

TOWN OF LOMIRA
DODGE COUNTY

Chapter 4

Alternative Claims Procedure

Section 1. Title and Purpose

This Ordinance is entitled the Town of Lomira 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 2. Authority

The Town Board of the Town of Lomira, Dodge County, Wisconsin, has the specific authority under Wis. Stat. § 60.44(2), 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 property 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 4. Applicability

Payments of claims against the Town may be made from the Town treasury under the procedure established in Section 5 for bills or vouchers that are of a routine nature, namely: General government expenses, public safety fees, public works charges, health services, Town debt, property tax liabilities.

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:
- (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. The Town Clerk may require submission of proof to determine compliance with the conditions under 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 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, pursuant to Wis. Stat. § 66.0607. The Clerk 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 claims approved pursuant to this Ordinance. The list shall include the date paid, name of claimant, purpose, and amount.