

AUDIT COMMITTEE MEETING MINUTES
MARCH 16, 2016

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

AUDIT COMMITTEE MEMBERS ABSENT: None

Debra Prehoda, Clerk
Public

Stacey Benson-Doty, Sr. Audit Clerk

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Approval of Minutes – February 17, 2016
- 3) Audit Monthly Bills
- 4) Other Business
- 5) Adjournment

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

A motion to accept minutes of the February 17, 2016 Audit Committee meeting was moved by Mr. Moore, seconded by Ms. Idleman and adopted.

Stale Voucher – Public Works submitted a voucher payable to Opus Inspection for services provided in 2013, test authorization on initial startup, in the amount of \$17.44. During a recent upgrade to the service it was determined that there was an outstanding payment due. Public Works have no record of ever receiving the original invoice but have reviewed and determined the charges are due. A motion to authorize payment of stale voucher in the amount of \$17.44 to Opus Inspection for services provided to Public Works in December 2013 was moved by Ms. Idleman, seconded by Mr. Armstrong and adopted.

The committee proceeded with auditing the bills.

The committee reconvened.

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.

Coroners Pagers –The Sr. Audit Clerk stated there is a bill for Coroners pagers that is processed monthly through audit and it has come to her attention that no one knows for sure if the Coroners are using the pagers so the matter was brought to the attention of the Secretary to the County Administrator because they process the bill for payment.

A motion to adjourn was moved by Ms. Idleman, seconded by Mr. Hogan and adopted. The meeting adjourned at 10 A.M.

