

Village of De Soto
Ordinance No.25

ORDINANCE TO ESTABLISH A BUDGET
SYSTEM

To provide a budget system for the Village of De Soto:

The Village Board of the Village of De Soto does ordain as follows:

SECTION 1: On or before October 1 of each year, each officer, department or board shall file with the village clerk:

(1) an Itemized statement of disbursements made to carry out the powers and duties of the office, department or board during the preceding fiscal year, and a detailed statement of the receipts and disbursements on account of any special fund under the supervision of the officer, department or board during that year and the condition and management of those funds; and

(2) Detailed estimates of the same matters for the current fiscal year and for the ensuing fiscal year. The statements shall be presented in the form prescribed by the village clerk and shall be designated as the “departmental estimates”, and shall be as nearly uniform as possible for the main divisions of all departments.

SECTION 2: The village president shall consider the departmental estimates in consultation with the department head, and shall then determine the total amount to be recommended in the budget for the department or activity.

SECTION 3: On or before October 20 of each year, the village president shall prepare and submit to the village board a proposed budget of the village for the ensuing fiscal year. The proposed budget shall include:

(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 increases and decreases recommended as compared with appropriations 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 current fiscal years.

(c) 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.

(d) Other information as may be required by the village board and by state law.

The village board shall provide a reasonable number of copies of the proposed budget for distribution to citizens.

SECTION 4: The village president shall submit to the village 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. On submission of the proposed appropriation ordinance to the village board it shall be deemed to have been regularly introduced to the body. The village 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 village board as other ordinances.

SECTION 5: Upon written recommendation of the village president the village board may 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 the transfer shall be given by publication within 10 days thereafter in accord with Ch. 985. Stats.

SECTION 6: 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 ordinance or that ordinance when changed as authorized by Section 5. 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 village 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 7: This ordinance shall take effect and be in force upon passage and filing of proof of posting as provided by law.

Amended and Approved 05/06/85 and 1-6-07.

Adopted this 6th day of January, 2007

Chris Mussatti

Chris Mussatti
Village President

Attest: *Carrie A. Brudos*

Carrie A. Brudos
Clerk/Treasurer

Date Posted: 1-15-07