

**TOWN OF OXFORD**  
**ORDINANCE NUMBER 39**  
**CANCEL UNREDEEMED CHECKS ISSUED BY TOWN TREASURER**

A SOLE ORDINANCE TO REGULATE THE PROCEDURE FOR HANDLING UNCASHED  
CHECKS

The Town Board of the Town of Oxford do ordain as follows:

Section I. **Applicability and Enforcement**

The Town Treasurer, as part of his/her duties, issues checks to individuals and entities doing business with the Town of Oxford.

The Town Treasurer has compiled a list of those checks which have been issued in each current fiscal year, but have not been cashed by the recipients.

Per Section 59.64(4)(e) of the Wisconsin State Statutes, that a list of all uncashed checks issued by the Town of Oxford be prepared and presented to the Town Board before the orders may be cancelled.

It shall be the policy of the Town of Oxford that any uncashed checks issued by the Town of Oxford Treasurer, not cashed within 6 months of issuance, will be declared null and void.

The Town Board of the Town of Oxford does hereby ordain that, pursuant to 59.64(4)(e) of the Wisconsin State Statutes, the list of uncashed checks issued by the Town Treasurer to individuals and entities identified by the Town Treasurer and Town Clerk, shall be entered at length on the fiscal records and minutes of the Town Board and said list shall be filed in the office of the Town Clerk and Town Treasurer.

The Town Board of the Town of Oxford does also ordain that the uncashed checks that were issued to any individual or entity shall be canceled and destroyed and the Town Treasurer shall place these monies in the unclaimed funds account and any check issued under one dollar (\$1.00) become part of the general fund. Checks issued over one dollar (\$1.00) issued to any individual or entity shall have 6 years from the date of the original check to request to have a new check issued for the amount of the original, without interest.

Section II. **Posting Requirements**

The Town of Oxford shall post a copy of this ordinance at the Town Hall and on the Town's website after adoption by the Town Board, in accordance with State of Wisconsin legal posting requirements.

Section III. **Effective Date**

This ordinance will become effective upon passage and the day after posting.

Passed this 13<sup>th</sup> day of December, 2016

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Keith Wohlfert, Chairman

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Greg Goodhue, Supervisor

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Stephen Klump, Supervisor

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Mary P. Walters, Clerk