

## **TOWN OF NEW HAVEN, DUNN COUNTY, WISCONSIN**

### **Ordinance # 2015-02**

#### **Ordinance Authorizing Alternative Claims Procedures**

#### **SECTION I – TITLE AND PURPOSE**

This ordinance is entitled the Town of New Haven Alternative Claims Procedure Ordinance. The purpose of this ordinance is to authorize an alternative procedure for approving financial claims against the town that are in the nature of bills and vouchers.

#### **SECTION II – AUTHORITY**

The Town Board of the Town of New Haven County, Wisconsin, has the specific authority under s. 60.44 (2), Wis. Stats., to adopt this ordinance.

#### **SECTION III – ADOPTION OF ORDINANCE**

This ordinance, adopted by a majority of the town board on a roll call vote with a quorum present and voting and proper notice having been given, establishes an alternative procedure for approving financial claims against the town that are in the nature of bills and vouchers as provided in this ordinance.

#### **SECTION IV – APPLICABILITY**

Payments of claims against the town may be made from the town treasury under the procedure established in Section V for bills or vouchers that are of a routine nature, namely: bills that are monthly or reoccurring which must be paid prior to a regular town board meeting to utilize a discount or to eliminate a penalty charge, such as payroll and annual payroll software renewal, utility, phone, LP fuel, training registrations for board members, clerk, treasurer and patrolman, and tax payments to the county, school districts and technical college.

#### **SECTION V – PROCEDURE**

- A. Subject to the restrictions under Section IV, the payment of a claim against the town may be made from the town treasury if the town clerk approves in writing the claim as a proper charge against the town treasury. A claim against the town is a proper charge against the town treasury if the clerk determines that all of the following conditions have been met:
  1. Funds are available under the town budget to pay the bill or voucher.
  2. The item or service covered by the bill or voucher has been authorized by the town board or an authorized town official, agent, or employee.
  3. The item or service covered by the bill or voucher has been supplied or rendered in conformity with the authorization.

4. The claim appears to be a valid claim against the town.
- B. The town clerk may require submission of proof to determine compliance with the conditions under subsection A prior to approval. (For example, the clerk may require verification of quantity, quality, etc., by another town official or employee.)
- C. After determining that the conditions under subsection A have been met, the clerk shall indicate approval of the claim by placing his or her signature on the bill or voucher. Upon approval of a bill or voucher under this procedure, the clerk shall make payments by electronic funds transfer, direct deposit, or prepare and sign a check and have it countersigned by the town treasurer and the town chairperson, pursuant to s. 66.0607, Wis. Stats. The treasurer shall then mail or deliver the completed checks to the appropriate parties.
- D. At least monthly, the town clerk shall file with the town board a written list of claims approved pursuant to this ordinance. The list shall include the date paid, name of claimant, purpose, and amount.

## SECTION VI – EFFECTIVE DATE

This ordinance is effective on publication or posting.

The town clerk shall properly post or publish this ordinance as required under s. 60.80, Wis. Stats.

ADOPTED by the Town Board this 11<sup>th</sup> day of August, 2015.

---

Carol Breslin, Town Chair

Attested to by the Town Clerk:

---

Diane Duerst, Town Clerk

Posted on August \_\_\_\_\_, 2015 at Kistner's Korner, Town Shop, Town Hall and Town of New Haven website @ [www.townofnewhavenwi.com](http://www.townofnewhavenwi.com).