

CHAPTER 14

FINANCE

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14.01 PREPARATION OF TAX ROLL AND TAX RECEIPTS

- 1) Aggregate Tax Stated on Roll. Pursuant to §70.65(2) of the Wisconsin Statutes, and the Town 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 cost of personal property, in a single column opposite the name of the person, firm or corporation against whom the tax is levied
- 2) Rates Stamped on Receipts. Pursuant to §74.08(1), Wisconsin Statutes, 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 Town 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

14.02 TREASURER'S BOND.

- 1) Bond. Pursuant to §70.67 of the Wisconsin Statutes, the Town Treasurer shall execute and deliver to the County Treasurer a bond, with sureties, to be approved by the Chairman of the Town, conditioned for the faithful performance of the duties of the office and that the Treasurer will account for and pay over according to law all taxes of any kind which are received and which are required to be paid to the County Treasurer. The amount of the bond shall be double the amount of State and County taxes apportioned to the Town, provided that the amount of such bond shall not exceed the sum of \$500,000.00. If such bond is executed, or the condition thereof guaranteed, solely by a surety company as provided in §632.17(2) of the Wisconsin Statutes, such bond shall be in a sum equal to the amount of such State and County taxes, provided that the amount of such bond shall not exceed the sum of \$250,000.00. The Town Treasurer shall receive from the County Treasurer a receipt for said bond, and shall retain such receipt.

14.03 CLAIMS AGAINST TOWN

- 1) Claims to be Certified. Prior to submission of any account, demand or claim to the Town Board for approval of payment, the Town Clerk shall certify, or cause to be endorsed thereon or on attached papers, that the following conditions have been complied with:
 - a) That funds are available therefor pursuant to the budget.
 - b) 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.
 - c) That the claim is accurate in amount and a proper charge against the treasury.

- 2) Town Board to Audit Accounts. No account or demand against the Town, except as provided in Sub. (3) of this section, shall be paid until it has been audited by the Town Board and an order drawn on the Town Treasurer therefor. Every account shall be itemized and certified as provided in Sub. (1).

After auditing, the Town Board shall cause to be endorsed by the Clerk, on each account, with words "allowed" or "disallowed", as the fact is, adding the amount allowed or specifying the items or parts of items disallowed.

- 3) Payment of Regular Wages or Salaries. Regular wages or salaries of Town officers and employees shall be paid by the pay roll, verified by the proper Town official, department head, board or commission and filed with the Town Clerk in time for payment on the regular pay day.
- 4) Method of Incurring Claims. All actions of the Town Board appropriating money or creating a charge against the Town, 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 3/4 of all members of the Board. (A majority vote shall be taken and recorded on all appropriations.)

14.04 PREPARATION AND ADOPTION OF ANNUAL BUDGET.

- 1) Town Clerk and Town Treasurer to Prepare Budget. On or before the 20th day of October each year the Treasurer, with the assistance of the Town Clerk, shall prepare and submit to the Town Board a proposed budget presenting a financial plan for conducting the affairs of the Town for the ensuing year. Before preparing the proposed budget, the Chairman shall consult with the heads of Town departments and with Town officials and shall then determine the total amount to be recommended in the budget for each Town department or activity.
- 2) Form of Proposed Budget. The proposed budget shall include the following information:
 - 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 Town 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.
 - b) An itemization of all anticipated income of the Town from sources other than general property taxes and bond issues, with a comparative statement of the amounts received by the Town from each of the same or similar sources for the last preceding and current fiscal years.
 - c) All existing indebtedness of the Town, including the amount of interest payable and principal to be redeemed on any outstanding general obligation bonds of the Town 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 Town Board and by State law.

The Town Board shall provide a reasonable number of copies of the budget thus prepared for distribution to citizens.

- 3) Appropriation Ordinance: Hearing. The Town Treasurer, with the assistance of the Town Clerk, shall

submit to the Town 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 budget and the proposed appropriation ordinance as required by law.

- 4) Changes in Final Budget. Upon written recommendation of the Town Chairman, the Town 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 of object. Notice of such transfer shall be given by publication within eight (8) days thereafter in a newspaper in general circulation in the Town.
- 5) Expenditures Limited by Annual Appropriation. No money shall be drawn from the treasury of the Town 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 Town 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.

14.05 PUBLIC RECORDS.

- 1) Financial Records. Town 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 of the Wisconsin Statutes, but not less than seven (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 applications, stubs and duplicates.
 - e) Pay rolls 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. Town 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 two (2) years after payment or receipt of the sum involved in the applicable transaction:
 - a) Water (sewer) (electrical) 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 seven (7) years with the written approval of the Public Service Commission.

- 3) Other Records. Town officers are empowered to destroy the following records, but not less than seven (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 Town 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.