

## **Chapter 36**

### **FINANCE**

**[HISTORY: Adopted by the Town Board of the Town of Middle Inlet as indicated in article histories. Amendments noted where applicable.]**

#### **GENERAL REFERENCES**

**Board of Review — See Ch. 128.**

#### **ARTICLE I Information Provided for Assessments [Adopted 5-11-2000]**

##### **§ 36-1. Adoption.**

This article adopts by reference § 70.47(7)(af), Wis. Stats. Income and expense information provided by property owner to an assessor for the purposes of establishing the valuation for assessment purposes by the income method of valuation shall be confidential and not public record open to inspection or copying under § 19.35(1), Wis. Stats.

##### **§ 36-2. Exceptions.**

An officer may make disclosure of such information under the following circumstances:

- A. The assessor has access to such information in the performance of his/her duties;
- B. The Board of Review may review such information when needed, in its opinion, to decide upon a contested assessment;
- C. Another person or body has the right to review such information due to the intimate relationship to the duties of an office or as set by law;
- D. The officer is complying with a court order;
- E. The person providing the income and expense information has contested the assessment level at either the Board of Review or by filing a claim for excessive assessment under § 74.37, Wis. Stats., in which case the base records are open and public.

#### **ARTICLE II Treasurer Bond Exemption [Adopted 12-8-2005]**

##### **§ 36-3. Treasurer exempt from giving bond.**

The Treasurer of the Town of Middle Inlet is exempted from giving the bond specified in

§ 70.67(2), Wis. Stats.

**§ 36-4. Obligation of Town.**

The Town of Middle Inlet hereby obligates itself to pay (in case its Treasurer fails so to do) all state and county taxes which the Treasurer is required to pay to the County Treasurer.

**§ 36-5. Copy to be filed.**

A certified copy of this article shall be filed with County Treasurer of Marinette County and shall remain in effect until a certified copy of its repeal shall be filed with the County Treasurer and the County Clerk of Marinette County.

ARTICLE III  
**Fiscal Management**

[Adopted at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]

**§ 36-6. Title.**

This article is titled the "Town of Middle Inlet Fiscal Management Ordinance."

**§ 36-7. Authority.**

The Town Board of the Town of Middle Inlet has the specific authority, powers and duties pursuant to §§ 60.10, 60.20, 60.22, 60.23, 60.40, 60.41, 60.42, 60.45, 60.46, 60.47, 65.90, 66.0601, 66.0703 and 74.12 and Chs. 67 and 70, Wis. Stats., to manage, supervise and direct the fiscal operations of the Town of Middle Inlet and to develop, maintain and implement a fiscal management system for the Town of Middle Inlet.

**§ 36-8. Confirmation of duties and powers.**

The Town Board of the Town of Middle Inlet has, by adoption of this article, confirmed the specific statutory duties and powers of the Town of Middle Inlet, its officers, its employees and its agents as established by the above-noted chapters and this article to manage, supervise and direct the fiscal operations of the Town of Middle Inlet and to develop, maintain and implement a fiscal management system for the Town of Middle Inlet.

**§ 36-9. Fiscal year.**

The fiscal year for the Town of Middle Inlet is the calendar year.

**§ 36-10. Budget adoption; duties of Clerk-Treasurer.**

The Town Board of the Town of Middle Inlet shall adopt an annual budget. The Town Board of the Town of Middle Inlet shall establish the duties of the Town Clerk-Treasurer of the Town of Middle Inlet in preparing and presenting to the Town Board of the Town of Middle Inlet the Town of Middle Inlet annual budget. The duties, at minimum, are the following:

- A. The Town Clerk-Treasurer of the Town of Middle Inlet will:
- (1) Prepare a budget timetable for the Town Board of the Town of Middle Inlet.
  - (2) Prepare a budget worksheet for the Town Board of the Town of Middle Inlet.
  - (3) Prepare estimates for the Town Board of the Town of Middle Inlet on the revenues and the cash balance for the year end.
  - (4) Prepare and present expenditure requests to the Town Board of the Town of Middle Inlet.

