

## CHAPTER 3 - FINANCE AND TAXATION

### PREPARATION OF TAX ROLL AND TAX RECEIPTS

3.01 Shall be processed in accordance with accepted practices of the Vilas County Tax Listing Office and that of the Vilas County Treasurer

(1) Tax receipts are obtainable for a period of two years, including the current year by the Town. Vilas County will maintain records on delinquencies of Real Property for beyond two years.

(2) All real estate and personal property taxes shall be paid either in full or with the first installment to the Town Treasurer not later than January 31st. The second installment option requires payment of the second installment to the Vilas County Treasurer not later than July 31. All non payments of real or personal property become delinquent on February 1.

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

3.03 BUDGET. (1) Annually, at a time that the board can meet after the third quarter, each officer and department, sub-committee etc., shall file with the board and the Town Clerk, an itemized statement of disbursements made to carry out the power and duties of that department 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 or department 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.

(2) PREPARATION OF PROPOSED BUDGET The Town board with the assistance and direction of the Clerk, shall annually prepare a proposed budget presenting a financial plan for conducting the affairs of the Town for the coming fiscal year. The budget shall include the following information:

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

b. An itemization of all anticipated income for 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 like 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 meeting the proposed expenditures.

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

(3) The Town shall provide copies for distribution to citizens and shall hold a public hearing on the budget as required by law. Following a public hearing, a Special Town Meeting shall be conducted to approve the [1] levy, [2] total highway expenditure [3] any pay increases for public officials

(4) Any changes in the budget shall be changed only upon the approval of a 2/3 vote of the members of the Town Board. Notices of such change shall be given by publication within 15 days in the local newspaper.

3.05 No money shall be drawn from the Town treasury 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 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, for improvements or other objects or works which will not be completed with such year, and any such appropriation, shall continue in force until the purpose for which it was made, has been accomplished or abandoned.

3.06 CLAIMS PROCEDURE. ~~(1) The Town, having adopted a resolution to direct the Town Board to exercise village powers under WS 60.10(2)(c), does enact an alternative system of approving certain financial claims against the Town by virtue of the provisions of WS 60.0609. (Amend. No. 1: 5/2016)~~

(1) The Town having adopted a Resolution to direct the Town Board to exercise Village Powers under WS 60.12(2)(c), does enact the following of approving certain financial claims against the Town by virtue of the provisions of WS 66.044.

(1.) EXPENDITURE CATEGORIES

- a. purchases of budgeted items up to \$500 may be made by department heads [Financial Admin, Highway Dept., Fire Dept., EMS Service Director and Building Maintenance.]
- b. replacement/repairs of budgeted materials, equipment and services having a value over \$500 will need approval of the assigned board member with notice to the clerk-treasurer to ensure funds available in the budget for that purpose.
- c. purchases/repairs over \$4,000 should have quotes from at least two (2) vendors, either written or verbal with details marked on each quotation and shall be approved to the Town Board provided there is funding in the budget for that purpose.
- d. all public works that involve a Public Contract related to materials, with an estimated cost greater than \$5,000 shall be formally advertised for bids and shall be let to the lowest possible bidder if such item requires the bid process by law (sWis. Stat 60.47)
- f. other purchases not subject to statutory bidding procedures such as equipment and services shall be submitted to the Town Board for approval.
- g. emergency purchasing procedures should only be used when normal channels are not available:
  - (1) when there is an immediate threat to public health or safety.
  - (2) when the emergency may cause financial harm to people, private assets or property
  - (3) when the case or instance is otherwise governed by the Vilas County Disaster Plan

(1.02) AUTHORIZED PERSONNEL The Town Board has delegated authority to purchase budgeted supplies, services or other items as prescribed in the above language to the following personnel or department heads:

- |    |                      |                      |
|----|----------------------|----------------------|
| a. | Town Administration  | Clerk/Treasurer      |
| b. | Public Works & Parks | Highway Foreman      |
| c. | Fire Department      | Fire Chief           |
| d. | Ambulance            | Service Director     |
| e. | Building Maintenance | Maintenance Director |

(1.03) LEGAL TENDER Use of town credit cards, open charge accounts and all other forms of Legal Tender applies to this policy.

(1.04) DISPOSITION OF TOWN PROPERTY

- a. The disposal or sale of any property of the town shall, first be determined if such is no longer a needed item and the Town Board shall determine a plan of action for the disposal and/or sale of such item
- b. With the objective of obtaining the greatest revenue for sale of such item(s), the revenue generated shall be placed in the town's General Account or a specifically designated Reserved Fund.

(2) Payments may be made from the Town treasury after the Clerk audits and approves each claim as a proper charge and endorses his approval on the claim after having determined that the following conditions have been met:

- (a) Funds are available therefor under the approved budget
- (b) Service covered by such claim has been authorized by the property official, department head, board or commission.
- (c) Service has been actually rendered in conformity with such authorization.
- (d) The claim is just and valid according to law. The Clerk may require the submission of such proof and evidence to support the above as he may deem necessary.

(4) The Clerk shall file with the Board not less than monthly, a list of claims approved showing the date paid, name of claimant, purpose and amount.

(5) The Town Board shall authorize an annual detailed audit of its financial transactions and accounts by a public accountant licensed under WS 442 and designated by the Board.

(6) The Clerk shall be covered by a fidelity bond of not less than \$5,000.

3.07 CLERK/TREASURER'S BOND. The bond as indicated in 3.06 (6) shall be a bond for the individual holding the office of the Clerk/Treasurer. The amount of the bond shall not be less than \$250,000.

3.08 TEMPORARY INVESTMENT OF FUNDS. The Clerk/Treasurer may invest any Town Funds that are not immediately needs, pursuant to WS 66.0603.

3.09 SOLID WASTE DISPOSAL FACILITY. (1) The Town, acting for its commercial benefit and for the health, safety and welfare of its citizens, deems it to be in its interest to join together with certain other municipalities in Vilas County to form a commission under WS ~~66.30~~ 66.0311, for the purpose of

constructing, operating and maintaining a solid waste disposal facility.

(2) AGREEMENT. The Town hereby approves its participation in the Commission pursuant to the terms of the Agreement adopted on May 4, 1988 and incorporated herein by reference.