

AUDIT COMMITTEE MEETING MINUTES
FEBRUARY 17, 2016

AUDIT COMMITTEE MEMBERS PRESENT: Shaw, Armstrong, Idleman, Gang, Moore, Skellie, Hogan

AUDIT COMMITTEE MEMBERS ABSENT: None

Debra Prehoda, Clerk

Stacey Benson-Doty, Sr. Audit Clerk

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Approval of Minutes – January 13, 2016
- 3) Audit Monthly Bills
- 4) Other Business
- 5) Adjournment

Chairman Shaw called the meeting to order at 9:00 A.M.

Chairman Shaw stated all committee members received the orientation packet for the Audit Committee; information on the audit process:

Check Points for Vouchers
Voucher Processing & Dates Due 2016
Washington County Voucher Policy
Washington County Procurement Policy
Washington County Procurement Card
Washington County Travel Policy
Policy Governing Promotional Materials

Chairman Shaw provided an overview of the audit information.

Stale Voucher - Consideration of a stale voucher payable to Comprehensive MRI of New York in the amount of \$331.29 for medical testing services provided to a jail inmate on October 15, 2014. The Sheriff's Department experienced difficulty in getting the proper paperwork to process payment in a timely manner. The services were provided and payment is due. A motion to approve payment of stale voucher from October 2014 submitted by the Sheriff's department in the amount of \$331.29 payable to Comprehensive MRI of New York was moved by Mr. Gang, seconded by Mr. Moore and adopted.

A motion to accept minutes of the January 13, 2016 Audit Committee meeting was moved by Mr. Gang, seconded by Mr. Skellie and adopted.

The committee proceeded with auditing the bills.

The committee reconvened.

Vouchers: Stacey Benson-Doty, Sr. Audit Clerk, addressed the following items with the committee:

- Salt Vouchers - advised the committee that the Department of Public Works had just submitted two additional salt vouchers for payment in the February Audit. Approved processing the two additional salt vouchers to avoid future delivery issues.
- Sales Tax – The District Attorney's Office submitted a voucher that included sales tax in the amount of \$4.13 regarding an emergency purchase by an Assistant District Attorney for an external hard drive needed to provide evidence relating to a trial. The County does not pay sales tax therefore the department was advised, the sales tax was removed and reimbursement processed.

A motion to pay all bills as audited was moved by Mr. Gang, seconded by Mr. Moore and adopted.

OTHER BUSINESS:

Monthly audit report was distributed, attached.

A motion to adjourn was moved by Mr. Moore, seconded by Mr. Skellie and adopted. The meeting adjourned at 10:08 A.M.

