

**TOWN OF LEEDS  
COLUMBIA COUNTY, WISCONSIN**

**Ordinance No. 002 - 2019**

**AN ORDINANCE FOR ALTERNATIVE CLAIMS PROCEDURE**

The Town Board of the Town of Leeds, Columbia County, Wisconsin, does ordain as follows:

**Section 1. Authority:** This ordinance is adopted pursuant to the authority granted town boards under Wis. Stats. § 60.44(2), 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:** Payment may be made from the town treasury pursuant to this ordinance for claims against the town not in excess of Twenty-five thousand dollars (\$25,000) and are of a routine, periodic nature, namely: payroll, utilities, and government mandated fees and liabilities.

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

The town clerk may require submission of proof to determine compliance with the conditions under (1-4), prior to approval. For example, the clerk may require verification of quantity, quality, etc. by another town official.

After determining that the above conditions have been met, the clerk shall indicate approval of the claim by placing his/her signature on the bill or voucher. Upon approval of a bill or voucher under this procedure, the clerk shall prepare the payment through the use of money transfer technics, including direct deposit, electronic funds transfer, and automated clearing house methods as noted in Wis. § Stats. 66.0607(3m).

At least monthly, the town clerk shall file with the town board a written list of claims approved pursuant to this ordinance. This list shall include the date paid, name of claimant, purpose and amount and shall be incorporated in the approval of payment of bills.

**Section 4. Effective Date:** This ordinance shall become effective upon adoption and publication or posting, as provided by law, pursuant to Wis. § Stats. 60.80.

Adopted this 19th day of August 2019


TOWN OF LEEDS:

By:

  
Mark Frank, Town Chair

ATTEST:

BY:

  
Joan Olson, Town Clerk

VOTE:

Ayes: 3

Nays: 0

ORDINANCE PUBLISHED OR POSTED: August 29, 2019

ORDINANCE ADOPTED: August 19, 2019