

# WAUSHARA COUNTY

BOX 489  
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## Office of the Treasurer

To: THE HONORABLE BOARD OF SUPERVISORS OF WAUSHARA COUNTY

On the following pages is a brief description of the duties performed by the County Treasurer's Office. Also included is a reconciled Statement of Waushara County Funds for the fiscal year January 1, 2008, through December 31, 2008.

Treasurer's Office staff included:

Elaine Wedell - Treasurer

Elizabeth Corning - Deputy Treasurer

Jean Armstrong - Deputy Treasurer

The County Treasurer's office is located on the north end of the first floor of the Courthouse. The primary function of the Treasurer's office is to collect and receipt all monies received by Waushara County from taxes and other sources. This includes revenues taken in by the various departments in the County. These funds are brought to the Treasurer's office for receipt and deposit. The treasurer's office also provides monthly reports and payments to the State for Sales Tax, Fees and Fines and Transfer Fees. The quarterly Probate/Birth fees report/payment and annual report/ payment for dog and marriage licenses to the State are prepared by the treasurer's office.

### **Collection of Postponed and Delinquent Taxes:**

The majority of our workload involves the collection of postponed and delinquent taxes. Accurate records must be kept for each tax account. Waushara County has approximately 33,000 tax parcels. Each parcel is considered an account for bookkeeping purposes. We have seen an increase in split parcels. This results in our office assisting the municipal treasurers in preparing revised tax bills.

Delinquent tax notices are sent out in April & October and also updated following a partial payment. Some of the delinquent taxes continue to be brought current as a result of refinancing. Foreclosure actions have increased and continue to increase due to the state of the economy, interest rates and the housing market. The taxes are usually brought current following a sheriff's sale on foreclosed properties. A change in the bankruptcy law seems to have stabilized the bankruptcy actions.

**Lottery Credit:**

Lottery Credits are given only to Wisconsin residents and each homeowner is eligible for one credit on the home in which he resides. The County Treasurer is responsible for mailing out lottery credit applications to all qualified owners of improved properties. The property owner is to return only the application form that applies to his residence. The County Treasurer's office posts the entry to the eligible parcels so that a lottery credit will be applied to the tax bill. This certification automatically continues if you currently receive a Lottery Credit. The law requires notification of the County Treasurer if a parcel no longer qualifies as the owner's primary residence. The process of maintaining and updating the lottery credit file is ongoing. The Dept. of Revenue does a periodic audit of claims to verify any failed credits and if these are not resolved they are placed on the tax bill as a special charge.

The certification process is cumbersome due to changes in ownership and new construction. All newly eligible home owners must be certified each year. The lottery credit process requires an additional settlement with all taxing jurisdictions.

**Use-Value Conversion Charge:**

Farmland converted to non-farm use is subject to a Use-Value Conversion Charge. The charge is imposed on those who change the use of agricultural property. The charge is the difference between the average market value of cropland sold in the county and the use-value amount of that land and applied at different rates based on the number of acres converted. The County Treasurer is responsible for the administration of the penalty. The county collects the conversion charge and distributes 50% to the taxation district and 50% is retained by the county.

**Tax Settlement:**

The County Treasurer settles with each Town, Village and City in the County for their respective Tax Roll in February of each year. The County Treasurer makes final settlement of each Tax Roll in August each year. Disbursement is made by the county at this time to each municipality, special district, school district, vocational district, State of Wisconsin and the county for the remainder due from the Tax Roll.

The Treasurer's office works closely with the local treasurers and the State Department of Revenue in an effort to coordinate the collection and disbursement of each tax roll. The ever changing laws in this area make this a challenging job.

**Tax Foreclosure and Sale of Tax Deed Lands:**

All preliminary research and preparation of Tax Foreclosure is done by the Treasurer's office staff. This office works with the Executive Committee in arranging for the sale of such properties.

With commencement of foreclosure action, newspaper publications and certified mailings are

prepared and mailed by Treasurer's office. An accurate record of mailings and returns must be kept for proof of mailing. All advertising prior to sale and paperwork to complete transactions, including preparation of Transfer Returns and Deeds are prepared by Treasurer's office staff.

