

AUDIT COMMITTEE MEETING MINUTES
JUNE 16, 2021

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

AUDIT COMMITTEE MEMBERS ABSENT: Griffith

SUPERVISORS: Henke

Sandy Huffer, Deputy Clerk

Stacey Benson-Doty, Sr. Audit Clerk

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – May 19, 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 AM.

A motion to accept the minutes of the May 19, 2021 Audit Committee meeting, moved by Mr. Ferguson, seconded by Mr. Hogan and adopted.

Stacey Benson-Doty, Senior Audit Clerk addressed the following items with the committee:

- Summary of accounts payable by fund distributed, attached.
- Stale Vouchers – Vouchers submitted for payment of prior year expenses after prior year books are closed. Stale vouchers submitted totaled \$3,507.54; listed on handout. A motion to approved payment of stale vouchers in the amount of \$3,507.54, moved by Mr. Ferguson, seconded by Mr. Hogan and adopted.

The committee proceeded with auditing the bills.

The committee reconvened.

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

OTHER BUSINESS: None.

The meeting adjourned at 9:58 AM.

SUMMARY OF ACCOUNTS PAYABLE BY FUND

Submitted To Audit Committee For Approval : Meeting Date 6/16/21

<u>FUND</u>	<u>AMOUNT</u>	<u>DATE</u>
GENERAL	\$617,589.02	6/16/21
CAR POOL	\$5,341.63	6/16/21
COUNTY ROAD	\$213,115.38	6/16/21
COUNTY ROAD MACHINERY	\$100,075.77	6/16/21
SEWER DIST NO 1	\$770.00	6/16/21
SEWER DIST NO 2	\$18,757.36	6/16/21
CAPITAL CONSTRUCTION	\$280,394.52	6/16/21
<u>Workers Compensation</u>	\$0	5/19/21
<u>Health/Dental(MS)</u>	\$11,868.00	6/16/21
<u>TOTAL ALL FUNDS</u>	<u>\$1,247,911.68</u>	<u>592</u>

SPECIAL AUDIT 6/2/21

GENERAL	\$39,714.41	6/2/21
CAR POOL	\$453.75	6/2/21
COUNTY ROAD	\$157.67	6/2/21
COUNTY ROAD MACHINERY	\$2,841.19	6/2/21
SEWER NO 1	\$47.17	6/2/21
SEWER NO 2	\$2,488.73	6/2/21
<u>TOTAL</u>	<u>\$45,702.92</u>	<u>63</u>

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

	<u>AMOUNT</u>	<u>DATE</u>
	<u>\$1,162,927.36</u>	5/19/21-6/15/21
<u>Grand Total Presented to Audit Committee</u>	<u>\$2,456,541.96</u>	

TOTAL NUMBER OF VOUCHERS BEFORE COMMITTEE = 655

STALE VOUCHERS PRESENTED FOR APPROVAL IN CURRENT AUDIT

<u>DEPARTMENT</u>	<u>VENDOR</u>	<u>AMOUNT</u>	<u>DATE OF SERVICE</u>
1171 – Assigned Counsel	David Albers, Esq	\$938.34	10/6/20-12/9/20
	Anne Bair, Esq	\$600.00	10/15/20-12/28/20
	John Oswald, Esq	\$565.35	7/21/20-12/23/20
1185 – Medical Examiner/Coroner	Forensic Medical Services (Coroner Scribner case 6/25/19)	\$1,000.00	6/25/19
2960 – Public Health (CWSN)	Advanced Therapy	\$135.00	7/1/20-7/31/20
3150 – Jail	Emergency Medical Services of NY Inmate Medical Services	\$130.85	11/27/20-12/30/20
6010- Social Services	Price Chopper Operations Dining Program Meal Reimbursement	\$138.00	9/11/20-12/28/20
<u>TOTAL</u>		<u>\$3,507.54</u>	

NOTES:

- 1. COVID (4189) PAYMENTS TOTALED \$14,903.28 IN THE REGULAR AUDIT. REPORT ATTACHED.**

Prepared by Clerk of the Board's Office 6/16/21



Accounts Payable Invoice Report

Invoice Due Date Range 06/01/21 - 06/30/21

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									
2021-00005455	LODGING - COVID QUARATINE 3/17/21	Edit		06/11/2021	06/18/2021	06/11/2021			69.00
<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 3/17/21		1.0000	EA	69.0000	69.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	A.4189.4189 (General Fund.Other Public Health.COVID)							69.00	
	Invoice Items			1					
Sub-Department 4189 Other Public Health Totals							Invoices	1	0
Vendor 15216 - Budget Inn Queensbury Totals							Invoices	1	\$69.00
Vendor 13906 - CAMBRIDGE VALLEY RESCUE SQUAD									
Sub-Department 4189 Other Public Health									
2021-00005454	(INV#339) EMS VACCINATION TEAM SVS 4/1/20-5/1/20	Edit		06/11/2021	06/18/2021	06/11/2021			13,930.00
<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>	
	Contracted Services - (INV#339) EMS VACCINATION TEAM SVS 4/1/20-5/1/20		1.0000	EA	13,930.0000	13,930.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	A.4189.4189 (General Fund.Other Public Health.COVID)							13,930.00	
	Invoice Items			1					
Sub-Department 4189 Other Public Health Totals							Invoices	1	0
Vendor 13906 - CAMBRIDGE VALLEY RESCUE SQUAD Totals							Invoices	1	\$13,930.00
Vendor 4686 - LANGUAGE LINE SERVICES									
Sub-Department 4189 Other Public Health									
2021-00005456	(INV#10224978)TELEPHONE INTERPRETATION SVS 4/30/21	Edit		06/11/2021	06/18/2021	06/11/2021			70.28
<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>	
	Outside Services - (INV#10224978)TELEPHONE INTERPRETATION SVS 4/30/21		1.0000	EA	70.2800	70.28			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	A.4189.4189 (General Fund.Other Public Health.COVID)							70.28	
	Invoice Items			1					
Sub-Department 4189 Other Public Health Totals							Invoices	1	0
Vendor 4686 - LANGUAGE LINE SERVICES Totals							Invoices	1	\$70.28
Vendor 12260 - WM Corporate Services, Inc.									



Accounts Payable Invoice Report

Invoice Due Date Range 06/01/21 - 06/30/21

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 2021-00005457	4189 Other Public Health (INV# 182088843009)MED WASTE Edit CONTAINERS 4/1/21-4/30/21			06/11/2021	06/18/2021	06/11/2021			834.00
<i>P.O. Number</i> 2021-00000306	<i>Item Description</i> Supplies - Other than Office - M6Q2 6.9 Medical Waste Containers	<i>Quantity</i> 6.0000	<i>U/M</i> Pair	<i>Amount/Unit</i> 139.0000	<i>Total Amount</i> 834.00	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>		
	<i>G/L Account</i> A.4189.4189 (General Fund.Other Public Health.COVID)			<i>Project</i>			<i>Amount</i> 834.00		
	Invoice Items			1					
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	\$14,903.28
4189 Other Public Health									
Grand Totals							Invoices	4	\$14,903.28