

**ORDINANCE
PRE-AUTHORIZE BILL PAYMENT
FOR FINANCIAL CLAIMS**

Whereas,

The Town of Smelser has one meeting date per month to present vouchers and bills for payment by the town treasury, and the bills received for monthly services provided to the town often arrive after the meeting date each month, and the item or service covered by the bill or voucher has been duly authorized by the board, and the item or service covered by the bill or voucher has been supplied or rendered in conformity with the authorization, and the claim appears to be valid claim against the town, and delay of payment could cause a penalty fee.

Included is a monthly payroll advance payment made to Town of Smelser Highway Maintenance Employee. The amount is not to exceed \$1001.00.

After determining that the conditions have been met, the clerk 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 shall prepare and sign a check and have it countersigned by the town treasurer and the town chairperson, pursuant to s. 66.0607, Wis. stats. The treasurer shall then mail or deliver the completed checks to the appropriate parties.

SECTION 1. STATEMENT OF PURPOSE

The purpose and intent of this ordinance is to establish a method to pay monthly vouchers and bills in a timely manner to avoid added penalty of charge for late payment.

EFFECTIVE DATE:

The effective date of this ordinance shall be

*adopted 11-12-2015
November 13, 2015*

Town of Smelser

BY

Pat Klar
Pat Klar, Chair

Ken Runde
Ken Runde, Supr.

Kim Kieler, Clerk
Kim Kieler, Clerk

Gregory Brandt
Gregory Brandt, Supr.