

AUDIT COMMITTEE MEETING MINUTES
APRIL 13, 2016

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

AUDIT COMMITTEE MEMBERS ABSENT: None

SUPERVISORS: Haff

Debra Prehoda, Clerk

Stacey Benson-Doty, Sr. Audit Clerk

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Approval of Minutes – March 16, 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 March 16, 2016 Audit Committee meeting was moved by Mr. Gang, seconded by Mr. Moore and Ms. Idleman and adopted.

The committee proceeded with auditing the bills.

The committee reconvened.

The committee questioned and discussed a voucher submitted by the District Attorney's Office payable to 4 Imprint in the amount of \$601.98 for pens and post-it notes giveaways for the Crime Victims Breakfast. A motion to pay voucher submitted by the District Attorney's Office that does not appear to meet the requirements of the Promotional Materials Policy in the amount of \$601.98, recommend that a copy of our Promotion Materials Policy be extended to all department heads and refer this matter to the Public Safety Committee was moved by Mr. Shaw and seconded by Ms. Idleman. Discussion. Mr. Haff asked if there was going to be any discipline given for not following policy. Chairman Shaw stated it was discussed and there has been past practice of purchasing items for the Crime Victims Breakfast. Possibly the department was not informed properly and there was new personnel in the department. The motion to pay voucher submitted by the District Attorney's Office that does not appear to meet the requirements of the Promotional Materials Policy in the amount of \$601.98, recommend that a copy of the Promotion Materials Policy be extended to all department heads and refer this matter to the Public Safety Committee was moved by Mr. Shaw, seconded by Ms. Idleman and adopted.

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

OTHER BUSINESS:

Monthly audit report was distributed, attached.

The meeting adjourned at 10:15 A.M.

*Respectfully submitted,
Debra Prehoda, Clerk
Washington County Board of Supervisors*