Respectfully submitted,

*Debra Prehoda, Clerk
Washington County Board of Supervisors*

Department	Submitted	Dollars	Department	Submitted	Dollars	Department	Submitted	Dollars
February	2016		January	2016		February	2015	
1010 Legislative Board	4	\$386.10	1010 Legislative Board	0	\$0.00	1010 Legislative Board	3	\$315.45
1040 Clerk of the Board	19	\$1,512.42	1040 Clerk of the Board	4	\$797.54	1040 Clerk of the Board	12	\$830.37
1165 District Attorney	6	\$2,614.96	1165 District Attorney	2	\$272.56	1165 District Attorney	8	\$3,093.56
1170 Public Defender	8	\$1,802.52	1170 Public Defender	10	\$10,090.60	1170 Public Defender	164	\$62,114.55
1171 Assigned Council	184	\$52,402.23	1171 Assigned Council	80	\$41,682.18	1171 Assigned Council	24	\$2,191.65
1185 Medical Examiner & Coroner	14	\$5,998.10	1185 Medical Examiner & Coroner	8	\$3,656.16	1185 Medical Examiner & Coroner	12	\$6,426.90
1190 Grand Jury	14	\$3,008.00	1190 Grand Jury	3	\$768.05	1190 Grand Jury	6	\$1,138.20
1230 County Administrator	8	\$11,396.84	1230 County Administrator	5	\$21,292.14	1230 County Administrator	4	\$3,725.46
1325 Treasurer	17	\$5,036.67	1325 Treasurer	5	\$1,454.19	1325 Treasurer	4	\$2,689.18
1355 Real Property Tax Service	4	\$519.23	1355 Real Property Tax Service	7	\$1,950.31	1340 Budget Officer	0	\$0.00
1362 Tax Advertising/Expense	1	\$595.00	1362 Tax Advertising/Expense	1	\$1,255.00	1355 Real Property Tax Service	8	\$5,771.50
1364 Expense - Tax Sale	0	\$0.00	1364 Expense - Tax Sale	1	\$100.00	1362 Tax Advertising/Expense	1	\$540.00
1410 COUNTY Clerk	8	\$3,411.85	1410 County Clerk	8	\$2,320.98	1364 Expense - Tax Sale	0	\$0.00
1420 County Attorney (Law)	6	\$879.88	1420 County Attorney (Law)	3	\$681.73	1410 County Clerk	5	\$3,360.26
1430 Personnel	2	\$6,724.66	1430 Personnel	0	\$0.00	1420 County Attorney (Law)	6	\$1,902.28
1450 Board of Elections	2	\$20.00	1450 Board of Elections	4	\$31,110.13	1430 Personnel	2	\$127.92
1490 Dept. of Public Works	2	\$964.96	1490 Dept. of Public Works	1	\$20.50	1450 Board of Elections	1	\$140.00
1620 Building & Grounds	54	\$39,774.57	1620 Building & Grounds	32	\$23,313.84	1490 Dept. of Public Works	0	\$0.00
1650 Central Communications	1	\$839.40	1650 Central Communications	0	\$0.00	1620 Building & Grounds	43	\$46,559.89
1660 Stock Room	10	\$1,792.41	1660 Stock Room	7	\$930.44	1650 Central Communications	0	\$0.00
1670 Central Mail	0	\$0.00	1670 Central Mail	0	\$0.00	1660 Stock Room	7	\$1,593.93
1680 Central Data Processing	17	\$28,480.26	1680 Central Data Processing	24	\$18,688.07	1670 Central Mail	0	\$0.00
1910 Unallocable Insurance	7	\$409,007.15	1910 Unallocable Insurance	0	\$0.00	1680 Central Data Processing	12	\$18,192.90
1950 TAXES COUNTY PROPERT	0	\$0.00	1950 TAXES COUNTY PROPERT	3	\$34,822.82	1910 Unallocable Insurance	7	\$384,364.28
2490 Community College	6	\$2,704.68	2490 Community College	2	\$376.70	2490 Community College	10	\$3,216.35
3010 Traffic Safety Board	1	\$75.00	3010 Traffic Safety Board	0	\$0.00	3010 Traffic Safety Board	1	\$75.00
3110 Sheriff	37	\$12,744.52	3110 Sheriff	16	\$7,363.61	3110 Sheriff	48	\$74,231.25
3140 Probation	6	\$1,797.69	3140 Probation	5	\$780.63	3140 Probation	5	\$4,616.84
3150 Jail	86	\$86,891.22	3150 Jail	35	\$48,942.36	3150 Jail	89	\$81,373.42
3315 Special Traffic	6	\$20,105.79	3315 Special Traffic	4	\$11,048.18	3315 Special Traffic	2	\$2,288.21
3410 Fire Bureau	0	\$0.00	3410 Fire Bureau	0	\$0.00	3410 Fire Bureau	1	\$152.89
3620 Code Enforcement	5	\$636.00	3620 Code Enforcement	0	\$0.00	3620 Code Enforcement	1	\$160.00
3625 EMS	1	\$923.23	3625 EMS	0	\$0.00	3625 EMS	0	\$0.00
3640 Emergency Services	21	\$66,275.16	3640 Emergency Services	21	\$26,189.29	3640 Emergency Services	3	\$4,876.35
4000 Public Health	27	\$26,828.91	4000 Public Health	15	\$10,009.66	4000 Public Health	46	\$42,023.41
4010/Home Care	0	\$0.00	4010/Home Care	0	\$0.00	4010/Home Care	0	\$0.00
4054/CSWN/EI	56	\$238,600.37	4054/CSWN/EI	49	\$169,478.64	4054/CSWN/EI	41	\$144,598.35
4082 WIC	10	\$2,062.21	4082 WIC	8	\$1,133.17	4082 WIC	9	\$2,213.11
4310 Mental Health	4	\$3,698.00	4310 Mental Health	0	\$0.00	4310 Mental Health	4	\$3,444.00
6010 Social Services/Aging	92	\$140,913.94	6010 Social Services/Aging	51	\$58,543.98	6010 Social Services/Aging	76	\$95,063.86
6020 Enterprise Legacy	2	\$3,705.00	6020 Enterprise Legacy	0	\$0.00	6020 Enterprise Legacy	0	\$0.00
6310 Economic Opportunities	0	\$0.00	6310 Economic Opportunities	2	\$15,000.00	6310 Economic Opportunities	0	\$0.00

