

2008-07

**TOWN OF SEVASTOPOL
ORDINANCE NO. 2008-05
ALTERNATIVE CLAIMS PROCEDURE**

THE TOWN BOARD OF THE
TOWN OF SEVASTOPOL, DOOR COUNTY, WISCONSIN,
DOES ORDAIN AS FOLLOWS:

Section 1 – Authority.

The Town of Sevastopol Town Board of Supervisors (“Town Board”) establishes this Ordinance pursuant to Wisconsin Statutes, Section 60.44(2). Wisconsin law provides that the Town Board, by ordinance, may provide a procedure for approving financial claims against the Town which are in the nature of bills and vouchers.

Section 2 - Applicability.

Payments may be made from the town treasury pursuant to this Ordinance for bills or vouchers that are of a routine nature, namely, payroll, utility charges and others of a time-sensitive nature.

Section 3 - Procedure.

Payments may be made from the Town treasury after the Town clerk audits and approves each claim as a proper charge against the Town treasury by first determining that the following conditions have been complied with:

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 duly authorized.
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.

The Town clerk may require submission of proof to determine compliance with the conditions under subsections 1.-4., above, prior to approval.

After determining that the above conditions have been met, the Town clerk shall indicate approval of the claim by placing his or her signature on the bill. Upon approval of a bill or voucher under this procedure, the Town clerk shall prepare and sign a check, have it countersigned by the Town chairman, or such other authorized signatory, pursuant to Wisconsin Statutes, Section 66.0607. The Town treasurer shall then mail or deliver the completed check to the appropriate party.

At least monthly, the Town clerk shall file with the Town Board a written list of all claims approved pursuant to this ordinance. The list shall include the date paid, name of claimant, purpose and amount.

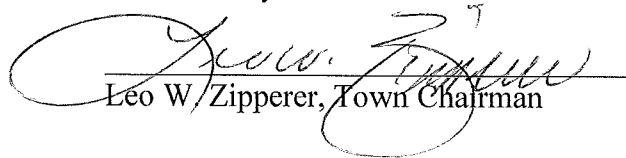
Section 4 - Effective Date

This Ordinance shall become effective upon adoption and publication or posting, as provided by law, pursuant to Wisconsin Statutes, Section 60.80.

Adopted this 20th day of October, 2008.

TOWN OF SEVASTOPOL

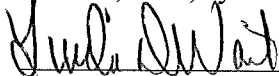
Submitted by:


Leo W. Zipperer, Town Chairman

Board Members	Aye	Nay	Exc.
Tom Girman	X		
John Staveness	X		
Chuck Tice	X		
Dan Woelfel	X		
Leo Zipperer	X		

Certification:

I, Linda Wait, Clerk of the Town of Sevastopol, hereby certify that the above is a true and correct copy of an Ordinance that was adopted on the 20th day of October, 2008, by the Town Board of Supervisors.



Linda D. Wait, Clerk
Town of Sevastopol