

CHAPTER 2

FINANCIAL PROCEDURE

2.01 **PREPARATION OF TAX ROLL AND TAX RECEIPTS.**

(1) AGGREGATE TAX STATED ON ROLL. Pursuant to section 70.65(2), Wisconsin statutes, the City 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.

(2) RATES STAMPED ON RECEIPTS. Pursuant to section 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 City 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) COLLECTION OF DELINQUENT PERSONAL PROPERTY TAXES. The City Clerk is hereby empowered, in addition to the methods of collection granted the City Clerk under Chapter 74 of the Wisconsin Statutes, the right and privilege to insert any amount of personal property tax which is delinquent upon the real estate bill of the property owner who is delinquent in payment of said personal property tax. The insertion may be made upon the real estate tax bill which represents the taxation of real property on which the personal property or at which the personal property is located during all or part of the calendar year for which the property is being taxed. (Cr. #279)

2.02 **DUPLICATE TREASURER'S BOND ELIMINATED.**

(1) BOND ELIMINATED. The City elects not to give the bond on the City Treasurer provided for by section 70.67(1), Wisconsin statutes.

(2) CITY LIABLE FOR DEFAULT OF TREASURER. Pursuant to section 70.67(2), Wisconsin statutes, the City shall be obligated to pay, in case the City Treasurer shall fail to do so, all state and county taxes required by law to be paid by such Treasurer to the County Treasurer.

2.03 **CLAIMS AGAINST CITY.**

(1) CLAIMS TO BE CERTIFIED. Prior to submission of any account, demand or claim to the Common Council for approval of payment, the City Clerk shall refer each

account, demand or claim to the Finance Committee, which shall certify, by indicating its approval on each claim, that the following conditions have been complied with:

- (a) That funds are available therefore 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) **FINANCE COMMITTEE REPORT.** The Finance Committee shall report to the Common Council the allowance or disapproval of each account, demand or claim. Upon adoption of such report by the Common Council, the accounts, demands and claims contained therein shall be allowed or disapproved, as the case may be.

(3) **PAYMENT OF REGULAR WAGES OR SALARIES.** Regular wages or salaries of City officers and employees shall be verified by the proper City official, department head, committee chairman and filed with the City Clerk in time for payment on the regular pay day.

2.04 **FISCAL YEAR.** The calendar year shall be the fiscal year.

2.05 **BUDGET.**

(1) **DEPARTMENTAL ESTIMATES.** On or before October 1 of each year, each officer, department and committee shall file with the City 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, and a detailed statement of the receipts and disbursements on account of any special fund under the supervision of such officers, department or committee during such year, and of the conditions and management of such fund; 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 City Clerk and shall be designated as "Departmental Estimates", and shall be as nearly uniform as possible for the main divisions of all departments.

(2) **FINANCE COMMITTEE TO PREPARE.**

(a) **Budget to Include.** On or before October 28 each year the Finance Committee of the Common Council shall prepare and submit to the Council a proposed budget presenting a financial plan for conducting the affairs of the City for the ensuing calendar year. The budget shall include the following information:

- 1. The expense of conducting each department and activity of the City 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 City from sources other than general property taxes and bonds issued, with a comparative statement of the amounts received by the City 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. Such other information as may be required by the Council and by State Law.

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

(3) HEARING. The Finance Committee shall submit to the Council 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 Council it shall be deemed to have been regularly introduced therein. The Council 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 Council as other ordinances.

2.06 **TRANSFER OF APPROPRIATIONS.** Upon written recommendation of the Finance Committee the Council 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 the official City newspaper.

2.07 **CITY FUNDS TO BE SPENT IN ACCORDANCE WITH APPROPRIATION.** No money shall be drawn from the Treasury of the City, 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 2.06 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 Council, 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.

2.08 **DESTRUCTION OF PUBLIC RECORDS.**

(1) **FINANCIAL RECORDS.** Officers are empowered to destroy the following non-utility records under their jurisdiction after the completion of an audit by the Department of State Audit or an auditor licensed under Chapter 135 of the Wisconsin statutes, 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 applications, stubs and duplicates.
- (e) Pay rolls and other time and employment records of personnel included under the Wisconsin Retirement Fund.
- (f) Receipt funds.
- (g) Special Assessment records.
- (h) Vouchers, requisitions, purchase orders and all other supporting documents pertaining thereto.

(2) **UTILITY RECORDS.** 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) 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 7 years with the written approval of the State Public Service Commission.

(3) **OTHER RECORDS.** Officers are empowered to destroy the following 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, commission, committees, and officials duplicated in the official 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.