**Bank Reconciliation:**

Treasurer's office completes a bank reconciliation of the county's working checking account each month. This reconciliation is done to insure accuracy of bank records with county clerk's cash balance. The bank statement and check images are now provided on a CD each month. A very valuable asset is internet access to the bank accounts to view and verify the status of checks and print an image of a cancelled check. Verification of incoming ACH payments such as the monthly sales tax and payments to Child Support and DOHS and outgoing ACH payments such as Federal and State withholding as well as Direct Deposit for payroll are provided through internet access to the bank account.

**Investment of County Funds:**

The Treasurer's office is responsible for investing county funds and insuring safety and availability of these funds for general business purposes. Investments must comply with Wisconsin Statutes and are subject to Executive Committee approval. Funds have been invested through local banks up to the \$650,000.00 insurance limit with the majority invested through the State of Wisconsin Investment Pool. The interest rates have declined significantly due to the economic downturn which has decreased the amount of interest revenue.

**Distribution/Mailing of Checks:**

The Treasurer's office is responsible for distribution/ mailing of all finance/vouchered and payroll checks every two weeks.

**Miscellaneous:**

The Treasurer's office also provides telephone, and, in person information to attorneys, realtors, abstractors and banking institutions as well as the general public. The Web site provides online access to the tax record/property information and maps. The 2008 tax bills are now accessible from the home page. This feature is a very helpful feature for realtors, banking institutions and title companies.

We will continue to work with local, county and state government in an effort to serve the public through the functions performed by our office.

Respectfully submitted,

/s/ Elaine Wedell

Elaine Wedell  
Waushara County Treasurer

Following is a Summary of Tax Collection History

<u>YEAR</u>	<u>COUNTY TAX RECEIPTS</u>	<u>REDEMPTION TAX RECEIPTS</u>	<u>TOTAL TAX COLLECTED</u>
1996	6,683,634.92	914,932.89	7,598,567.81
1997	5,970,377.33	878,512.43	6,848,889.76
1998	6,354,572.78	675,918.31	7,030,491.09
1999	6,677,887.17	639,743.19	7,317,630.36
2000	6,889,173.23	647,865.75	7,537,038.98
2001	7,184,998.13	770,712.73	7,955,710.86
2002	7,849,734.84	1,072,198.70	8,921,933.54
2003	8,611,314.50	1,083,681.08	9,694,995.58
2004	9,000,182.15	1,241,423.45	10,241,605.60
2005	9,155,440.13	1,232,815.18	10,388,255.31
2006	9,024,677.29	1,222,417.00	10,247,094.41
2007	8,978,584.77	1,154,646.82	10,133,231.59
2008	9,522,368.03	1,250,788.97	10,773,157.00

Following is a History of Unpaid Tax Certificates as of December 31

December 31, 2001	809,013.88
December 31, 2002	913,837.22
December 31, 2003	1,003,298.10
December 31, 2004	1,043,692.55
December 31, 2005	1,020,510.98
December 31, 2006	1,000,232.71
December 31, 2007	1,080,939.47
December 31, 2008	1,231,396.84

Of the unpaid certificates as of December 31, 2008, \$1,063,355.86 are not eligible for tax foreclosure.

Following is a Summary of the 2008 Receipt Collection by category.

<u>TYPE OF RECEIPT</u>	<u>AMOUNT COLLECTED IN 2008</u>
General Receipts	\$44,546,060.57
County Tax Receipts	9,522,368.03
Redemption Receipts	1,250,788.97
Tax Settlement Receipts	<u>4,666,184.02</u>
<b>Total Receipts</b>	<b>\$59,985,401.59</b>

Receipts and Disbursements for 2008 by month

<u>MONTH</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>
January	6,684,246.09	(2,678,597.27)
February	6,576,455.43	(2,878,125.84)
March	2,123,277.48	(2,386,531.70)
April	2,300,705.29	(2,366,158.18)
May	2,892,516.86	(3,194,797.76)
June	3,105,157.28	(2,374,610.40)
July	10,879,797.39	(3,407,435.56)
August	13,279,421.43	(13,479,840.31)
September	3,150,572.47	(2,946,156.11)
October	3,847,341.40	(4,179,406.49)
November	2,554,322.44	(2,509,185.27)
December	<u>2,591,588.03</u>	<u>(2,116,150.79)</u>
<b>Total</b>	<b>59,985,401.59</b>	<b>(44,516,995.68)</b>
Chkg/Sweep Acct Int.& Bank Reimb.	32,173.16	
ACH Disb.	----	(1,698,052.34)
Wire Disb.	----	(13,000,000.00)
Jail Note Int. & Payment	----	<u>(896,980.00)</u>
	60,017,574.75	(60,112,028.02)

Statement of Waushara County General Fund Account - (F&M Bank #451839626  
and #451839736) for fiscal year January 1, 2008 through December 31, 2008.

