

CHAPTER 3 INDEX
FINANCE AND TAXATION

- 3.01 Preparation of Tax Roll and Tax Receipts
- 3.02 Fiscal Year
- 3.03 Budget
- 3.04 Changes in Budget
- 3.05 Village Funds to be Spent in Accordance with Appropriations
- 3.06 Claims Procedure
- 3.07 Payment of Claims Interim of Board Meetings
- 3.08 Duplicate Treasurer's Bond
- 3.09 Temporary Investment of Funds not Immediately Needed
- 3.10 Disbursement of Village Funds

Chapter 3 Board Action

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CHAPTER 3

FINANCE AND TAXATION

3.01 PREPARATION OF TAX ROLL AND TAX RECEIPTS

- (1) AGGREGATE TAX STATED ON TAX ROLL. Pursuant to Wis. Stat. 70.65(2), 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. 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.
- (2) RATES STAMPED ON RECEIPTS. Pursuant to Wis. Stat. 74.08(1), 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) REFUND OF TAX. Any property tax overpayment collected in the amount of \$5.00 or less per parcel shall be offset by an Administrative Fee of an amount equal to the refund amount.

3.02 FISCAL YEAR

The calendar year shall be the fiscal year.

3.03 BUDGET

- (1) PREPARATION.
 - (a) VILLAGE BOARD TO PREPARE. The Village Board shall annually prepare and submit a proposed budget presenting a financial plan for conducting the affairs of the Village 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 Village 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 Village from sources other than general property taxes and bonds issued, with a statement comparing the amounts received by the Village 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, shall 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 Village shall provide a reasonable number of copies of the budget thus prepared for distribution to citizens.

- (2) HEARING. The Board shall hold a public hearing on the budget as required by law.
- (3) 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 purposed thereof, shall not be changed after approval of the budget except by a 2/3 vote of all the Trustees of the Village Board. Notice of such change shall be given by publication within 15 days thereafter in the official Village newspaper.

3.05 VILLAGE FUNDS TO BE SPENT IN ACCORDANCE WITH APPROPRIATIONS

No money shall be drawn from the treasury of the Village, 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 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 object 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.

3.06 CLAIMS PROCEDURE

- (1) All financial claims against the Village which are in the nature of bills and vouchers may be paid from the Village Treasury under Section 66.042 Wis. Stats. after the Village Clerk reviews and approves in writing each bill or voucher as a proper charge against the treasury, after having determined that:
 - (a) Funds are available under the Village Budget to pay the bill or voucher.
 - (b) The item or service covered by the bill or voucher has been duly authorized.
 - (c) The item or service covered by the bill or voucher has been supplied or rendered in conformity with the authorization.
 - (d) The claim appears to be a valid claim against the Village.

The Village Clerk may require submission of proof to determine compliance with the conditions hereinabove set forth. Except as provided under Section 3.07, the Clerk shall file with the Village Board, monthly, before each regular Village Board meeting, a list of the claims approved, showing the date paid, name of claimant, purpose and amount. Every such bill or voucher that has been paid by the Clerk shall be filed by the Clerk; and those of each year shall be consecutively numbered and have endorsed thereon the number of the order on the Treasurer issued in payment; and the Clerk shall take a receipt thereon for such order.

No demand against the Village other than bills and vouchers as hereinabove provided, shall be paid until it has been audited by the Village Board and an order

drawn on the Village Treasurer therefor. Every such account shall be itemized. After auditing, the Village Board shall cause to be endorsed by the Clerk, over his/her 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 amount was allowed and the amount thereof. Every such account or demand allowed in whole or in part shall be filed by the Clerk; and those of each year shall be consecutively numbered and have endorsed thereon the number of the order on the Treasurer issued in payment; and the Clerk shall take a receipt thereon for such order.

- (2) CLAIMS TO BE VERIFIED. All accounts, demands or claims against the Village shall be verified by the claimant or proper official.
- (3) PAYMENT OF REGULAR WAGES OR SALARIES. Regular wages or salaries of Village officers and employees shall be paid by payroll, verified by the proper Village official and filed with the Village Clerk in time for payment on the regular pay day.

3.07 PAYMENT OF CLAIMS INTERIM OF BOARD MEETINGS

- (1) That the Village Board of the Village of Bloomfield hereby authorizes the following payments to be processed by the Clerk/Treasurer upon presentation of a valid claim, provided that funds are available pursuant to the budget:
 - (a) Contract payments
 - (b) Credit card and revolving store credit payments
 - (c) Debt service payments
 - (d) Election wage & expense disbursements
 - (e) Payroll, payroll liabilities, and employee benefits (insurance, retirement, et.al.
 - (f) Postage
 - (g) Refunds
 - (h) Training, conferences & workshop expenses
 - (i) Water Utility expenses
 - (j) Tax liabilities, including Settlements
 - (k) Utility bills

- (l) Miscellaneous purchases, if under \$500
- (m) Emergency purchases: When a verified emergency expenditure occurs, which is declared by the Village President, the Village President has authorization to approve cash disbursements up to \$25,000.00. The Village President shall require written explanation/ justification from the affected department head(s) and submit bills to the Clerk/Treasurer. The Clerk/ Treasurer shall provide a list of such disbursements to the Village Board, along with the regular bills list, for the next regularly scheduled Village Board Meeting.
- (n) Tax Refunds: All tax refunds shall be special processed within ten (10) business days after the amount is collected by the Village of Bloomfield.
- (o) Vendors to avoid penalty or interest: Since the processing of claims need to occur within the vendor's requirements, to not incur penalty or interest on the outstanding claim, the Clerk/Treasurer is authorized to process the necessary checks to ensure the Village does not incur finance charges on Village accounts. The Clerk/Treasurer shall be required to submit a listing of all bills paid in this manner at the next Village Board meeting.

- (2) That the Village Board shall be provided with a list of the claims that were paid during the interim of Village Board meetings at their next regularly scheduled Village Board meeting.

3.08 DUPLICATE TREASURER'S BOND

- (1) ELIMINATED. The Village elects not to give the bond on the Village Treasurer provided for by Wis. Stat. 70.67(1).
- (2) VILLAGE LIABLE FOR DEFAULT OF TREASURER. Pursuant to Wis. Stat. 70.67(2), the Village shall pay, if the Treasurer fails to do so, all State and County taxes required by law to be paid by such Treasurer to the County Treasurer.

3.09 TEMPORARY INVESTMENT OF FUNDS NOT IMMEDIATELY NEEDED

The Treasurer may invest any Village funds not immediately needed, pursuant to Wis. Stat. 66.04(2) and in accordance with the Village's Investment Policy as adopted by the Village Board.

3.10 DISBURSEMENT OF VILLAGE FUNDS

Pursuant to Wis. Stat. 66.042, all disbursements of Village funds shall be by order checks which shall be signed by the Clerk/Treasurer, or Deputy Clerk/Treasurer in his/her absence, and the Village President, or the appointed President Pro-Tem or longest serving Village Board Trustee, and shall be provided from time to time in appropriate resolutions designating depositories adopted by the Village Board, certified copies of which shall be filed with such depositories.