Department	Submitted	Dollars	Department	Submitted	Dollars	Department	Submitted	Dollars
April	2016		March	2016		April	2015	
1010 Legislative Board	0	\$0.00	1010 Legislative Board	3	\$787.60	1010 Legislative Board	0	\$0.00
1040 Clerk of the Board	2	\$131.60	1040 Clerk of the Board	4	\$309.83	1040 Clerk of the Board	3	\$433.25
1165 District Attorney	8	\$5,121.01	1165 District Attorney	10	\$2,487.76	1165 District Attorney	10	\$3,421.79
1170 Public Defender	7	\$3,763.77	1170 Public Defender	10	\$12,231.03	1170 Public Defender	49	\$17,609.13
1171 Assigned Council	57	\$11,923.40	1171 Assigned Council	130	\$54,992.66	1171 Assigned Council	65	\$11,174.81
1185 Medical Examiner & Coroner	2	\$602.00	1185 Medical Examiner & Coroner	12	\$11,521.78	1185 Medical Examiner & Coroner	12	\$7,947.50
1190 Grand Jury	2	\$403.60	1190 Grand Jury	10	\$1,656.70	1190 Grand Jury	5	\$1,963.50
1230 County Administrator	5	\$3,684.03	1230 County Administrator	4	\$3,621.79	1230 County Administrator	3	\$3,635.96
1325 Treasurer	4	\$1,932.97	1325 Treasurer	8	\$19,964.16	1325 Treasurer	6	\$2,893.91
1340 Budget Officer	6	\$1,827.00	1355 Real Property Tax Service	2	\$412.25	1355 Real Property Tax Service	3	\$438.67
1355 Real Property Tax Service	2	\$132.20	1362 Tax Advertising/Expense	1	\$515.00	1362 Tax Advertising/Expense	1	\$690.00
1362 Tax Advertising/Expense	1	\$595.00	1364 Expense - Tax Sale	2	\$209.40	1364 Expense - Tax Sale	0	\$0.00
1364 Expense - Tax Sale	0	\$0.00	1410 County Clerk	5	\$2,254.72	1410 County Clerk	7	\$3,034.22
1410 County Clerk	4	\$4,456.50	1420 County Attorney (Law)	7	\$4,206.00	1420 County Attorney (Law)	7	\$8,043.40
1420 County Attorney (Law)	4	\$574.16	1430 Personnel	7	\$1,008.38	1430 Personnel	0	\$0.00
1430 Personnel	2	\$956.46	1450 Board of Elections	1	\$140.00	1450 Board of Elections	2	\$109.96
1450 Board of Elections	2	\$117.25	1490 Dept. of Public Works	1	\$50.00	1490 Dept. of Public Works	0	\$0.00
1490 Dept. of Public Works	1	\$300.00	1620 Building & Grounds	50	\$40,239.20	1620 Building & Grounds	26	\$13,377.95
1620 Building & Grounds	38	\$42,428.66	1650 Central Communications	1	\$777.93	1650 Central Communications	0	\$0.00
1650 Central Communications	1	\$966.82	1660 Stock Room	11	\$2,184.43	1660 Stock Room	11	\$1,913.55
1660 Stock Room	10	\$1,544.39	1670 Central Mail	0	\$0.00	1670 Central Mail	0	\$0.00
1670 Central Mail	1	\$2,012.51	1680 Central Data Processing	12	\$25,406.41	1680 Central Data Processing	12	\$22,695.74
1680 Central Data Processing	10	\$28,298.66	1910 Unallocable Insurance	0	\$0.00	1910 Unallocable Insurance	2	\$821.70
1910 Unallocable Insurance	1	\$173.90	1950 TAXES COUNTY PROPERT	0	\$0.00	2490 Community College	22	\$54,578.70
2490 Community College	20	\$46,088.50	2490 Community College	20	\$142,611.26	3010 Traffic Safety Board	0	\$0.00
3110 Sheriff	25	\$22,735.31	3010 Traffic Safety Board	0	\$0.00	3110 Sheriff	41	\$24,687.24
3140 Probation	5	\$1,323.91	3110 Sheriff	32	\$12,903.84	3140 Probation	5	\$701.38
3150 Jail	56	\$70,138.62	3140 Probation	5	\$220.27	3150 Jail	84	\$170,076.26
3315 Special Traffic	2	\$3,375.91	3150 Jail	60	\$78,625.47	3315 Special Traffic	4	\$12,703.89
3410 Fire Bureau	3	\$1,152.00	3315 Special Traffic	1	\$2,287.05	3410 Fire Bureau	2	\$246.50
3620 Code Enforcement	1	\$150.10	3410 Fire Bureau	0	\$0.00	3620 Code Enforcement	1	\$143.75
3625 EMS	0	\$0.00	3620 Code Enforcement	0	\$0.00	3625 EMS	1	\$81.90
3640 Emergency Services	12	\$42,979.52	3625 EMS	1	\$143.10	3640 Emergency Services	7	\$9,491.05
4000 Public Health	24	\$10,090.27	3640 Emergency Services	12	\$8,188.00	4000 Public Health	14	\$46,651.53
4054/CSWN/EI	39	\$171,689.62	4000 Public Health	23	\$45,855.45	4010/Home Care	0	\$0.00
4082 WIC	6	\$3,249.68	4010/Home Care	0	\$0.00	4054/CSWN/EI	40	\$140,198.92
4310 Mental Health	3	\$234,733.00	4054/CSWN/EI	37	\$179,649.90	4082 WIC	7	\$11,265.12
6010 Social Services/Aging	63	\$117,311.30	4082 WIC	15	\$13,059.22	4310 Mental Health	2	\$256,047.00
6310 Economic Opportunities	2	\$15,000.00	4310 Mental Health	1	\$980.00	6010 Social Services/Aging	61	\$118,265.70
6410 Economic Development	0	\$0.00	6010 Social Services/Aging	59	\$62,148.47	6020 Enterprise Legacy	0	\$0.00
6411 Publicity - I Love NY	1	\$5,000.00	6020 Enterprise Legacy	0	\$0.00	6310 Economic Opportunities	2	\$15,000.00
6510 Veterans	3	\$277.83	6310 Economic Opportunities	0	\$0.00	6410 Economic Development	0	\$0.00

