

# **Ordinance No.26**

## **An Ordinance Authorizing Alternative Claims Procedure for the Town of Dewey**

### **Section 1 – Title and Purpose**

This ordinance is entitled an Ordinance Authorizing Alternative Claims Procedure for the Town of Dewey. 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 2 – Statutory Authority**

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

### **Section 3 – 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 by this ordinance. A Public Hearing was held before the adoption of this ordinance and notice was given by publication of a Class 1 Notice, under Ch. 985, Wis. Stats.

### **Section 4 – Applicability**

A. Payment of claims against the town may be made from the town treasury under the procedure established in Section 5 for;

- a) For bills or vouchers by businesses that we do not have an accounts set up at or, that do not accept a credit card, or require pre-payment when necessary.
- b) For bills or vouchers that are of a routine nature, namely: utility charges, payroll, payroll taxes, banking fees, tax payments with federal or state mandated due dates.
- c) By EFT (Electronic Funds Transfer) the following items, payroll taxes, banking fees, credit card payment, and utility payments.
- d) By DD (Direct Deposit) for full-time town employees
- e) For payment of the winners of prizes from either the Fire Department sweepstakes or raffles.
- f) Previously approved expenditures.

### **Section 5 – Procedure**

A. Subject to the restrictions under Section 4, 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:

- a) Funds are available under the town budget to pay the bill or voucher.
- b) 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.
- c) The item or service covered by the bill or voucher has been supplied or rendered in conformity with the authorization.
- d) 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 Section 5, 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 Section 5, 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 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. The date for the EFTs for payroll taxes, credit card and utility bills shall be between the 12<sup>th</sup> and the 14<sup>th</sup> of each month. Direct Deposit for full-time employees shall be bi-weekly on Friday.

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, amount, and type of payment (Check, EFT, DD).

## **Section 6 - Severability**

The provisions of this ordinance shall be deemed severable and it is expressly declared that the Town would have passed the other provisions of this ordinance irrespective of whether or not one or more provisions may be declared invalid. If any provisions of this ordinance or the application to any person or circumstances is held invalid, the remainder of the ordinance and the application of such provisions to other persons or circumstances shall not be deemed affected.

## **Section 7 – Effective Date**

This ordinance shall become effective upon its publication and/or posting in the manner set forth in s. 60.80, Wis. Stats.

Adopted this     day of

By the Town Board of the Town of Dewey, Portage County

\_\_\_\_\_  
Maurice King, Chairperson

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Leroy Pukrop, Supervisor

\_\_\_\_\_  
Dennis Meis, Supervisor

Attest: \_\_\_\_\_

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Angela Lochinger, Clerk