**§ 36-11. Budget hearing.**

The Town Board of the Town of Middle Inlet shall conduct a budget hearing prior to the adoption of the budget, pursuant to § 65.90, Wis. Stats. At least 15 days prior to the budget hearing, the Town Clerk-Treasurer shall publish a Class 1 notice containing the time and place of the budget hearing, a summary of the budget and notice of the place where the budget, in detail, is available. The Town Clerk-Treasurer shall post notice of the budget hearing in at least three public places at least 15 days prior to the budget hearing. The budget hearing shall be held at the Town Hall unless otherwise noted by the published or posted notice.

**§ 36-12. Estimates of budget.**

Each elected officer and each appointed officer responsible for a department, office, special office, committee, commission, agency, board or other special government unit of the Town of Middle Inlet shall file with the Town Clerk-Treasurer of the Town of Middle Inlet, by a date established by the Town Clerk-Treasurer of the Town of Middle Inlet, the following for his department, office, special office, committee, commission, agency, board or other special government unit of the Town of Middle Inlet:

- A. Prior year's receipts, revenues, disbursements and expenditures.
- B. Current year's receipts, revenues, disbursements and expenditures.
- C. Estimated receipts, revenues, disbursements and expenditures for next year.

**§ 36-13. Elements of budget.**

Each budget prepared by and approved by the Town Board of the Town of Middle Inlet shall include the following:

- A. All existing indebtedness.
- B. All anticipated revenue from all sources for the ensuing year.
- C. All proposed appropriations for departments, committees, commissions and boards and active or reserve accounts for next year.
- D. All actual revenues and expenditures for not less than six months of current year.
- E. All estimated revenues and expenditures for the balance of the year.

F. All anticipated unexpended or unappropriated balances and surpluses.

**§ 36-14. Initial preparation of budget.**

The annual budget shall be initially prepared by and approved by the Town Board of the Town of Middle Inlet based on the data and estimates provided by the Town Clerk-Treasurer of the Town of Middle Inlet.

**§ 36-15. Approval of budget.**

The Town Board of the Town of Middle Inlet, after the public hearing, shall act upon the annual budget. The Town Board of the Town of Middle Inlet may amend the annual budget prior to final adoption. The annual budget, as finalized, shall be adopted by a majority roll call vote of the members of the Town Board of the Town of Middle Inlet.

**§ 36-16. Disbursements.**

The Town Board of the Town of Middle Inlet shall not authorize money to be drawn from the treasury of the Town of Middle Inlet, nor shall the Town Board of the Town of Middle Inlet incur any obligation for the Town of Middle Inlet for the expenditure of money except as to those expenditures or obligations that are made pursuant to the annual final budget appropriations or that are made pursuant to any revised annual budget appropriations. Any unencumbered budget balance of the authorized appropriations shall revert to the general fund and shall be subject to reappropriation by the Town Board of the Town of Middle Inlet. No order for payment may be issued in excess of funds available or appropriated for the purpose for which the order is drawn unless authorized by a two-thirds roll call vote of the Town Board of the Town of Middle Inlet.

**§ 36-17. Annual financial statement; finance book.**

The Town Board of the Town of Middle Inlet annually shall prepare a written statement of the financial condition of the Town of Middle Inlet. This statement shall be prepared and submitted by the Town Board of the Town of Middle Inlet at the Annual Town Meeting. In addition, the Town Clerk-Treasurer for the Town of Middle Inlet shall maintain a finance book which shall contain a complete record of the finances of the Town of Middle Inlet. This book shall show the receipts, with the date, amount and source of each receipt, to disbursement, with the date, amount and object of the disbursement. The annual financial statement shall include the previous year's revenues and expenditures and the current indebtedness of the Town of Middle Inlet. The Town Board of the Town of Middle Inlet has approved assistance in preparing the annual financial statement. The following persons will aid the Town Board of the Town of Middle Inlet in preparing the annual financial statements: contracted fiscal auditor.