Department	Submitted	Dollars	Department	Submitted	Dollars	Department	Submitted	Dollars
6610 Sealer of Weights & Measurer	2	\$59.01	6410 Economic Development	0	\$0.00	6411 Publicity - I Love NY	8	\$6,694.86
7110 Huletts Park	1	\$21.02	6411 Publicity - I Love NY	2	\$438.00	6510 Veterans	5	\$1,345.88
7111 Lauderdale Park	0	\$0.00	6510 Veterans	2	\$623.24	6610 Sealer of Weights & Measurer	2	\$179.79
7120 Snowmobile Trail Fund	0	\$0.00	6610 Sealer of Weights & Measurer	2	\$173.05	7110 Huletts Park	1	\$21.34
7310 Youth Bureau	7	\$3,942.49	7110 Huletts Park	0	\$0.00	7111 Lauderdale Park	0	\$0.00
7510 Historian	0	\$0.00	7111 Lauderdale Park	0	\$0.00	7120 Snowmobile Trail Fund	0	\$0.00
8020 Planning	4	\$23,550.82	7120 Snowmobile Trail Fund	0	\$0.00	7310 Youth Bureau	10	\$19,857.91
9999 Pooled/Unallocable	0		7310 Youth Bureau	14	\$5,283.29	7510 Historian	1	\$96.44
Fund Total	449	\$884,814.80	7510 Historian	0	\$0.00	8020 Planning	2	\$20,019.44
Capital Construction	10	\$70,231.06	8020 Planning	4	\$2,845.28	9999 Pooled/Unallocable	8	\$4,041.40
Car Pool	11	\$3,085.34	9999 Pooled/Unallocable	0	\$0.00	Fund Total	554	\$1,012,601.04
County Road	32	\$32,899.07	Fund Total	581	\$741,011.92	ACC Construction	4	\$48,662.80
County Road Machinery	114	\$153,029.14	Capital Construction	8	\$139,957.74	Capital Construction	10	\$547,539.53
Sewer District No. 1	1	\$50.00	Car Pool	18	\$5,819.82	Car Pool	15	\$1,867.95
Sewer District No. 2	44	\$36,238.24	County Road	38	\$139,425.95	Community Development	0	\$0.00
Solid Waste Management	3	\$2,151.80	County Road Machinery	107	\$180,155.51	County Road	26	\$139,673.75
Workers Compensation	2	\$85.79	Sewer District No. 1	0	\$0.00	County Road Machinery	115	\$119,560.96
Fund Total	217	\$297,770.44	Sewer District No. 2	54	\$33,141.38	Pleasant Valley	0	\$0.00
Total Of All Funds	666	\$1,182,585.24	Solid Waste Management	1	\$370.00	Sewer District No. 1	1	\$25.00
			Workers Compensation	0	\$0.00	Sewer District No. 2	38	\$37,369.04
			Fund Total	226	\$498,870.40	Solid Waste Management	6	\$4,785.70
			Total Of All Funds	807	\$1,239,882.32	Workers Compensation	1	\$186.75
						Fund Total	216	\$899,671.48
						Total Of All Funds	770	\$1,912,272.52

Washington County Board of Supervisors

Special Audit Monthly Report

Year	Month	Fund	Type	Submitted	Reason	Amount
Dept No.	Dept Name					
2016						
April						
General Fund						
1170	Public Defender			1		\$65.12
1620	Building & Grounds			17		\$15,598.23
1650	Central Communications			1		\$2,116.54
1670	Central Mail			3		\$8,227.64
1680	Central Data Processing			2		\$332.93
3140	Probation			1		\$40.01
3150	Jail			5		\$10,881.24
3640	Emergency Services			5		\$803.47
4000	Public Health			3		\$488.32
4082	WIC			2		\$99.05
6010	Social Services/Aging			4		\$908.65
7111	Lauderdale Park			1		\$21.02
7310	Youth Bureau			1		\$120.83
Fund Total						\$39,703.05
Car Pool						
				3		\$1,496.00
Fund Total						\$1,496.00
County Road Machinery						
				9		\$4,146.33
Fund Total						\$4,146.33
Sewer District No. 1						
				2		\$61.97
Fund Total						\$61.97
Sewer District No. 2						
				8		\$9,421.37
Fund Total						\$9,421.37
Total						\$54,828.72

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