

TOWN OF TROY
St. Croix County, Wisconsin

Ordinance No. 2018-01

Ordinance Authorizing Alternative Claims Procedures

SECTION I – TITLE AND PURPOSE

This ordinance is entitled the Town of Troy 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 Troy of St. Croix 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, namely: bills that are monthly or reoccurring which must be paid prior to a regular town board meeting to utilize a discount or to eliminate a penalty charge, such as payroll, credit card, utilities, fuel, training registrations, insurance, and tax payments to the county, school districts and technical colleges.

SECTION V - PROCEDURE

- A. 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/treasurer 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/treasurer 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.
 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/treasurer may require submission of proof to determine compliance with the conditions under subsection A. prior to approval. (For example, the clerk/treasurer 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/treasurer 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/treasurer shall make payments by electronic funds transfer, direct deposit, or prepare and sign a check and have it countersigned by the town chairperson, pursuant to s. 66.0607, Wis. Stats. The clerk/treasurer shall then mail or deliver the completed checks to the appropriate parties.
- D. At least monthly, the town clerk/treasurer 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.

SECTION VI – EFFECTIVE DATE

This ordinance is effective on publication or posting.

The town clerk/treasurer shall properly post or publish this ordinance as required under s. 60.80, Wis. Stats.

Adopted this 11th day of January, 2018.



Daniel Pearson, Town Chair

Date: 1-11-18

Attest:



Jennifer Clark, Town Clerk/Treasurer

Date: 1-11-18