

3.4 **BUDGET**

3.4.1 **DEPARTMENTAL ESTIMATES**. When requested by the Village Clerk, each year each officer, department and committee shall file with the Village 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 officer, department or committee during such, and of the conditions and management of such fundi 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 Clerk and shall be designated as "Departmental Estimates" and shall be as nearly uniform as possible for the main division of all departments.

3.4.2 **BUDGET DEVELOPMENT AND PERSONNEL COMMITTEE TO PREPARE; INFORMATION INCLUDED**. Each year the Budget Development and Personnel Committee, with the assistance of the Village Clerk and after consulting with the department heads, shall prepare and submit to the Board a proposed budget presenting a financial plan for conducting the affairs of the Village for the ensuing calendar year. The budget shall include the following information:

(a) 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 or decrease recommended as compared with appropriations for the current fiscal year.

(b) 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.

(c) Such other information as may be required by the Village Board and State law. The Board shall publish a summary of the budget as required by law and provide a reasonable number of copies of the detailed budget thus prepared for distribution to citizens.

3.4.3 **RESOLUTION, HEARING**. The Budget Development and Personnel Committee shall submit to the Village Board, at the time the annual budget is submitted, the draft of an appropriation resolution providing for the

expenditures proposed for the ensuing fiscal year. Upon the submission of the proposed resolution to the Board, it shall be deemed to have been regularly introduced therein. The Board shall hold a public hearing on the budget and the proposed appropriation resolution, as required by law. Following the public hearing, the proposed appropriation resolution may be changed or amended and shall take the same course as other ordinances.

3.4.4 BUDGET SUMMARY. The Village Clerk shall prepare a summary of the budget and a reasonable number of copies thereof for citizens and shall publish the notice required under §65.90(3)(a), Wis. Stats. 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. (3.4.4 (a)) and (3.4.4 (b)) above.
- (d) All beginning and year end fund balances.

3.4.5 CHANGES IN BUDGET. The Village Board may, pursuant to §65.90(5), Wis. Stats., 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 10 days thereafter in the official Village newspaper.