Respectfully submitted,

*Debra Prehoda, Clerk
Washington County Board of Supervisors*

Department	Submitted	Dollars	Department	Submitted	Dollars	Department	Submitted	Dollars
March	2016		February	2016		March	2015	
1010 Legislative Board	3	\$787.60	1010 Legislative Board	4	\$386.10	1010 Legislative Board	0	\$0.00
1040 Clerk of the Board	4	\$309.83	1040 Clerk of the Board	19	\$1,512.42	1040 Clerk of the Board	2	\$156.50
1165 District Attorney	10	\$2,487.76	1165 District Attorney	6	\$2,614.96	1165 District Attorney	1	\$220.58
1170 Public Defender	10	\$12,231.03	1170 Public Defender	8	\$1,802.52	1170 Public Defender	61	\$31,468.76
1171 Assigned Council	130	\$54,992.66	1171 Assigned Council	184	\$52,402.23	1171 Assigned Council	31	\$4,074.33
1185 Medical Examiner & Coroner	12	\$11,521.78	1185 Medical Examiner & Coroner	14	\$5,998.10	1185 Medical Examiner & Coroner	5	\$3,160.90
1190 Grand Jury	10	\$1,656.70	1190 Grand Jury	14	\$3,008.00	1190 Grand Jury	7	\$1,281.60
1230 County Administrator	4	\$3,621.79	1230 County Administrator	8	\$11,396.84	1230 County Administrator	3	\$3,616.17
1325 Treasurer	8	\$19,964.16	1325 Treasurer	17	\$5,036.67	1325 Treasurer	11	\$19,459.73
1355 Real Property Tax Service	2	\$412.25	1355 Real Property Tax Service	4	\$519.23	1340 Budget Officer	0	\$0.00
1362 Tax Advertising/Expense	1	\$515.00	1362 Tax Advertising/Expense	1	\$595.00	1355 Real Property Tax Service	5	\$1,804.95
1364 Expense - Tax Sale	2	\$209.40	1364 Expense - Tax Sale	0	\$0.00	1362 Tax Advertising/Expense	1	\$610.00
1410 County Clerk	5	\$2,254.72	1410 COUNTY Clerk	8	\$3,411.85	1364 Expense - Tax Sale	0	\$0.00
1420 County Attorney (Law)	7	\$4,206.00	1420 County Attorney (Law)	6	\$879.88	1410 County Clerk	7	\$5,823.62
1430 Personnel	7	\$1,008.38	1430 Personnel	2	\$6,724.66	1420 County Attorney (Law)	3	\$5,455.84
1450 Board of Elections	1	\$140.00	1450 Board of Elections	2	\$20.00	1430 Personnel	2	\$66.87
1490 Dept. of Public Works	1	\$50.00	1490 Dept. of Public Works	2	\$964.96	1450 Board of Elections	3	\$1,458.72
1620 Building & Grounds	50	\$40,239.20	1620 Building & Grounds	54	\$39,774.57	1490 Dept. of Public Works	0	\$0.00
1650 Central Communications	1	\$777.93	1650 Central Communications	1	\$839.40	1620 Building & Grounds	27	\$15,865.04
1660 Stock Room	11	\$2,184.43	1660 Stock Room	10	\$1,792.41	1650 Central Communications	0	\$0.00
1670 Central Mail	0	\$0.00	1670 Central Mail	0	\$0.00	1660 Stock Room	14	\$1,874.40
1680 Central Data Processing	12	\$25,406.41	1680 Central Data Processing	17	\$28,480.26	1670 Central Mail	0	\$0.00
1910 Unallocable Insurance	0	\$0.00	1910 Unallocable Insurance	7	\$409,007.15	1680 Central Data Processing	16	\$15,493.61
1950 TAXES COUNTY PROPERT	0	\$0.00	1950 TAXES COUNTY PROPERT	0	\$0.00	1910 Unallocable Insurance	1	\$2,684.00
2490 Community College	20	\$142,611.26	2490 Community College	6	\$2,704.68	2490 Community College	24	\$167,435.87
3010 Traffic Safety Board	0	\$0.00	3010 Traffic Safety Board	1	\$75.00	3010 Traffic Safety Board	0	\$0.00
3110 Sheriff	32	\$12,903.84	3110 Sheriff	37	\$12,744.52	3110 Sheriff	51	\$20,970.82
3140 Probation	5	\$220.27	3140 Probation	6	\$1,797.69	3140 Probation	4	\$455.08
3150 Jail	60	\$78,625.47	3150 Jail	86	\$86,891.22	3150 Jail	88	\$62,581.63
3315 Special Traffic	1	\$2,287.05	3315 Special Traffic	6	\$20,105.79	3315 Special Traffic	0	\$0.00
3410 Fire Bureau	0	\$0.00	3410 Fire Bureau	0	\$0.00	3410 Fire Bureau	1	\$75.00
3620 Code Enforcement	0	\$0.00	3620 Code Enforcement	5	\$636.00	3620 Code Enforcement	1	\$300.00
3625 EMS	1	\$143.10	3625 EMS	1	\$923.23	3625 EMS	0	\$0.00
3640 Emergency Services	12	\$8,188.00	3640 Emergency Services	21	\$66,275.16	3640 Emergency Services	14	\$6,028.29
4000 Public Health	23	\$45,855.45	4000 Public Health	27	\$26,828.91	4000 Public Health	33	\$13,840.42
4010/Home Care	0	\$0.00	4010/Home Care	0	\$0.00	4010/Home Care	0	\$0.00
4054/CSWN/EI	37	\$179,649.90	4054/CSWN/EI	56	\$238,600.37	4054/CSWN/EI	53	\$253,712.64
4082 WIC	15	\$13,059.22	4082 WIC	10	\$2,062.21	4082 WIC	12	\$3,025.51
4310 Mental Health	1	\$980.00	4310 Mental Health	4	\$3,698.00	4310 Mental Health	0	\$0.00
6010 Social Services/Aging	59	\$62,148.47	6010 Social Services/Aging	92	\$140,913.94	6010 Social Services/Aging	79	\$101,266.33
6020 Enterprise Legacy	0	\$0.00	6020 Enterprise Legacy	2	\$3,705.00	6020 Enterprise Legacy	1	\$195.00
6310 Economic Opportunities	0	\$0.00	6310 Economic Opportunities	0	\$0.00	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	2	\$438.00	6411 Publicity - I Love NY	7	\$2,737.63	6411 Publicity - I Love NY	10	\$12,065.71
6510 Veterans	2	\$623.24	6510 Veterans	7	\$637.82	6510 Veterans	2	\$690.00
6610 Sealer of Weights & Measurer	2	\$173.05	6610 Sealer of Weights & Measurer	1	\$25.00	6610 Sealer of Weights & Measurer	2	\$69.50
7110 Huletts Park	0	\$0.00	7110 Huletts Park	0	\$0.00	7110 Huletts Park	1	\$21.02
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	14	\$5,283.29	7310 Youth Bureau	5	\$38,098.83	7310 Youth Bureau	12	\$3,434.51
7510 Historian	0	\$0.00	7510 Historian	0	\$0.00	7510 Historian	0	\$0.00
8020 Planning	4	\$2,845.28	8020 Planning	3	\$444.64	8020 Planning	2	\$2,010.46
9999 Pooled/Unallocable	0	\$0.00	9999 Pooled/Unallocable	1	\$1,894.00	9999 Pooled/Unallocable	0	\$0.00
Fund Total	581	\$741,011.92	Fund Total	772	\$1,228,966.85	Fund Total	590	\$762,753.41
Capital Construction	8	\$139,957.74	Capital Construction	8	\$183,422.64	ACC Construction	6	\$40,426.00
Car Pool	18	\$5,819.82	Car Pool	25	\$43,565.86	Capital Construction	10	\$455,668.66
County Road	38	\$139,425.95	County Road	27	\$285,978.30	Car Pool	15	\$2,209.11
County Road Machinery	107	\$180,155.51	County Road Machinery	179	\$230,389.48	Community Development	0	\$0.00
Sewer District No. 1	0	\$0.00	Sewer District No. 1	4	\$10,237.09	County Road	44	\$273,331.41
Sewer District No. 2	54	\$33,141.38	Sewer District No. 2	57	\$63,012.97	County Road Machinery	108	\$177,679.47
Solid Waste Management	1	\$370.00	Solid Waste Management	3	\$5,314.61	Pleasant Valley	2	\$641.92
Workers Compensation	0	\$0.00	Workers Compensation	3	\$131,679.75	Sewer District No. 1	0	\$0.00
Fund Total	226	\$498,870.40	Fund Total	306	\$953,600.70	Sewer District No. 2	34	\$18,800.47
Total Of All Funds	807	\$1,239,882.32	Total Of All Funds	1078	\$2,182,567.55	Solid Waste Management	2	\$5,022.00
						Workers Compensation	1	\$51.30
						Fund Total	222	\$973,830.34
						Total Of All Funds	812	\$1,736,583.75

