

CHAPTER 3

FINANCE AND TAXATION

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3.01 PREPARATION OF TAX ROLL AND TAX BILLS. (1) **TAX ROLL.** The tax roll shall contain the information required under §70.65(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.** Real and personal property tax bills prescribed by the Department of Revenue and the County Real Property Lister. 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(5), Wis. Stats.

(3) **DELIVERY OF TAX ROLL.** (a) Except as provided in par. (b) below, the tax roll shall be delivered to the Town Treasurer on or before December 8 of each year.

(b) Taxpayers paying escrow property taxes in excess of the amount owed shall be reimbursed the excess amount with 15 business days of the date paid.

(c) All reimbursements must be approved by Town Board.

(d) Excess payments of under \$1.00 will not be made.

3.02 TREASURER'S BOND. The Town Treasurer shall file a surety bond in the amount set by the Town Board with surety approved by the Town Chairperson as required under §70.67(1), Wis. Stats.

3.03 DUPLICATE TREASURER'S BOND. (1) **BOND ELIMINATED.** The Town elects not to give the bond on the Town Treasurer, provided for by §70.67(1), Wis. Stats.

(2) **TOWN LIABLE FOR DEFAULT OF TREASURER.** Pursuant to §70.67(2), Wis. Stats., the Town shall pay, if the Town Treasurer fails to do so, all State and County taxes required by law to be paid by such Treasurer to the County Treasurer.

3.04 BUDGET PROCEDURE. (1) Annually, on or before October 15th, the Town Chairperson, with the assistance of the Town Clerk, shall prepare a proposed budget for the consideration of the Town Board.

(2) On or before November 15th each year, the Town Board, with the assistance of the Clerk and Treasurer, shall prepare a proposed budget presenting a financial plan for conducting the affairs of the Town for the ensuing calendar year. The budget shall include the following information.

(a) The estimated expense of conducting each 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 fiscal year.

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(b) An itemization of all anticipated income of the Town from sources other than general property taxes and bonds issued, 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 year.

(c) 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.

(d) Such other information as may be required by the Town Board.

(3) The Town Clerk shall prepare a summary of the budget, shall post the notice required under §65.90(3)(a), Wis. Stats., and shall provide a reasonable number of copies of the detailed budget thus prepared for distribution to citizens. 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 pars. (a) and (b) above.
- (d) All beginning and year-end fund balances.

(4) The Town Board shall hold a public hearing on the budget, as required by law. Following the public hearing, the Board shall adopt the budget at a special Town Board meeting; the Town electors shall thereafter adopt the tax levy at a special Town meeting.

(5) The Town Board may, pursuant to §65.90(5), Wis. Stats., 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.

(6) 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 resolution, or of such resolution when changed as authorized by sub. (5) 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 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.

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- (7) Budget execution shall be administered by procedures approved by the Town Board.

3.05 CLAIMS. All claims shall be reviewed by the Town Clerk approved by the Town Board before payment, except that the Clerk may make such immediate payments as may be necessary for weekly or semimonthly payrolls, social security, health and life insurance premiums, contracted services, utility bills and bills allowing for a discount or to avoid a penalty.

3.06 PURCHASING PROCEDURES. See sec. 1.06 of the Code.

3.07 ORDER CHECKS, EXECUTION OF. All disbursements of the Town shall be by order check which shall not be valid unless signed by the Town Clerk and the Town Treasurer and countersigned by the Town Chairperson, except that the Treasurer and one other Town Board member signature shall be sufficient for the Investor's Choice Accounts of Town depositories.

3.08 TOWN PUBLIC DEPOSITORIES. Pursuant to §34.05(1), Wis. Stats., the Town public depositories are hereby designated by reference annually in the Town's Investment Policy.