

**Chapter 3.12  
Financial Claims**

**Sections:**

- 3.12.010 Alternative system of approving claims.**
- 3.12.020 List of claims.**
- 3.12.030 Fidelity bond.**
- 3.12.040 Annual detailed audit.**

**3.12.010 Alternative system of approving claims.**

Financial claims against the village treasury, other than claims subject to s. 893.80, shall be paid after the village clerk audits and approves each claim as a proper charge against the treasury, and endorses his or her approval on the claim after having determined that all of the following conditions have been met:

A. That funds are available for the claim pursuant to the budget approved by the village board.

B. That the item or service covered by the claim has been duly authorized by the proper official, department head, or committee or commission chairperson.

C. That the item or service has been actually supplied or rendered in conformity with the authorization described above.

D. That the claim is just and valid pursuant to law. The clerk may require the submission of proof to support the claim as he or she considers necessary.

E. The claim procedure required by ss. 61.25(6), 61.51, and other relevant provisions, except s. 893.80, are not applicable.

**3.12.020 List of claims.**

The clerk shall file with the village board, not less than monthly, a list of approved claims showing the date paid, name of the claimant, purpose, and amount.

**3.12.030 Fidelity bond.**

The clerk shall be covered by a fidelity bond of not less than \$5,000.

**3.12.040 Annual detailed audit.**

The village board shall obtain an annual detailed audit of its financial transactions and accounts by a public accountant licensed under Chapter 442 of Wisconsin State Statutes and designated by the village board.

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