

ORDINANCE 8-2017
STATE OF WISCONSIN
Town of Garden Valley
Jackson County

SECTION I - TITLE AND PURPOSE

This ordinance is entitled the Town of Garden Valley Alternative Claims Procedure ordinance. The purpose of the 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 Garden Valley, Jackson 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 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.

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 the 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. After determining that the conditions under subsection A have been met, 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.
- C. 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 posting.

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

Adopted this _____ day of August, 2017.
