

## **Ordinance 3.04 Claims (R77.3)**

THE VILLAGE BOARD OF THE VILLAGE OF PARK RIDGE ORDAINS AS FOLLOWS:

### **Section I. FINANCIAL CLAIMS**

Except as provided by Section 62.25(1) Wisconsin Statutes, financial claims against the Village are to be presented first to the Village Clerk for audit and approval. If so approved the Clerk shall endorse his approval thereon after having determined that the following conditions have been complied with:

1. That funds are available therefore pursuant to the budget adopted by the Village Board.
2. That the item or service covered by the claim has been duly authorized by the proper board member or department head.
3. That the item or service has been actually supplied or rendered in conformity with such authorization.
4. That the claim is just and valid pursuant to law. The clerk may require such proof and evidence to support the claim as in his discretion he may deem necessary.

### **Section II. SUBMISSION OF CLAIMS**

The Village Clerk shall submit approved claims to the Village Treasurer for payment. The Treasurer is authorized to draw an order upon the appropriate officially designated depository. The signature of the Treasurer shall be sufficient authority to the designated depository to honor such orders.

### **Section III. OFFICIAL DEPOSITORIES**

Official depositories may be designated only by action of the Village Board. Village Board resolutions designating depositories shall extend authority to such depositories to have order checks signed by the Village Treasurer without countersignature by either the President, Clerk or any other village official.

### **Section IV. LIST OF CLAIMS**

Not less than monthly the Clerk shall file a list of the claims approved with the Village Board, showing the date paid, name of claimant, purpose and amount.

### **Section V. ANNUAL AUDIT**

The Village President shall be responsible for arranging an annual detailed audit of the financial transactions and accounts of the Village by a licensed public accountant designated by the Board.

### **Section VI. EFFECTIVE DATE**

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

Passed and adopted by the Village Board of the Village of Park Ridge on this first day of January, 1996.