

Town of West Bend  
Ordinance # 2019-04

ORDINANCE TO REPEAL AND RECREATE PART OF CHAPTER 1 OF THE MUNICIPAL CODE RELATING TO GENERAL GOVERNMENT CODE AND CHAPTER 3 OF THE MUNICIPAL CODE RELATING TO FINANCE AND TAXATION.

THE TOWN BOARD OF THE TOWN OF WEST BEND, WASHINGTON COUNTY, WISCONSIN DO ORDAIN AS FOLLOWS:

A section of Town Code to remove and replace General Government Code Section 1.05 Purchasing Procedures, and Finance and Taxation Sections 3.04 Claims and 3.05 Purchasing Procedures in their entirety as follows:

PUBLIC DEPOSITORIES 1.50 - WITHDRAWEL OR DISBURSEMENT FROM LOCAL TREASURY

All disbursement of town funds shall be by check and/or electronic funds transfer from approved Town Public Depositories pursuant to Town Code Section 3.08 and SS34.05.

Said disbursements are issued by the elected or appointed Treasurer upon the Treasurer having established that funds for the purchase have been included within the currently approved budget; the purchase and receipt of the product or service has been confirmed by a member of town management outside of the Treasury function; and that adequate funds are available to complete the disbursement.

A list of all disbursements issued within the month, providing the dollar amount of each disbursement, check number, vendor name, general ledger account charged, purpose of disbursement, along with all supporting documents (i.e.: invoices; contracts etc.) is submitted to the Town Chairman, or in the Chairman's absence the Assistant Town Chairman, on or before the fifth working day of the subsequent month for review and audit. That list as audited and approved is submitted to the full board of Supervisors as the Treasurers report within the subsequent regularly scheduled meeting of the Board of Supervisors. The Treasurer is to address any and all questions raised by any Board member within that meeting.

Reference Wisconsin Statutes 66.0607(1)

Section 2. This ordinance shall take effect upon passage and posting as provided by law.

PASSED AND ADOPTED by the Town Board of the Town of West Bend, Washington County, Wisconsin this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

ATTEST:

\_\_\_\_\_  
Julie Ihlenfeld, Clerk

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Jim Heipp, Chairman

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Jeff Geib, Supervisor

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Troy Zagel, Supervisor