the fiscal year.

**3.04 BUDGET**

- (1) **DEPARTMENTAL ESTIMATES.** When requested by the Village Administrator, each year each officer, department and committee shall 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, 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.
- (2) **PREPARATION OF.** Each year the Village President, with the assistance of the Village Administrator and the Clerk-Treasurer and after consulting with the department heads, shall prepare and submit to the Board a proposed budget presenting a financial plan for conducting the affairs of the Village for the ensuing calendar year. The budget shall include the following information:
  - (a) 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 or decrease recommended as compared with appropriations for the current fiscal year.
  - (b) 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.
  - (c) Such other information as may be required by the Village Board and State law. The Board shall publish a summary of the budget as required by law and provide a reasonable number of copies of the detailed budget thus prepared for distribution to citizens.

- (3) **RESOLUTION, HEARING.** The Village President 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 resolution to the Board, it shall be deemed to have been regularly introduced therein. The Board shall hold a public hearing on the budget and the proposed appropriation resolution, as required by law. Following the public hearing, the proposed appropriation resolution may be changed or amended and shall take the same course as other ordinances.
- (4) **BUDGET SUMMARY.** The Clerk-Treasurer shall prepare a summary of the budget and a reasonable number of copies thereof for citizens and shall publish the notice required under §65.90(3) (a), Wis. Stats. Pursuant to §65.90(3) (b), Wis. Stats., the budget summary shall include the following:
  - (a) All expenditures, by major expenditure category.
  - (b) All revenues, by major revenue source.
  - (c) Any financing source and use not included under parts. (a) and (b) above.
  - (d) All beginning and year-end fund balances.
- (5) **CHANGES IN BUDGET.** The Village Board may, pursuant to §65.90(5), Wis. Stats., 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 10 days thereafter in the official Village newspaper.

**3.05 VILLAGE FUNDS TO BE EXPENDED 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 resolution, or of such resolution when changed as authorized by sub. (3) above. 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 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.

**3.06 CLAIMS.** All claims shall be reviewed by the Clerk-Treasurer and the Finance Committee and approved by the Village Board before payment, except that the Clerk-Treasurer may make such immediate payments as may be necessary for weekly or semi-monthly payrolls, social security and health and life insurance premiums, contracted services and utility bills.

**3.07 PURCHASES.** No equipment or supplies shall be purchased by any person unless previously budgeted and approved by the Village Administrator. However, emergency purchases not to exceed \$500 may be approved by the Village President or the appropriate committee chairperson.

**3.08 ORDER CHECKS, EXECUTION OF.** All disbursements of the Village shall be by order check, which shall not be valid unless signed by the Village President and the Clerk-Treasurer.

**3.09 TEMPORARY INVESTMENT OF FUNDS NOT IMMEDIATELY NEEDED.** The Clerk-Treasurer may invest any Village funds not immediately needed, pursuant to §§66.0603(1) and 219.05, Wis. Stats.

**3.10 STATEMENT OF REAL PROPERTY STATUS.** The Clerk-Treasurer 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; outstanding water, electric and sewer bills; current 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 shall collect a fee

provided in the Village Fee Schedule on file in the office of the Clerk-Treasurer for furnishing such information on said form.

**3.11 TAX PAYMENTS.**

- (1) TO WHOM PAYMENTS MADE
  - (a) Payments made on or before January 31 shall be made to the Clerk-Treasurer.
  - (b) All other payments shall be made to the County Treasurer.
- (2) DELINQUENT FIRST INSTALLMENT. If the first installment of taxes on real property is not paid on or before January 31, the entire amount of the taxes remaining unpaid is delinquent as of February 1.
- (3) DELINQUENT SECOND INSTALLMENT. If the second installment of taxes on real property is not paid on or before July 31, the entire amount of the taxes remaining unpaid is delinquent as of August 1.
- (4) DELINQUENT ANNUAL PAYMENT
  - (a) If all special assessments, special charges, special taxes and personal property taxes due under sub. (2) above are not paid in full on or before January 31, the amounts unpaid are delinquent as of February 1.
  - (b) If any special assessments, special charges and special taxes are entered in the tax roll as charges against a parcel of real property and are delinquent under par. (a) above, the entire annual amount of real property taxes on that parcel which is unpaid is delinquent as of February 1.
- (5) PAYMENT OF DELINQUENT PAYMENTS, INTEREST AND PENALTY
  - (a) All real property taxes, special assessments, special charges and special taxes that become delinquent shall be paid, together with interest and penalties charged from the preceding February 1, to the County Treasurer.
  - (b) All personal property taxes that become delinquent shall be paid, together with interest and penalties charged from the preceding February 1, to the Clerk-Treasurer.

**3.12 PAYMENT PRIORITY.**

- (1) If the Clerk-Treasurer or County Treasurer receives a payment from a taxpayer which is not sufficient to pay all general property taxes, special charges, special assessments and special taxes due, the Clerk-Treasurer or County Treasurer shall apply the payment to the amounts due, including interest and penalties, in the following order:
  - (a) Special charges.
  - (b) Special assessments.
  - (c) Special taxes.
  - (d) General property taxes.
- (2) The allocation under sub. (1) above is conclusive for purposes of settlement under §§74.23 to 74.29, Wis. Stats., and for determining delinquencies under this section.