

**ORDINANCE NO: 46****AN ORDINANCE REGULATING PAYMENT OF BILLS**

The Town Board of the Town of Grand Rapids, Wisconsin, pursuant to § 60.44 (2) Wisconsin Statutes, does ordain as follows with regard to its Town Ordinances:

**46.1 Procedures**

- A. 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 Town 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 Town 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, and upon approval of a bill or voucher under this procedure, the Town Clerk shall prepare and sign a check and have it countersigned by the Town Treasurer pursuant to sec. 66.0607 Wis. Stats. The requirement therein for the Town Chairperson to countersign the check is hereby waived. The Town Treasurer shall then mail or deliver the completed check to the appropriate party. As required in sec. 66.0607 (3) Wis. Stats., a certified copy of this ordinance shall be filed with each public depository with which the Town deposits funds.

**46.2 Monthly Report of Claims**

The Town Clerk shall file with the Town Board, at least monthly, a list of claims approved, showing the date paid, name of claimant, purpose and amount.

**46.3 Bond Requirements**

Pursuant to secs. 60.31 (2) and 19.01 Wis. Stats., the Town shall provide a blanket bond from a surety company for the Town Clerk and Town Treasurer. The amount of such blanket bond shall not be less than \$50,000.

**This ordinance shall take effect from and after the date of its passage and publication as provided by law.**

**HISTORY**

<b>Declaration/Ordinance/Resolution No</b>	<b>Dated</b>
<b>RESOLUTION NO:</b> 2005-01	22-March-2005
2005-08	13-September-2005
2006-07	23-May-2006
2015-07	10- February-2015