

CHAPTER 3

FINANCE AND TAXATION

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3.01 PREPARATION OF TAX ROLL AND TAX RECEIPTS.

(1) 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 on 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.

(2) 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 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.

3.02 FISCAL YEAR The calendar year shall be the fiscal year.

3.03 BUDGET. (1) DEPARTMENTAL ESTIMATES. Annually, at a time specified by the Town Board, each officer, department and committee shall file with the Clerk an itemized statement of disbursements made to carry out the powers and duties of such officer, department or committee during the preceding fiscal year; 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; and detailed estimates of the same matters for the current and ensuing fiscal years. Such statements, which shall be designated as "Departmental Estimates," shall be presented in the form prescribed by the Clerk, such form to be as nearly uniform as possible for the main division of all departments.

(2) PREPARATION OF PROPOSED BUDGET, (a) Town Board to Prepare. The Town Board shall annually prepare a proposed budget presenting a financial plan for conducting the affairs of the Town for the ensuing fiscal year.

(b) Information Required. The budget shall include the following information:

1. The expense of conducting each department and activity of the Town for the ensuing fiscal year and corresponding items for the current year and last preceding fiscal year, with reasons for increase and decrease recommended as compared with appropriations for the current year.

2. An itemization of all anticipated income of the Town from sources other than general property taxes and bonds issued, with a statement comparing the amounts received by the Town from each of the same or similar sources for the last preceding and current fiscal year.
 3. 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.
 4. Such other information as may be required by the Board and by State law.
- (c) Copies Required. The Town Board shall provide a reasonable number of copies of the budget thus prepared for distribution to citizens.

(3) HEARING. The Board shall hold a public hearing on the budget as required by law.

(4) ACTION BY BOARD. Following the public hearing, the proposed budget may be changed or amended and shall take the same course in the Board as ordinances.

3.04 CHANGES IN BUDGET. The amount of the tax to be levied or certified and the amounts of the various appropriations, and the purposes thereof, shall not be changed after approval of the budget except by a 2/3 vote of all the members of the Town Board. Notice of such change shall be given by publication within 15 days thereafter in the Town newspaper.

3.05 TOWN FUNDS TO BE SPENT IN ACCORDANCE WITH APPROPRIATIONS. 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 in the adopted budget or when changed as authorized by Sec. 3.04. 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 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 had been accomplished or abandoned.

3.06 CLAIMS PROCEDURE. (1) TOWN BOARD TO AUDIT ACCOUNTS. Except as provided in sub. (3), no account or demand against the Town shall be paid until it has been audited by the Town Board and an order drawn on the Town Treasurer therefor. Every such account shall be itemized. After auditing, the Town Board shall cause to be endorsed by the Clerk, over his hand on each account, the words "allowed" or "disallowed," as the fact is, adding the amount allowed, if any, and specifying the items or parts of items disallowed, if disallowed in part only. The minutes of the proceedings of the Board shall show to whom and for what purpose every such account was allowed and the amount thereof. Every such account or demand shall be filed by the Clerk; and those of each year shall be consecutively numbered and have endorsed thereon the number of the order upon which the Treasurer issued payment; and the Clerk shall take a receipt thereof for such order.

(2) CLAIMS TO BE VERIFIED. All accounts, demands or claims against the Town shall be verified by the claimant or proper official.

(3) PAYMENT OF REGULAR WAGES OR SALARIES. Regular wages or salaries of Town officers and employees shall be paid by payroll, verified by the proper Town official and filed with the Town Clerk in time for payment on the regular payday.

3.07 DESTRUCTION OF OBSOLETE PUBLIC RECORDS.

(1) FINANCIAL RECORDS. The Town Clerk may destroy the following non- utility records of which he is the legal custodian and which are considered obsolete, after completion of an audit by State auditors or an auditor licensed under Chapter 442, Wis. Stats., but not less than seven years after payment or receipt of any sum involved in the particular transaction unless a shorter period has been fixed or will in the future be fixed by the State Public Records Board pursuant to Sec. 16.61(3)(e), Wis. Stats., and then after such shorter period:

- (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) Official bonds.
- (f) Payrolls and other time and employment records of personnel included under the Wisconsin Retirement Plan.
- (g) Receipt forms.
- (h) Special assessment records.
- (i) Vouchers, requisitions, purchase orders and all supporting documents pertaining thereto.

(2) OTHER RECORDS. The Town Clerk may destroy the following records of which he is the legal custodian and which are considered obsolete, but not less than seven 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 communication.
- (d) Financial reports other than annual financial reports.
- (e) Insurance policies.
- (f) Oaths of office.
- (g) Reports of boards, commissions, committees and officials duplicated in the Town Board minutes.
- (h) Resolutions and petitions. (i) Voter cards.

(4) INTERPRETATION. This section shall not be construed to authorize the destruction of any public record after a lesser period than that prescribed by statute or State administrative regulation.

3.08 LETTING OF CONTRACTS. As a complete alternative to the requirements established by Sees. 61.54 and 61.55, Wis. Stats., Sec. 62.15, WI. Stats., shall apply to Town contracts. The authority vested in the Board of Public Works by Sec. 62.15 shall be exercised by the Town Board, or as delegated by the Town Board.

3.10 TEMPORARY INVESTMENT OF FUNDS NOT IMMEDIATELY NEEDED. The Treasurer may invest any Town funds not immediately needed, pursuant to Sec. 66.04(2), Wis. Stats.