Cash on hand January 1, 2008 - - - - -	288,279.15
Cash Receipts January 1, 2008, through December 31, 2008	59,985,401.59
Cancelled checks returned to cash – 2008	12,465.44
Disbursements - January 1, 2008 through December 31, 2008	(44,516,995.68)
Receipts cancelled – 2008 - - - - -	(1,847.68)
DNR- (ACH Out) 2008 - - - - -	(4,728.15)
Unemployment Insurance - (ACH Out) – 2008	(9,669.49)
Employee Trust Fund - (ACH Out) - 2008	(1,365,966.95)
Worker Compensation - (ACH Out) - 2008	(285,572.00)
E-Flex-HRA - - - - - 2008	(32,115.75)
Wire - State WI Investment Pool - 2008	(13,000,000.00)
Wire - Jail Note/Interest - 2008	(896,980.00)
Bank Service Charges - 2008 - - - - -	(4,744.42)
Earned Interest - 2008 - - - - -	<u>32,173.16</u>
	<b>Total \$ (199,699.22)</b>
Sweep Account Balance December 31, 2008	390,798.65
Less Opening Amount - - - - -	(100.00)
Checking Account Balance December 31, 2008	18,379.00
Deposit in Transit December 31, 2008	146,184.13
Less Outstanding Checks- - - - -	\$ <u>(355,562.56)</u>
	<b>Total \$ (199,699.22)</b>

Statement of Waushara County General Funds  
as of December 31, 2008

GENERAL INVESTMENT CERTIFICATES

<u>BANK</u>	<u>CERTIFICATE NUMBERS</u>	<u>PURCHASE DATE</u>	<u>RATE OF INTEREST</u>	<u>MATURITY DATE</u>	<u>AMOUNT</u>
Citizens Bank	4532546258	09/12/2008	2.95	01/09/2009	\$ 250,000.00
Hometown Bank	33365	08/28/2008	3.00	02/28/2009	500,000.00
U.S. Bank, N.A.	486000333	10/22/2008	2.86	03/20/2009	250,000.00
US Bank, N.A. N. Dakota	486000333	10/22/2008	2.86	03/20/2009	250,000.00
The Portage County Bank	3600-5802	05/02/2008	3.05	05/02/2009	500,000.00
First National/Berlin	6048879	05/04/2008	3.12	07/04/2009	500,000.00
National Exchange Bank	427650	10/22/2008	3.62	07/22/2009	500,000.00
Citizens Bank	4532546266	09/11/2008	3.75	09/11/2009	250,000.00
Farmers State/Wild Rose	25536	09/28/2008	3.45	09/28/2009	500,000.00
Farmers Exchange/Nesh.	7001065	11/18/2008	2.98	11/18/2009	500,000.00
Bancroft State Bk/Plainf	50433	08/29/2008	3.10	11/29/2009	500,000.00
Anchor Bank	6704121684	07/10/2008	3.46	12/10/2009	500,000.00
Baylake/Poy Sippi	718281	11/12/2007	4.90	11/12/2010	500,000.00
Farmers & Merchants Bk	3116	08/27/2008	4.00	02/27/2011	500,000.00
M&I Marshall& Ilsley	231-92202-3	05/06/2008	3.69	05/06/2011	500,000.00

Local Gov. Pooled Investment Fund - Depositor No. 869000-1 - (General Account) \$3,054,632.15  
Dec. Int.- 1.29%

**Total** **\$9,554,632.15**

(\$100.00 F & M Bank/Wautoma for Sweep Account)

Money Market Checking Account - Depositor No. 4527736021 –COP Risk Reserve \$ 9,087.71

