

ORDINANCE NO. 14
FINANCE

SECTION 14-1. Tax Roll and Tax Receipts. [Amended 4-11-2022]

- 1) **Aggregate Tax Stated on Roll.** Pursuant to § 70.65(2), Wis. Stats., the Village 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, firm or corporation against whom the tax is levied.
- 2) **Receipts.** Pursuant to § 74.19, Wis. Stats., the Clerk/Treasurer shall provide a receipt for taxes paid. Pursuant to § 74.09(3)(g), Wis. Stats., the person to whom the bill is mailed may request that the receipt be mailed to them by providing a self-addressed stamped envelope to the Clerk/Treasurer with payment.
- 3) **Rates Stamped on Receipts.** 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 Village Clerk/Treasurer. The Village Clerk/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.

SECTION 14-2. Duplicate Clerk/Treasurer's Bond Eliminated. [Amended 4-11-2022]

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

SECTION 14-3. Payments to Village; Receipts. [Amended 4-11-2022]

- 1) The Village Clerk/Treasurer and any deputies shall not receive any money into the treasury from any source, except on account of taxes levied and collected during the fiscal year for which they may then be serving, without giving a receipt therefor in the manner specified by the Village Board.
- 2) Upon the payment of any money (except for taxes as herein provided), the Village Clerk/Treasurer shall make out a receipt for the money so received. The Village Clerk/Treasurer shall charge the amount thereof to the treasury and credit the proper account. The payment of the money to any receiving agent of the Village or to the Village Clerk/Treasurer shall be safeguarded in such manner as the Village Board shall direct.

SECTION 14-4. Public Depositories. [Amended 4-11-2022] 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, Village officials and bonding companies shall not be liable for such losses as are defined by state law. The interest arising therefrom shall be paid into the Village treasury.

SECTION 14-5. Disbursements From Treasury. [Amended 4-11-2022]

- 1) **Claims to be Certified.** Pursuant to § 66.0609, Wis. Stats., payments may be made from the Village Treasury after the Clerk/Treasurer shall have audited and approved each such claim as a proper charge against the treasury and shall have endorsed his/her approval thereon after having determined that the following conditions have been complied with:
 - a. That funds are available therefor pursuant to the budget approved by the governing body.
 - b. That the item or service covered by such claim has been duly authorized by the proper official, department head or board or commission.
 - c. That the item or service has been supplied, received or rendered in accordance such authorization.
 - d. That the claim is accurate in amount and a proper charge against the treasury. The Clerk/Treasurer may require the submission of such proof evidence to support the foregoing as in his/her discretion is deemed necessary.
- 2) **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.
- 3) **Finance Committee and Village Board to Audit Accounts.** The Village Clerk/Treasurer shall file with the Village Finance Committee and Village Board at each regular meeting thereof, a list of the claims approved, showing the date paid, name of claimant, purpose and amount.
- 4) An annual detailed audit of the financial transactions and accounts of the Village shall be made by a licensed certified public accountant designated by the Village Board.
- 5) **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.

SECTION 14-6. Preparation and Adoption of Village Budget. [Amended 4-11-2022]

- 1) **Fiscal Year.** The Calendar year shall be the fiscal year.

- 2) Finance Committee to Prepare Budget. On or before the 20th day of October each year, the Finance Committee, with the assistance of the Village Clerk/Treasurer, shall prepare and submit to the Village Board a proposed budget presenting a financial plan for conducting the affairs of the Village for the ensuing year. Before preparing the proposed budget, the Finance Committee 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.
- 3) Form of Proposed Budget. The proposed budget shall include the following information:
 - a. 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.
 - b. An itemization of all anticipated income of the Village from sources other than general property taxes and bond issues, 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 years.
 - c. 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.
 - d. 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.
 - e. Such other information as may be required by the Village Board and by state law.
- 4) Copies of the Budget. The Village Board shall provide a reasonable number of copies of the budget thus prepared for distribution to citizens.
- 5) Report and Hearing.
 - a. The Finance Committee shall make a report to the Village Board no later than 15 days prior to the Village Board's December meeting. The report shall include the estimated cost of improvements as well as the estimated cost of operating the various departments and all other costs, including interest charges, for which money will have to be raised by taxation during the following year. The Finance Committee shall submit to the 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 appropriation resolution to the Board, it shall be deemed to have been regularly introduced therein.
 - b. A summary of such budget and notice of the time and place where such budget in detail is available for public inspection and notice of the time and place for

holding the public hearing thereon, shall be published in a newspaper of general circulation in the Village or legally posted at least 15 days prior to the time of such public hearing.

- c. Not less than 15 days after the publication of the proposed budget and the notice of hearing thereon, the public hearing shall be held at the time and place stipulated, at which time any resident or taxpayer of the Village shall have an opportunity to be heard on the proposed budget. The budget hearing may be adjourned from time to time. Following the public hearing, the proposed appropriation resolution may be changed or amended and shall take the same course in the Village Board as other resolutions.
- 6) Changes in Final 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 2/3 vote of the entire membership of the Village Board. Notice of such transfer shall be given by publication within 10 days thereafter in the official Village newspaper.
- 7) Expenditures Limited by Annual 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 § 14-6(6) of this Ordinance. 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, 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.

SECTION 14-7. Effective Date. This ordinance shall take effect and be in force from and after its passage and publication.

Adopted by the Village Board this 11th day of April, 2022.


Antone Sindelar, Village President

ATTEST:


Linda Hogan, Village Clerk/Treasurer

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