Department	Submitted	Dollars	Department	Submitted	Dollars	Department	Submitted	Dollars
6410 Economic Development	0	\$0.00	6410 Economic Development	0	\$0.00	6410 ECONOMIC Development	0	\$0.00
6411 Publicity - I Love NY	7	\$2,737.63	6411 Publicity - I Love NY	5	\$2,514.00	6411 Publicity - I Love NY	7	\$6,346.55
6510 Veterans	7	\$637.82	6510 Veterans	1	\$181.11	6510 Veterans	4	\$167.39
6610 Sealer of Weights & Measurer	1	\$25.00	6610 Sealer of Weights & Measurer	0	\$0.00	6610 Sealer of Weights & Measurer	1	\$25.00
7110 Huletts Park	0	\$0.00	7110 Huletts Park	0	\$0.00	7110 Huletts Park	1	\$175.00
7111 Lauderdale Park	0	\$0.00	7111 Lauderdale Park	0	\$0.00	7111 Lauderdale Park	0	\$0.00
7120 Snowmobile Trail Fund	0	\$0.00	7120 Snowmobile Trail Fund	0	\$0.00	7120 Snowmobile Trail Fund	0	\$0.00
7310 Youth Bureau	5	\$38,098.83	7310 Youth Bureau	13	\$57,217.42	7310 Youth Bureau	13	\$3,723.73
7510 Historian	0	\$0.00	7510 Historian	0	\$0.00	7510 Historian	2	\$299.51
8020 Planning	3	\$444.64	8020 Planning	5	\$27,911.65	8020 Planning	4	\$820.94
9999 Pooled/Unallocable	1	\$1,894.00	9999 Pooled/Unallocable	8	\$2,754.86	9999 Pooled/Unallocable	1	\$1,838.50
Fund Total	772	\$1,228,966.85	Fund Total	448	\$634,652.50	Fund Total	698	\$1,016,807.94
Capital Construction	8	\$183,422.64	ACC Construction	0	\$0.00	ACC Construction	2	\$2,745.00
Car Pool	25	\$43,565.86	Capital Construction	5	\$20,412.86	Capital Construction	10	\$182,077.99
County Road	27	\$285,978.30	Car Pool	8	\$1,273.21	Car Pool	15	\$24,104.17
County Road Machinery	179	\$230,389.48	Community Development	0	\$0.00	Community Development	0	\$0.00
Sewer District No. 1	4	\$10,237.09	County Road	40	\$277,890.83	County Road	45	\$485,657.63
Sewer District No. 2	57	\$63,012.97	County Road Machinery	113	\$129,901.90	County Road Machinery	165	\$226,561.68
Solid Waste Management	3	\$5,314.61	Sewer District No. 1	2	\$18,195.32	Pleasant Valley	1	\$544.79
Workers Compensation	3	\$131,679.75	Sewer District No. 2	33	\$10,030.73	Sewer District No. 1	1	\$2,000.00
Fund Total	306	\$953,600.70	Solid Waste Management	0	\$0.00	Sewer District No. 2	50	\$60,561.43
Total Of All Funds	1078	\$2,182,567.55	Workers Compensation	0	\$0.00	Solid Waste Management	5	\$5,390.56
			Fund Total	201	\$457,704.85	Workers Compensation	3	\$125,925.75
			Total Of All Funds	649	\$1,092,357.35	Fund Total	297	\$1,115,569.00
						Total Of All Funds	995	\$2,132,376.94

Washington County Board of Supervisors Special Audit Monthly Report

Year	Month	Fund	Type	Submitted	Reason	Amount
Dept No.	Dept Name					
2016						
February						
General Fund						
1165	District Attorney			1		\$78.70
1620	Building & Grounds			18		\$14,263.24
1650	Central Communications			2		\$2,883.20
1670	Central Mail			2		\$10,776.54
1680	Central Data Processing			1		\$23.60
3140	Probation			2		\$40.01
3150	Jail			6		\$12,309.76
3640	Emergency Services			4		\$2,519.47
4000	Public Health			4		\$559.33
4082	WIC			3		\$128.60
6010	Social Services/Aging			1		\$64.02
6510	Veterans			1		\$40.30
7110	Hulett's Park			1		\$21.02
7111	Lauderdale Park			1		\$21.02
8020	Planning			1		\$52.33
Fund Total						\$43,781.14
Car Pool						
5135				3		\$1,249.53
Fund Total						\$1,249.53
County Road Machinery						
5130				15		\$4,826.41
Fund Total						\$4,826.41
Sewer District No. 1						
8131				1		\$45.86
Fund Total						\$45.86
Sewer District No. 2						
8110				4		\$12,811.35
Fund Total						\$12,811.35
Total						\$62,714.29