

STATE OF WISCONSIN
TOWN OF WASHINGTON, VILAS COUNTY

CODE OF ORDINANCES

CHAPTER 7: ORDINANCE FOR PAYMENT PROCEDURE FOR BILLS AND VOUCHERS

Revised February 4, 2019

7.01 Title and Purpose

This ordinance is entitled the Town of Washington Ordinance for Payment Procedure for Bills and Vouchers. The purpose of this ordinance is to authorize an alternative procedure for approving bills and vouchers against the town. The intent of this ordinance is to better facilitate timely payment to creditors, contractors, employees and claims due outside of regularly scheduled town board meetings.

7.02 Authority

The Town Board of the Town of Washington, Vilas County, Wisconsin, has the specific authority under §60.44 (2), Wis. Stats., to adopt this ordinance.

7.03 Applicability

Payments of bills and vouchers may be made from the town treasury under the procedure outlined in 7.04 that are of a routine nature, namely: payroll, payroll related liability, payments for services contracted for by the Town of Washington, and utility bills, as well as any other bill deemed necessary by the Town Chairman.

7.04 Procedure

- A. Subject to the restrictions under 7.03, the payment of a bill or voucher may be made from the town treasury after the town clerk approves each claim as a proper charge against the treasury by first determining 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 bill or voucher 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 7.04 A (1-4) prior to approval. For example, the clerk may require verification of quantity, quality, etc., by another town official or employee.
- C. After determining the above conditions have been met and upon approval of the bill or voucher, the clerk shall prepare and sign a check, and have it countersigned by the town treasurer and the town chairperson, pursuant to Wis. Stat. § 66.0607. 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 bills and vouchers approved pursuant to this ordinance. The list shall include the date paid, name of claimant, and amount.

7.05 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.

7.06 Adoption of Ordinance

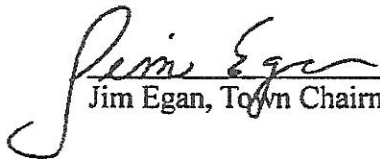
This ordinance, adopted by a majority of the town board on a roll call vote with a quorum present and voting and proper notice having been given, establishes a procedure for the payment of bills and vouchers by the Town of Washington.

This ordinance rescinds and replaces all alternative claims procedure ordinances previously adopted by the Town of Washington.

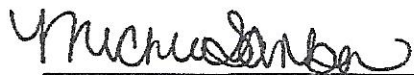
7.07 Effective Date

This ordinance is effective upon adoption and publication or posting. The town clerk shall properly post or publish this ordinance as required under § 60.80, Wis. Stats.

Adopted this 4th day of February 2019.



Jim Egan, Town Chairman

Attest:


Michele Sanborn, Clerk

Effective date: 2/14/19

Publication date: 2/13/19