the expedited procedure and present it to the town board. A sample ordinance is

ORDINANCE 4-2022

ORDINANCE FOR ALTERNATIVE CLAIMS PROCEDURE

It is hereby ordained by the Town Board of the Town of SCOTT, MONROE County, Wisconsin, as follows:

Section 1. Authority: This ordinance is adopted pursuant to the authority granted town boards under Wis. Stat. § 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: Payments may be made from the town treasury pursuant to this ordinance for claims against the town not in excess of $5,000.00 dollars ($5,000.00) or

Payments may be made from the town treasury pursuant to this ordinance for bills or vouchers that are of a routine nature, namely: _____ [list specific types of bills that may be paid using this procedure, e.g. payroll, utility charges, etc.].

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 or employee.

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. 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 Wis. Stat. § 66.0607. The treasurer shall then mail or deliver the completed checks to the appropriate parties.

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.

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

Date of Passage: 4-19-2022

Vote For: 3 Vote Against: 0 Not Voting: 0

Signed by: [signature] Date: 4-19-2022
Town Chairperson

Attest: Janey Van Wychen Date: 4-19-2022
Signature of Town Clerk