

TOWN OF MUKWA ORDINANCE 11-03
ALTERNATIVE PROCEDURE
**FOR APPROVING FINANCIAL CLAIMS/
FINANCIAL BOOK/ANNUAL FINANCIAL STATEMENT**

The Town Board of Supervisors of the Town of Mukwa, Waupaca County, does ordain as follows:

SECTION I - STATUTORY AUTHORITY

Pursuant to Sec. 60.44(2) Wis. Stats. the Mukwa Town Board hereby elects to use the alternative procedure for approving financial claims against the town.

SECTION II – EXPENDITURE OF FUNDS

The Town Board of the Town of Mukwa shall not authorize money to be drawn from the treasury of the Town of Mukwa nor shall the Town Board of the Town of Mukwa incur any obligation for the Town of Mukwa for the expenditure of money except as these expenditures or obligations that are made pursuant to any revised annual budget appropriations. Any unencumbered budget balance of the authorized appropriations shall revert to the general fund and shall be subject to re-appropriation by the Town Board of the Town of Mukwa. No order for payment may be issued in excess of funds available or appropriated for the purpose for which the order is drawn. Designated funds will be carried over to the following year.

SECTION III – CLAIMS AND PAYMENTS

Claims Procedure

1. The Mukwa Town Clerk shall receive a proper bill (voucher) for goods or service received by the municipality.
2. Payment may then be made from the Mukwa Town treasury after all of the following conditions have been complied with:
 - a. That funds are available for the claim, pursuant to the budget approved by the governing body.
 - b. The proper official, department head or board or commission has duly authorized the item or service covered by the claim.
 - c. That the item or service has been actually supplied or rendered in conformity with the authorization described in par. (b).
 - d. That the claim is just and valid pursuant to law. The clerk shall require the submission of proof to support the claim as considered necessary.
3. Any bill and or voucher not in excess of five hundred dollars (\$500.00) may be disbursed by the Town Treasurer of the Town of Mukwa without approval of the Town Board of the Town of Mukwa if the Town Clerk of the Town of Mukwa reviews and approves in writing each bill or voucher as a proper charge against the Town of Mukwa Treasury and after the Town Clerk of the Town of Mukwa determines a, b, c, and d of the above have been met.

4. The Town Chair of the Town of Mukwa shall arrange any appropriate and necessary meeting of the Town Board of the Town of Mukwa for actions to allow or disallow any claim and shall meet to approve all claims on a monthly basis.

5. Town Board shall require that the clerk file with the governing body not less than each month a list of the claims approved, showing the date paid, name of claimant, purpose and amount.

6. The Town Treasurer of the Town of Mukwa shall make disbursements from the Town of Mukwa Treasury upon receipt of the approved voucher and upon the written order of the Town Clerk of the Town of Mukwa for payment. Any disbursement of the Town of Mukwa funds shall be by check. All checks shall be signed first by the Mukwa Town Clerk, Mukwa Town Chair and Mukwa Town Treasurer. The Mukwa Town Treasurer shall disburse all checks. If the Mukwa Town Chair is incapacitated, a supervisor may sign in his/her place, if his/her signature is on file at the Town of Mukwa banking institution. When escrow checks are received, and the amount is more than the taxes owed, the difference will be disbursed or returned to the taxpayer within five business days. Checks will be disbursed from the Town of Mukwa regular checking account and signed by the Clerk, Chair and Treasurer.

SECTION IV – FINANCIAL BOOK/ANNUAL FINANCIAL STATEMENT

The Mukwa Town Clerk shall prepare a detailed annual report of the financial condition of the Town of Mukwa. This shall be approved by the Mukwa Town Board and handed out at the annual Town meeting. In addition, the Town Clerk of the Town of Mukwa shall maintain a finance book, which shall contain a complete record of the finances of the Town of Mukwa. This book shall show the receipts, with date, amount and source of each receipt, disbursements, with the date, amount and object of the disbursement.

SECTION V - EFFECTIVE DATE

This ordinance shall take effect upon its passage and publication or posting as provided by law.

The foregoing ordinance was adopted at a regular meeting of the Mukwa Town Board of the Town of Mukwa on December 15, 2003.

Aye 3

Nay 0

Walter D. Heise
Walter Heise, Town Chairman

Michael Wundrock
Mike Wundrock, Supervisor #1

Neil Freeman
Neil Freeman, Supervisor #2

Code of Ordinance Published 12/5/03
 Posted at
 Northport Convenience Center 12/16/03
 Mukwa Town Hall 12/16/03
 Bean City Ballroom 12/16/03
 Adoption of Ordinance Published 12/19/03

TOWN OF MUKWA
AMENDMENT ONE TO ORDINANCE 11-03

**ALTERNATIVE PROCEDURE FOR APPROVING FINANCIAL CLAIMS/
FINANCIAL BOOK/ANNUAL FINANCIAL STATEMENT**

This Amendment to Ordinance 11-03; Section III – Claims & Payments; Number 6, is Adopted pursuant to Wisconsin State Statutes 60.44 (2) & 74.03 (2).

AN ORDINANCE OF THE TOWN OF MUKWA by its Supervisors, provided that the Town of Mukwa Code of Ordinances, BE AMENDED AS FOLLOWS:


6. The Town Treasurer of the Town of Mukwa shall make disbursements from the Town of Mukwa Treasury upon receipt of the approved voucher and upon the written order of the Town of Mukwa Clerk for payment. Any disbursement of the Town of Mukwa funds shall be by check. All checks shall be signed first by the Mukwa Town Clerk, Mukwa Town Chair and Mukwa Town Treasurer. The Mukwa Town Treasurer shall disburse all checks. If the Mukwa Town Chair is incapacitated, Town Supervisor I may sign in her/her place, if his/her signature is on file at the Town of Mukwa banking institution. When escrow checks are received, and the amount is more than the taxes owed, the difference will be disbursed or returned to the taxpayer within fifteen (15) business days pursuant to Wisconsin Statute 74.03 (2). Checks will be disbursed from the Town of Mukwa regular checking account and signed by the Clerk, Chair and Treasurer.

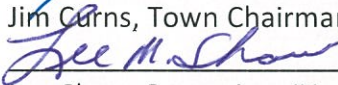
Effective Date: Amendment Number One to Ordinance 11-03 shall take effect upon passage by the Town Board of the Town of Mukwa, Waupaca County, Wisconsin, and publication according to law.


The foregoing Amendment to Ordinance 11-03 was adopted at a regular meeting held on the 8th day of August, 2017.

Aye 3

No 0



Jim Curns, Town Chairman


Lee Shaw, Supervisor #1


Matt Manske, Supervisor #2

ATTEST:

I hereby certify that this is a true copy of an Amendment to Ordinance 11-03 adopted by the Town Board on the 8th day of August, 2017.



Jeannette Zielinski, Municipal Clerk

Code of Ordinance Published: 07/20/17
Posted at: Northport Convenience Center: 08/08/17
 Bean City Bar & Grill: 08/09/17
 Mukwa Town Hall: 08/08/17
Adoption of Ordinance Published: 08/10/17
www.mukwa.us