

TOWN OF PLYMOUTH
ORDINANCE NO. 2012-02

ORDINANCE FOR ALTERNATIVE CLAIMS PROCEDURE

It is hereby ordained by the Town Board of the Town of Plymouth, Rock County, Wisconsin, as follows:

Section 1. Authority: This ordinance is adopted pursuant to the authority granted town boards under s. 60.44(2), Wis. Stats. which allows for the adoption of an alternative claim 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 claims against the town not in excess of two hundred and fifty dollars (\$250.00).

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 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 applied or rendered in conformity with the authorization.
4. The claim appears to be a valid claim against the town.

After determining that the above 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. Stat. The treasurer shall then mail or deliver the completed check(s) to the appropriate parties.

The town clerk shall file with the town board a written list of claims approved pursuant to this ordinance.

Adopted this 14th day of February 2012.
Town of Plymouth Town Board

By: *Tony Harding*
Chairperson

Attest: *Susan Douglas*
Town Clerk

CERTIFICATE

I hereby certify that the above ordinance number 2012-02 was adopted by the Town Board of the Town of Plymouth on the 14th day of February 2012, and that on the 18th day of February 2012, a copy of the above ordinance was posted in the Town as follows:

Plymouth Town Hall
Hanover Post Office

Bass Creek Golf Club
Kenneth S. Wells American Legion Post 209

Susan Douglas
Susan Douglas, Town Clerk,
Town of Plymouth
Rock County, Wisconsin

Subscribed and sworn to before me
this 17 day of February 2012.

Meghan Ham
Notary Public, Rock County, Wisconsin
My Commission expires: 10/27/2013

