

**Town of Riverview
Oconto County
State of Wisconsin
Chapter 34 – Alternate Claims Procedure**

It is hereby ordained by the Town Board of the Town of Riverview, Oconto 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 following normal approval processes but outside the normal time frame of check approvals at the Town Meeting. Under this plan, a bill received and deemed significant to pay immediately will require approvals from both the Chairperson and the Treasurer prior to ACH submission from the Clerk. A copy of the bill will be scanned and emailed to both the Chair and the Treasurer requesting their approval to pay. Once approvals are received they will be printed and attached to the bill and voucher and set aside for next month's payment summary report to the full Board. Payments could also be established for Regular ACH payments, such as payroll or to specific entities as approved by the Board. These payments will be processed as part of the regular board review process. Note that processed ACH payments will take 2 days to be received by the recipient.

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 s. 66.0607, Wis. Stat. 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

Alternate payments may be made by ACH, per the request of the vendor and approval of the Chairperson. The claim will process as stated above with the ACH date noted on the Voucher. Signed approvals of the Chairperson, Treasurer and Clerk are required on the ACH voucher.

Section 5

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

Signed by:  Date: 12/13/2023
Jim Zittlow - Town Chairperson

Attest:  Date: 12/12/2023
Beth Hartman - Town Clerk