

# Title 3

## REVENUE AND FINANCE

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### Chapter 3.04

#### FISCAL PROVISIONS

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3.04.010 Preparation of tax roll and tax receipts.

A. In supervising the creation of the tax roll, the clerk shall 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. Each tax bill or receipt shall show the purpose for which such taxes are to be used, giving the percentage for state, county and local taxes.

B. The treasurer shall enter the aggregate amount of state, county, school, local and other taxes combined in a single column on the tax receipt and shall cause to be printed or stamped on the receipt the separate proportion or rate of taxes levied for state, county, school, local or other purposes.

C. That in case the town treasurer shall fail to pay any tax required by law to be paid to the Racine County treasurer, the town board shall pay the same. (Prior code § 3.01)

3.04.020 Fiscal year.

The calendar year shall be the fiscal year.

(Prior code § 3.02)

3.04.030 Budget.

A. Preparation.

1. The town board shall annually prepare and submit a proposed budget presenting a financial plan for conducting the affairs of the town for the ensuing fiscal year.

2. The budget shall include the following information:

a. The estimated expenses of conducting each department and activity of the town for the ensuing fiscal year, along with corresponding items for the current and last preceding fiscal year;

b. 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;

c. An itemization of the amount of money to be raised from general property taxes which, with income from other sources, shall be necessary to meet to the proposed expenditures;

d. Such other information as may be required by the board and by state law.

3. The town shall provide a reasonable number of copies of the budget thus prepared for distribution to the public and shall post and publish a budget summary as required by law.

B. The board shall hold a public hearing on the budget as required by law.

C. Following the public hearing, the proposed budget may be changed or amended and shall take the same course in the board as ordinances. (Prior code § 3.03)

3.04.040 Amendment of 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 two-thirds vote of all of the members of the town board. Notice of such a change shall be given by publication within fifteen (15) days thereafter in a newspaper of general circulation within the town. (Prior code § 3.04)

3.04.050 Expenditure and appropriation.

No money shall be drawn from the treasury of the town nor shall any obligation for the expenditures of money be incurred, except in pursuance of the annual appropriation in the adopted budget or when changed as authorized. 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. 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 has been accomplished or abandoned. (Prior code § 3.05)

3.04.060 Claims procedure.

A. Except as provided in subsection C of this section, no account or demand against the town shall be paid until it has been audited by the town board. Every such account shall be itemized. The minutes of the proceedings of the board shall show to whom and for what purpose every such account was allowed in whole or in part and the amount thereof. The town clerk, upon receipt of an invoice, shall make written request for a check designating the amount thereof and the payee.

B. All accounts, demands or claims against the town shall be verified by the claimant or proper official.

C. 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. (Prior code § 3.06)

3.04.070 Pledge in lieu of bond.

A. In the event that the treasurer fails to do so, the town shall pay all state and county taxes required by law to be paid by the treasurer to the county treasurer of Racine County.

B. The town treasurer shall execute and deliver to the county treasurer a bond, with sureties, to be approved by the chairperson 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. If the bond is executed, or the condition thereof guaranteed by personal sureties, 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 five hundred thousand dollars (\$500,000.00). When such bond is executed or the condition thereof guaranteed, solely by a surety company as provided in Section 632.17(2) Wis. Stats., such bond shall be in sum equal to the amount of such state and county taxes, provided that the amount of such bond shall not exceed the sum of two hundred fifty thousand dollars (\$250,000.00). (Ord. 98-5; prior code § 3.07)

3.04.080 Investment of town funds.

The town treasurer may invest any town funds not immediately needed in:

A. TYME (automated teller machines) deposits in any credit union, bank, savings bank, trust company or savings and loan association authorized to do business in Wisconsin, provided such TYME deposits mature in three years or less;

B. Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government;

C. Bonds or securities of any Wisconsin county, city, drainage district, vocation, technical and adult education district, village, town or school district. (Ord. 97-8 § 3.08(1), prior code § 3.08)

3.04.090 Means of disbursement.

Pursuant to Wisconsin Statutes Section 66.042, all disbursements of town funds shall be by order checks which shall be signed by the clerk and the treasurer of the town and which shall be countersigned either by the town chairperson or one of the town board members, as shall be provided from time to time in appropriate resolutions designating depositories adopted by the town board. (Prior code § 3.09)

3.04.100 Applicability to sewer utility district.

This chapter shall apply to matters of finance and taxation directly related to or arising from the actions of Eagle Lake sewer utility district, an independently financed utility district created pursuant to Wisconsin Statutes Section 66.072, and all matters related thereto shall be subject to the town board's direct control. (Prior code § 3.10)

3.04.110 Fees required in conjunction with town consideration of zoning changes, variances and conditional use permits.

Prior to consideration by the town board of any petition for a zoning change, a variance or a conditional use permit, including shoreland conditional use contracts, the owner of the land seeking the action shall pay to the town treasurer the fee required by the schedule of fees adopted by the town board in Resolution No. 91-I and any subsequent resolutions. (Ord. 91-20 § 1: prior code § 3.11)

3.04.120 Fees required for special assessment letter and appraisal information.

A. The town clerk shall be authorized to charge a fee of twenty-five dollars (\$25.00) for preparation and/or completion of a special assessment letter required by any part pertaining to a real estate transaction.

B. The town clerk shall be authorized to charge a fee of twenty-five dollars (\$25.00) for responding to requests for information concerning the valuation or basis for valuation, or any other appraisal related information, concerning properties in the town. (Ord. 2000-2)

3.04.130 Board of review proceedings.

The board of review shall meet according to the terms of Section 70.47, Wisconsin Statutes, except that the board of review shall only be in session for a period of two hours, from eight a.m. to ten a.m. (Ord. 2000-6)