

AUDIT COMMITTEE MEETING MINUTES
APRIL 14, 2021

AUDIT COMMITTEE MEMBERS PRESENT: Losaw, Hogan, O'Brien, Ferguson, Clary, Rozell

AUDIT COMMITTEE MEMBERS ABSENT: Griffith

SUPERVISORS: Henke

Debra Prehoda, Clerk

Stacey Benson-Doty, Sr. Audit Clerk

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – March 17, 2021
- 3) Audit Monthly Bills
 - Motion to pay all bills as audited
- 4) Other Business
- 5) Adjournment

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

A motion to accept the minutes of the March 17, 2021 Audit Committee meeting was moved by Mr. Ferguson, seconded by Mr. Hogan, and adopted.

Summary of accounts payable by fund distributed, attached.

The committee proceeded with auditing the bills.

The committee reconvened.

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

OTHER BUSINESS: None.

A motion to adjourn was moved by Mrs. Clary, seconded by Mr. Ferguson, and adopted. The meeting adjourned at 9:45 A.M.

Debra Prehoda, Clerk

Washington County Board of Supervisors

SUMMARY OF ACCOUNTS PAYABLE BY FUND

Submitted To Audit Committee For Approval : Meeting Date 4/14/21

<u>FUND</u>	<u>AMOUNT</u>	<u>DATE</u>
GENERAL	\$1,082,978.01	4/14/21
CAR POOL	\$4,865.81	4/14/21
COUNTY ROAD	\$17,499.76	4/14/21
COUNTY ROAD MACHINERY	\$127,017.82	4/14/21
SEWER DIST NO 1	\$50.00	4/14/21
SEWER DIST NO 2	\$36,602.70	4/14/21
CAPITAL CONSTRUCTION	\$165,527.72	4/14/21
<u>Workers Compensation</u>	\$0	4/14/21
<u>Health/Dental(MS)</u>	\$12,052.00	4/14/21
<u>TOTAL ALL FUNDS</u>	<u>\$1,446,593.82</u>	629

SPECIAL AUDIT 3/30/21

GENERAL	\$31,499.65	<u>3/30/21</u>
CAR POOL	\$1,432.58	<u>3/30/21</u>
COUNTY ROAD	\$303.19	<u>3/30/21</u>
COUNTY ROAD MACHINERY	\$4,546.28	<u>3/30/21</u>
SEWER NO 1	\$48.51	<u>3/30/21</u>
SEWER NO 2	\$10,206.26	<u>3/30/21</u>
<u>TOTAL</u>	<u>\$48,036.47</u>	69

PRELIMINARY TOTAL AMOUNT PAID OUT OF AUDIT WITH APPROVAL OF COUNTY AUDITOR

	<u>AMOUNT</u>	<u>DATE</u>
	<u>\$1,952,939.51</u>	<u>3/17/21-4/13/21</u>
<u>Grand Total Presented to Audit Committee</u>	<u>\$3,447,569.80</u>	

TOTAL NUMBER OF VOUCHERS BEFORE COMMITTEE = 698

STALE VOUCHERS PRESENTED FOR APPROVAL IN CURRENT AUDIT

<u>DEPARTMENT</u>	<u>VENDOR</u>	<u>AMOUNT</u>	<u>DATE OF SERVICE</u>
TOTAL		\$0	

NOTES:

- 1. COVID (4189) PAYMENTS TOTALED \$ 3,850.88 IN THE REGULAR AUDIT. REPORT ATTACHED.**

Prepared by Clerk of the Board's Office 4/14/21



Accounts Payable Invoice Report

Invoice Due Date Range 04/01/21 - 04/30/21

Report By Department - Vendor - Invoice

Detail Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department 4189 - Other Public Health									
Vendor 15216 - Budget Inn Queensbury									
Sub-Department 4189 Other Public Health									
2021-00003665	LODGING - COVID QUARATINE 12/31/20-1/14/21	Edit		04/08/2021	04/16/2021	04/08/2021			2,500.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Travel Expenses - LODGING - COVID QUARATINE 12/31/20-1/14/21		1.0000	EA	2,500.0000	2,500.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	A.4189.4189 (General Fund.Other Public Health.COVID)							2,500.00	
	Invoice Items			1					
Sub-Department 4189 Other Public Health Totals							Invoices	1	0
Vendor 15216 - Budget Inn Queensbury Totals							Invoices	1	\$2,500.00
Vendor 1111 - MEDLINE INDUSTRIES, INC.									
Sub-Department 4189 Other Public Health									
2021-00003667	(INV#1943970695)CLINIC SUPPLIES - SANI CLOTHS/BANDAIDS 3/6/21	Edit		04/08/2021	04/16/2021	04/08/2021			121.35
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
2021-00000213	Supplies - Other than Office - M SAFETY NEEDLE 223G X 1 #TMOSG32325Z (M 25.46)100		4.0000	Box	.0000	.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	A.4189.4189 (General Fund.Other Public Health.COVID)							.00	
2021-00000213	Supplies - Other than Office - NON25600 Bandaids 1"X3"		24.0000	Case	1.5700	37.68			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	A.4189.4189 (General Fund.Other Public Health.COVID)							37.68	
2021-00000213	Supplies - Other than Office - Sani-cloths NPKQ86984		1.0000	Case	83.6700	83.67			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	A.4189.4189 (General Fund.Other Public Health.COVID)							83.67	
	Invoice Items			3					
Sub-Department 4189 Other Public Health Totals							Invoices	1	0
Vendor 1111 - MEDLINE INDUSTRIES, INC. Totals							Invoices	1	\$121.35
Vendor 1683 - WASH CO PUBLIC HEALT TINA MCDUGALL, PETTY CASH OFFICER									



Accounts Payable Invoice Report

Invoice Due Date Range 04/01/21 - 04/30/21

Report By Department - Vendor - Invoice

Detail Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Sub-Department 2021-00003716	4189 Other Public Health PETTY CASH REIMBURSEMENT - COVID-19 SUPPLIES 1/14/21- 3/25/21	Edit		04/12/2021	04/16/2021	04/12/2021			395.53
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Supplies - Other than Office - PETTY CASH REIMBURSEMENT - COVID-19 SUPPLIES 1/14/21-3/25/21		1.0000	EA	395.5300	395.53			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	A.4189.4189 (General Fund.Other Public Health.COVID)					Invoice Items 1		395.53	
Sub-Department 4189 Other Public Health Totals									Invoices 1 0
Vendor 1683 - WASH CO PUBLIC HEALT TINA MCDUGALL, PETTY CASH OFFICER Totals									Invoices 1 \$395.53
Vendor 12260 - WM Corporate Services, Inc.									
Sub-Department 2021-00003666	4189 Other Public Health (INV#007825028199) MED WASTE CONTAINERS 2/1/21- 2/28/21	Edit		04/08/2021	04/16/2021	04/08/2021			834.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
2021-00000131	Supplies - Other than Office - M6Q2 6.9 Medical Waste Containers		6.0000	Pack	139.0000	834.00			
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	A.4189.4189 (General Fund.Other Public Health.COVID)					Invoice Items 1		834.00	
Sub-Department 4189 Other Public Health Totals									Invoices 1 0
Vendor 12260 - WM Corporate Services, Inc. Totals									Invoices 1 \$834.00
Department: 4189 - Other Public Health Totals									Invoices 4 \$3,850.88
4189 Other Public Health									
Grand Totals							Invoices	4	\$3,850.88