

MUNICIPAL CODE OF THE VILLAGE OF CASCO

CHAPTER 8

FINANCE

- 8.01 Preparation of Tax Roll and Tax Receipts
- 8.02 Duplicate Treasurer's Bond Eliminated
- 8.03 Claims Against Village
- 8.04 Preparation and Adoption of Annual Budget
- 8.05 Transfer and Disposition of Appropriations
- 8.06 Public Records
- 8.07 Sewer Bonding

8.01 PREPARATION OF TAX ROLL AND TAX RECEIPTS.

(1) AGGREGATE TAX STATED ON ROLL. Pursuant to §70.65(2) of the Wisconsin Statutes, the Clerk-Treasurer 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.

(2) RATES STAMPED ON RECEIPTS. Pursuant to §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 Clerk-Treasurer. The Clerk-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.

8.02 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 be obligated to pay, in case the Clerk-Treasurer shall fail to do so, all State and County taxes required by law to be paid by such Treasurer to the County Treasurer.

8.03 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 Clerk-Treasurer shall certify, or cause to be endorsed thereon or on attached papers, that the following conditions have been complied with that:

(a) Funds are available therefor pursuant to the budget.

(b) 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.

(c) That the claim is accurate in amount and a proper charge against the treasury.

(2) VILLAGE BOARD TO AUDIT ACCOUNTS. No account or demand against the Village, except as provided in sub. (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 sub. (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 wage 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.

(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, or reoccurring monthly bills (phone, WPS, payroll taxes) shall only be acted upon at the next regular meeting after introduction, provided that this rule may be suspended by affirmative vote of 3/4 of all members of the Board. A roll call vote shall be taken and recorded on all appropriations.

8.04 PREPARATION AND ADOPTION OF ANNUAL BUDGET.

(1) ANNUAL STATEMENTS. On or before the 1st day of October each year, each officer, department or board shall file with the village clerk an itemized statement of disbursements made to carry out the powers and duties of such officer or department during the preceding fiscal year, and the detailed statement of the receipts and

disbursements on account of any special fund under the supervision of such officer or department during such year, and of the condition and management of such funds. 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 Village Clerk and shall be designated as “departmental estimates”, and shall be as nearly uniform as possible for the main division of all departments.

(2) **VILLAGE PRESIDENT TO PREPARE BUDGET.** On or before the 20th of October each year, the Village President, 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 President shall consult with the heads of Village Departments and with Village officials shall then determine the total amount to be recommended in the budget for each Village department or activity.

(3) **FORM THE PROPOSED BUDGET.**

The proposed budget should include the following:

(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 the 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.

(4) **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.

(5) **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 8 days thereafter in a newspaper in general circulation of the Village.

(6) **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 sub. (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 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 has been

accomplished or abandoned.

(7) FISCAL YEAR. The calendar year shall be the fiscal year.

8.05 TRANSFER AND DISPOSITION OF APPROPRIATIONS.

(1) Transfer. Upon written recommendation of the Village President, the Village Board may at any time by a two-thirds (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 posting of said resolution.

(2) Disposition. 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 or of such ordinance when changed as authorized by section 15.04 (1). 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 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 be accomplished or abandoned.

8.06 PUBLIC RECORDS.

(1) Financial Records. Village officers are empowered to destroy the following nonutility records under their jurisdiction after the completion of an audit by the Department of State Audit or an auditor licensed under ch. 135. Wis. Stats., but not less than 7 years after payment or receipt of the sum involved in the applicable transaction:

- (a) Bank statements, deposit books, slips and stubs.
- (b) Bonds and coupons after maturity.
- (c) Canceled checks, duplicates and check stubs.
- (d) License and permit application, stubs and duplicates
- (e) Payrolls and other time and employment records of personnel included under the Wisconsin Retirement Fund.
- (f) Receipt forms.
- (g) Special assessment records.
- (h) Vouchers, requisitions, purchase orders and all other supporting documents pertaining thereto.

(2) UTILITY RECORDS. Village officers are empowered to destroy the following records of municipal utilities subject to regulation by the State Public Service Commission and after an audit as provided above, but not less than 2 years after payment or receipt of the sum involved in the applicable transaction:

- (a) Sewer stubs and receipts of current billings.
- (b) Customers' ledgers.
- (c) Vouchers and supporting documents pertaining to charges not included in plant accounts.
- (d) Other utility records after 7-years with the written approval of the State Public Service Commission.

(3) OTHER RECORDS. Village officers are empowered to destroy the records, but not less than 7 years after the Record was effective:

- (a) Assessment rolls and related records, including Board of Review minutes.
- (b) Contracts and papers relating thereto.
- (c) Correspondence and communications.
- (d) Financial reports other than annual financial reports.
- (e) Insurance Policies.
- (f) Justice Dockets.
- (g) Oaths of Office.
- (h) Reports of boards, commissions, committees and officials duplicated in the official Village Board minutes.
- (i) Resolutions and petitions.
- (j) Voter record cards.

(4) NOTICE REQUIRED. Prior to the destruction of any public record described above, at least 60 days' notice shall be given the State Historical Society.

(5) LIMITATION. This section shall not be construed to authorize the destruction of any public record after a period less than prescribed by statute or State administrative regulations.

8.07 SEWER BONDING. See ordinance providing for sewer service bonding.