

Sauk County, Wisconsin  
**TREASURER/REAL PROPERTY LISTER**  
**Annual Report for 2018**

**2018 Mission:** To administer and fulfill the duties as defined in the Wisconsin State Statutes. This includes property tax collection; receiving, disbursing and investing county funds; maintenance of assessment rolls, property descriptions and tax parcel maps; completion of tax rolls and tax bills; tax deed land acquisitions and sales; unclaimed funds; monitoring of converted agricultural land; Lottery & Gaming Credit maintenance and Land Records Council representation.

**Departmental Program Summary:**

**Receive and Pay out all County Monies State Mandated**

Daily collection and depositing of money from all county departments  
Monitoring of bank accounts to insure adequate balances to cover county business  
Daily and monthly reconciliation of all bank accounts  
Prepare and distribute all payroll checks, payroll advices and vendor checks on a weekly and monthly basis

January, February, Lottery Credit and August Settlements to all taxing jurisdictions

Administer and maintain the General Petty Cash Fund for all County Departments

**Complete Tax Roll and Tax Bills State Mandated**

Entering and proofing of special assessments for each municipality for placement on the tax bills  
Entering and proofing annual Drainage District notification information for placement on the tax bills  
Compiling tax information and calculation of the tax bills for 39 municipalities  
Prepare, update, print and distribute tax rolls  
Provide electronic file of the tax information to municipalities for their receipting programs and receive payment information

**Tax Deed Lands State Mandated**

Follows tax deed process for tax delinquent properties

**Real Property Lister State Mandated**

Update records to reflect current status of property ownership and parcel description  
Notices/letters sent to attys., title companies, surveyors notifying of errors in the recorded documents  
Review proposed surveys and legal descriptions for accuracy and title issues  
Conduct research on questions related to ownership, boundary descriptions, status of taxes, etc.  
Update maps to reflect changes in property lines and ownership  
Work with state agencies on programs which affect property listing and taxation,  
Assist other county departments in matters involving land records

**Property Assessments State Mandated**

Receive assessment information from Assessors for entry into our database and prints assessment rolls  
Prepare and print "Notices of Change of Assessments" for the assessors  
Reconcile parcels and values with the DNR/DOR regarding MFL/FC lands and state assessed property  
Submit Statements of Assessment for all municipalities to the Wisconsin Department of Revenue

**Unclaimed Funds State Mandated**

Every odd year, publishes a notice of the county's unclaimed funds (i.e. uncashed checks) for owners to claim.

**Investing of County Funds State Mandated**

Manage the County's investments

**Property Tax Collection** State Mandated

- Collect property taxes
- Collection of delinquent taxes
- Tax Certificate mailing in September (to all delinquent property owners)

**Use-Value Conversion Charge for Agricultural Land** State Mandated

- Monitor and prepare “Ag Use Conversion” notices
- Receive “Ag Use Conversion Charges” and distribute funds to municipalities

**Lottery and Gaming Credit** State Mandated

- Administer and monitor the Lottery and Gaming Credit program

**Land Information Council** State Mandated

- Review the priorities, needs, policies and expenditures of the Land Information Office and advise the county on matters affecting the Land Information Office

**2018 Goals Review**

**2018 GOALS REVIEW**

OBJECTIVE	WAS THIS OBJECTIVE REACHED IN 2018?
	Yes or No (If no, please provide comment)
Update of Sauk County Ordinance, Chapter 43.03 Tax Deeded Lands	Started conversion in 2018 will be ready to go in February 2019
Use internet based sites to sell tax deed properties	Will work to incorporate into a spring 2019 auction
Link Assessor information to Ascent Land Records Website	Yes
Add physical (site) addresses to parcels with improvements	Continuous process

**Changes / Accomplishments:**

- Exporting nightly payment files automatically to GovTech so that escrow companies and other large banking firms can wire money to the County to pay the proper tax amounts more efficiently.
- Streamlined the way the tax parcel maps show changes online within a few weeks after the documents are recorded so that CPZ can process permits quicker.
- Created spreadsheets/documents that are easier to share with municipalities and assessors, and now supply this data to them using an ftp site so that we no longer have to print and mail packets to them.

**Statistical Summary:**

**OUTPUT MEASURES**

DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL
Tax receipts processed	16,108	15,716	13,714	13,046	13,460	12,071
Daily cash receipts for County Depts	6,642	6,599	6,234	6,028	6,948	6,752

Returned Cks/Stop Pays/Void Cks	97	49	62	86	163	88
Real Estate Documents Processed	18,760	18,771	21,659	22,299	22,999	22,746
New Certified Survey Maps Reviewed	64	99	109	82	109	169
Parcel Changes	N/A	N/A	462	447	543	695
Address Changes	N/A	N/A	N/A	219	759	725

### OUTCOME AND EFFICIENCY MEASURES

DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL
Weighted Average Rate of Investments	.33%	.38%	.55%	.61%	1.07%	2.15%