

Repeal of Section 5.5 of the Town of Brooklyn Ordinance, Authorized Access to Financial Systems, Records and Instruments, adopted by the Town Board on February 9, 2015;

Repeal of Town of Brooklyn Ordinance 5.6, Authorized Check Signers/Endorsements & Check Signing/Endorsement Authority, adopted by the Town Board on March 9, 2015; and,

Repeal and Recreation of Town of Brooklyn Ordinance 5.7, Alternate Claims Procedure, adopted by the Town Board on March 24, 2015.

The Town Board of the Town of Brooklyn do ordain that Sections 5.5 and 5.6 of the Town of Brooklyn Ordinances, adopted February 9, 2015 March 9, 2015, respectively, are hereby repealed in their entirety, and Section 5.7 of the Town of Brooklyn Ordinances, as adopted March 24, 2015 is hereby repealed and recreated to read as follows:

Section 5.7. Processing of Claims and Management of Financial Systems, Records and Instruments

(1) **Purpose and Scope.** The purpose of this ordinance is to establish a method of processing and satisfying claims made against the Township in the nature of bills or vouchers, and to establish a manner of managing the Townships financial systems, records and instruments that establishes and preserves a separation of duties and promotes oversight and efficiency.

(2) **Authority.** This ordinance was adopted by a majority of the Town Board with a quorum present, pursuant to the authority granted it by Section 60.44, Wis. Statutes, by a voice vote and upon proper notice having been given.

(3) **Processing of Claims.** Financial claims against the town in the nature of bills and vouchers shall be paid only after the following have occurred:

a. The town clerk shall provide first review of any financial claim in the nature of a bill or voucher that is submitted to the town for payment, and then approve the same in writing as a proper charge against the treasury after having determined that:

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.

b. The town clerk may require submission of proof to determine compliance with the conditions under par. (a)1 to 4.

c. The town clerk shall issue a signed order for payment of each approved claim to the town board for its consideration. An order for payment may take the form of a signed town check made payable to the claimant and in an amount not exceeding the claim, or a written schedule of each approved claim requiring payment, including the name of the claimant, the amount of the claim, and the basis for the claim, signed by the clerk and directing that payment be made. After consideration, the town board shall authorize the withdrawal from the treasury sufficient funds to pay each approved claim.

d. The town clerk shall thereafter draft and sign a town check for each approved claim and submit those to the town chair for independent review, approval and counter-signature. The town chairperson shall then submit to the town treasurer each counter-signed check, along with copies of each approved claim and any materials necessary for the treasurer's final review, approval and signature.

4. **Payment of Claims.** After all approvals required by Section 5.5(3) have been secured, the town treasurer shall countersign each town check and disburse the same. Only the town treasurer shall have authority to disburse funds from the treasury.

5. **Summary of Claims Paid.** The town clerk shall file with the town board at least monthly a list of all claims approved since the last summary, showing the date paid, name of claimant, purpose and amount.

6. **Monthly Bank Statements and Electronic Bank Records.**

a. Monthly bank statements shall be addressed and mailed to the attention of the town treasurer. If the town elects to receive monthly bank statements in electronic form or to access those directly from the banking institutions website, e-mailed notice of their availability shall be sent directly to the town treasurer. Upon receipt of the bank statements or electronic notice of their availability, the town treasurer shall conduct first review of the statements and reconcile all town accounts before delivering printed copies of the unaltered statements to the town clerk for filing.

b. Direct electronic or online access to town accounts shall be restricted to the town treasurer. The town clerk may receive information regarding town accounts from banking institutions only if the information requested was reflected on a monthly account statement previously issued directly to the town treasurer.

7. **Deputy Treasurer.** The town board may designate a deputy treasurer to handle the limited responsibilities of reviewing approved orders for payment, counter-signing checks, and disbursing funds when the treasurer is absent or otherwise unable to fulfill those responsibilities. Neither the town clerk nor the town chairperson may serve as deputy treasurer.

Adopted this 8th day of August, 2016 .

Signature of Town Chair: 

Attested by Town Clerk: 

Posted on 8-11-16 at all four posting locations and on the town website:
www.townofbrooklyn.org directly following the town board meeting.