

## CHAPTER 6

### FINANCE

6.01	Preparation of Tax Roll and Receipts
6.02	Duplicate Treasurer's Bond Eliminated
6.03	Village Budget
6.04	Interest Charges
6.05	Village Funds to be Spent in Accordance with Appropriation
6.06	Fiscal Year
6.07	Public Depositories
6.08	Village Expenses

---

#### 6.01 **PREPARATION OF TAX ROLL AND TAX RECEIPTS**

- (a) **AGGREGATE TAX STATED ON ROLL.** Pursuant to Sec. 70.65(2), Wis. Stats., the 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 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 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.
- (c) **PERSONAL PROPERTY TAX PENALTY.** Pursuant to the authority of Sec. 74.80(2), Wis. Stats., the Village hereby imposes a penalty of 0.5 percent per month or fraction of a month, in addition to the interest prescribed by Sec. 74.80(1), Wis. Stats., on all overdue or delinquent personal property taxes retained for collection by the Village or eventually charged back to the Village by the county for purposes of collection under Sec. 74.31, Wis. Stats. The penalty imposed by this subsection shall apply to any personal property taxes which are overdue or delinquent on or after October 4, 1983 or which subsequently become overdue or delinquent.

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

## 6.02 DUPLICATE TREASURER'S BOND ELIMINATED

- (a) **BOND ELIMINATED.** The Village 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 obligates itself to pay, if the Village of Pulaski Treasurer fails to do so, all State and County taxes required by law to be paid by such Treasurer to the County Treasurer. A certified copy of this ordinance shall be filed with the Brown County Treasurer's Office and shall remain in effect until a certified copy of its repeal is filed with such County Treasurer.

State Law Reference: Section 70.67, Wis. Stats.

## 6.03 VILLAGE BUDGET

- (a) **VILLAGE ADMINISTRATOR TO PREPARE BUDGET.** On or before the 20th day of October, each year, the Village Administrator, with the assistance of the Village Clerk, shall prepare and submit to the Village Board a proposed budget presenting a financial plan for conducting the affairs of the Village for the ensuing year. Before preparing the proposed budget, the Administrator shall consult with the heads of Village departments and with Village officials and shall then determine the total amount to be recommended in the budget for each Village department or activity.
- (b) **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.
- (c) **COPIES OF BUDGET.** The Village shall provide a reasonable number of copies of the budget thus prepared for distribution to citizens.
- (d) **HEARING.** The Village Administrator, with the assistance of the Village Clerk, 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. The Board shall hold a public hearing on the budget and the proposed appropriation ordinance as required by law. Following the public hearing the proposed appropriation ordinance may be changed or amended and shall take the same course in the Board as other ordinances.
- (e) **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.

#### **6.04 INTEREST CHARGES**

Unless otherwise specifically provided by Resolution, interest on all financial obligations held by the Village shall be based on a flexible annual interest rate that shall be two (2) percentage points above the Village's then current annual borrowing rate as determined by the Village Treasurer. *Ord. #409*

#### **6.05 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 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 shall have been accomplished or abandoned.

## **6.06 FISCAL YEAR**

The calendar year shall be the fiscal year for the Village of Pulaski.

## **6.07 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 Clerk, 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.

## **6.08 CLAIMS AGAINST VILLAGE**

- (a) **CLAIMS TO BE CERTIFIED.** Prior to submission of any account, bill, charge or demand to the Village Board for payment approval, the Village Clerk 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 therefore 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 bill is accurate in amount and a proper charge against the treasury.
- (b) **VILLAGE BOARD 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 audited by the Village Board and an order drawn on the Village Treasurer therefore. Every such account shall be itemized and certified as provided in Subsection (a) hereof.
  - (2) After auditing, the Village Board shall cause to be endorsed by the Clerk, on each bill, statement or invoice, 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.
- (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 Clerk in time for payment on the regular pay day.

- (d) **METHOD OF INCURRING.** 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.