

## Chapter 41

### FINANCE

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[HISTORY: Adopted by the Village Board of the Village of Genoa City as Title 2, Ch. 5 of the 1984 Code. Amendments noted where applicable.]

#### GENERAL REFERENCES

Assessments -- See Ch. 9.

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#### § 41-1. Preparation of tax roll.

Pursuant to § 70.65(2), Wis. Stats., the Clerk-Treasurer 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<sup>1</sup>.

#### § 41-2. Clerk-Treasurer's bond.

- A. **Bond eliminated.** The Village of Genoa City elects not to give the bond on the Village Clerk-Treasurer provided for by § 70.67(1), Wis. Stats.
- B. Village liable for default of Clerk-Treasurer. Pursuant to § 70.67(2), Wis. Stats., the Village shall be obligated to pay, in case the Clerk-Treasurer shall fail to do so, all state and county taxes required by law to be paid by such Clerk-Treasurer to the County Treasurer.

#### § 41-3. Village budget.

- A. **Village Board to prepare budget.** On or before the 20th day of October each year, the Village Board, with the assistance of the Village Clerk-Treasurer, shall prepare a proposed budget presenting a financial plan for conducting the affairs of the Village for the ensuing year. Before preparing the proposed budget, the Village Board shall consult with the heads of Village departments and with Village officials and shall then determine the total amount to be recommended in the budget for each Village department or activity.

1. Editor's Note: Original § 2-5-1(b), Rates stamped on receipt, which immediately followed this section, was deleted at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

**B. Form of proposed budget.** The proposed budget shall include the following information<sup>2</sup>;

- (1) The actual expenditures of each department and activity for the expired portion of the current year, and last preceding fiscal year, and the estimated expense of conducting each department and activity of the Village for the remainder of the current year and ensuing fiscal year, with reasons for any proposed increase or decrease as compared with actual and estimated expenditures 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 comparative statement of the amounts received by the Village 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) All existing indebtedness of the Village, including the amount of interest payable and principal to be redeemed on any outstanding general obligation bonds of the Village and any estimated deficiency in the sinking fund of any such bonds during the ensuing fiscal year.
- (5) Such other information as may be required by the Board and by state law.

**C. Copies of budget.** The Village shall provide a reasonable number of copies of the budget thus prepared for distribution to citizens.

**D. Hearing.** The Village Clerk-Treasurer shall submit to the Board 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 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 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 Board as other ordinances.

#### **§ 41-4. Changes in budget.**

The amount of the tax to be levied or certified, the amounts of the various appropriations, and the purposes thereof shall not be changed after approval of the budget except upon the recommendation of the Village President and upon a two-thirds vote of the entire membership of the Village Board. Notice of such transfer shall be given by publication within eight days thereafter in the official Village newspaper.

2. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)

**§ 41-5. Village funds to be spent in accordance with appropriation.**

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 § 41-4 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 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 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.

**§ 41-6. Fiscal year.**

The calendar year shall be the fiscal year.

**§ 41-7. Public depositories.**

The Village Board shall designate the public depository or depositories within this state within which Village funds shall be deposited, and when the money is deposited in such depository in the name of the Village, the Clerk-Treasurer and bondsman shall not be liable for such losses as are defined by state law. The interest arising there from shall be paid into the Village treasury.

**§ 41-8. Claims against Village.**

**A. Claims to be certified.** Prior to submission of any account, demand or claim to the Village Board for approval of payment, the Village Clerk-Treasurer shall certify, or cause to be endorsed thereon or on attached papers, that the following conditions have been complied with:

- (1) Funds are available therefore pursuant to the budget.
- (2) 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.
- (3) The claim is accurate in amount and a proper charge against the treasury.

**B. Village Board to audit accounts.**

- (1) No account or demand against the Village, except as provided in Subsection C of this section, shall be paid until it has been audited by the Village Board and an order drawn on the Village Clerk-Treasurer therefore. Every such account shall be itemized and certified as provided in Subsection A.
- (2) After auditing, the Village Board shall cause to be endorsed by the Clerk-Treasurer, on each account, the word "allowed" or "disallowed," as the fact is, adding the amount allowed or specifying the items or parts of items

disallowed. The minutes of the proceedings of the Board, or a statement attached thereto, shall show to whom, and for what purpose, every such account was allowed and the amount.

- C. 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, department head, board or commission and filed with the Village Clerk-Treasurer in time for payment on the regular payday.
- D. Method of incurring claims.** All actions of the Village Board appropriating money or creating a charge against the Village, other than claims for purchases or work previously authorized by the Board, shall only be acted upon at the next regular meeting after introduction, provided that this rule may be suspended by affirmative vote of 3/4 of all members of the Board. A roll call vote shall be taken and recorded on all appropriations.

#### **§ 41-9. Capital Improvement Referendum. [Amended 5-14-2015]**

Prior to the start of any physical construction of any municipally financed (in whole or part) project requiring a village capital expenditure which aggregates \$2.5 million or more, the village board shall submit to the electorate a binding referendum for approval of the project. Failure of the binding referendum shall preclude the village from proceeding with the project. The wording of any referendum shall provide the specific purpose, location and cost of the project. Nothing in this provision shall be construed to preclude the village from exercising its role in the planning or design of such publicly financed projects. The village shall be precluded from intentionally dividing up a project so that the total amount is less than \$2.5 million. Capital expenditures for maintenance, repair or replacement of existing utilities or infrastructure, or pursuant to existing contractual obligations or legal mandates shall be exempt from this section.