

STATE OF WISCONSIN

Town of Colfax

Dunn County

SECTION I – TITLE AND PURPOSE

This ordinance is entitled the **Town of Colfax 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 Colfax, Dunn 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, such as utility charges, payroll, payment for gopher tails and for charges that are time sensitive or required by statute such as tax settlement with other municipalities.

SECTION V – PROCEDURE

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:

- 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.

The town clerk may require submission of proof to determine compliance with the above conditions prior to approval.

After determining that the conditions 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 clerk shall then mail or deliver the completed checks to the appropriate parties.

At least monthly, the town clerk shall file with the town board vouchers approved pursuant to this ordinance. The voucher shall include the date paid, the name of the claimant, purpose and amount.

SECTION VI – SEVERABILITY

If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance that can be given effect without the invalid provision of application, and to this end the provisions of this ordinance are severable.

SECTION VII – 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 this 6th day of June, 2011

Gary Klukas

Chairman

Dean Logslett

Supervisor I

Gary Bjork

Supervisor 2

Rebecca Kiesow

Attest: _____

Clerk