Washington County Board of Supervisors

Special Audit Monthly Report

Year	Month	Fund	Type	Submitted	Reason	Amount
Dept No.	Dept Name					
2016						
March						
General Fund						
1170	Public Defender			1		\$65.12
1450	Board of Elections			1		\$925.00
1620	Building & Grounds			6		\$11,083.77
1650	Central Communications			1		\$2,172.68
1670	Central Mail			2		\$8,501.81
1680	Central Data Processing			1		\$126.27
3140	Probation			1		\$40.01
3150	Jail			5		\$9,890.68
3640	Emergency Services			4		\$2,644.82
4000	Public Health			5		\$630.83
4082	WIC			4		\$133.69
6010	Social Services/Aging			5		\$1,415.73
7110	Hulett's Park			1		\$21.02
7111	Lauderdale Park			2		\$35.86
7310	Youth Bureau			1		\$120.13
Fund Total						\$37,807.42
Car Pool						
				1		\$274.65
Fund Total						\$274.65
County Road						
				1		\$563.73
Fund Total						\$563.73
County Road Machinery						
				7		\$1,904.66
Fund Total						\$1,904.66
Sewer District No. 1						
				2		\$48.35
Fund Total						\$48.35
Sewer District No. 2						
				5		\$2,503.91
Fund Total						\$2,503.91
Total						\$43,102.72