

AUDIT COMMITTEE MEETING MINUTES
AUGUST 18, 2021

AUDIT COMMITTEE MEMBERS PRESENT: O'Brien, Clary, Rozell, Fisher

AUDIT COMMITTEE MEMBERS ABSENT: Hogan, Ferguson, 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 – July 14, 2021
- 3) Audit Monthly Bills
 - Motion to pay all bills as audited
- 4) Other Business
- 5) Adjournment

In the absence of Chairman Hogan, Mr. O'Brien called the meeting to order at 9:00 A.M.

A motion to accept the minutes of the July 14, 2021 Audit Committee meeting was moved by Mr. Rozell, seconded by Mr. Fisher, and adopted.

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

- Summary of accounts payable by fund distributed, attached.
- COVID (4189) payments total \$9,513.40, report attached.
- Stale Vouchers – Vouchers submitted for payment of prior year expenses after prior year books are closed. Stale vouchers submitted totaled \$18,271.34; listed on handout. The community colleges listed reflect an adjustment due to a rate increase in the fall of 2020. A motion to approve payment of stale vouchers in the amount of \$18,271.34 was moved by Mr. Rozell, seconded by Mr. Fisher, and adopted.
- Sheriff's Department is aware that the medical and pharmaceutical accounts are over budget due to increased pharmacy and COVID medical expenses and working with the Treasurer's office to address.
- Hudson River Black River assessment for 2021 came in over budget, the Board will consider a budget amendment on Friday to address this shortfall and the voucher was processed for payment.
- Staples Invoices – Staples has changed their billing process and the invoices provided look more like statements but include all the necessary information. County Administration has worked with Staples on this invoice issue but they have changed their billing system and these are the new invoices provided and will be accepted for processing payment.

The committee proceeded with auditing the bills.

The committee reconvened.

A motion to pay all bills as audited was moved by Mr. Fisher, seconded by Mrs. Clary, and adopted.

OTHER BUSINESS: None.

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 8/18/21

<u>FUND</u>	<u>AMOUNT</u>	<u>No. Vouchers</u>	<u>DATE</u>
GENERAL	\$972,485.37	786	8/18/21
CAR POOL	\$8,865.21	31	8/18/21
COUNTY ROAD	\$1,001,158.80	59	8/18/21
COUNTY ROAD MACHINERY	\$290,385.92	61	8/18/21
SEWER DIST NO 1	\$11,467.50	1	8/18/21
SEWER DIST NO 2	\$49,962.45	60	8/18/21
CAPITAL CONSTRUCTION	\$89,720.53	7	8/18/21
<u>Workers Compensation</u>	\$15,047.50	1	8/18/21
<u>Health/Dental(MS)</u>	\$11,968.00	1	8/18/21
<u>TOTAL ALL FUNDS</u>	<u>\$2,451,061.28</u>	<u>1007</u>	

SPECIAL AUDIT 7/30/21

GENERAL	\$37,207.38	47	7/30/21
CAR POOL	\$293.08	2	7/30/21
COUNTY ROAD	\$351.52	6	7/30/21
COUNTY ROAD MACHINERY	\$1,556.95	8	7/30/21
SEWER NO 1	\$46.75	1	7/30/21
SEWER NO 2	\$9,838.34	9	7/30/21
<u>TOTAL</u>	<u>\$49,294.02</u>	<u>73</u>	

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

	<u>AMOUNT</u>	<u>DATE</u>
	\$1,520,144.65	7/14/21-8/17/21
	\$1,526,042.63	
<u>Grand Total Presented to Audit Committee</u>	<u>\$4,020,499.95</u> <u>\$4,026,397.93</u>	

TOTAL NUMBER OF VOUCHERS BEFORE COMMITTEE =1080

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	\$139.17	11/2/20-11/18/20
	James Curran, Esq	\$90.55	12/23/20-12/31/20
	Jeffrey McMorris, Esq	\$457.50	12/23/19-12/31/20
	Timothy Nugent, Esq	\$1,020.00	11/2/20-12/31/20
	Robert Sullivan, Esq	\$945.00	8/19/20-12/31/20
2490 Community College	Broome Community College	\$102.00	Fall 2020
	Fashion Institute of Technology	\$267.00	Fall 2020
	Fulton-Montgomery Community College	\$156.40	Fall 2020
	Herkimer County Community College	\$417.00	Fall 2020
	Hudson Valley Community College	\$10,462.00	Fall 2020
	North Country Community College	\$1,061.59	Fall 2020
	Onondaga Community College	\$218.67	Fall 2020
2960 CWSN – Public Health	Achievements	\$793.00	10/23/20
3150 Jail	Adirondack Radiology	\$8.19	7/28/20
	Glens Falls Hospital	\$398.99	12/30/20
	Glens Falls Hospital	\$156.43	12/30/20
4004 Public Health	Animal Safe-Home & Rehabilitation (ACO-4006)	\$595.00	10/20/20-12/19/20
	Animal Safe-Home & Rehabilitation (ACO-4006)	\$660.00	11/10/20-12/31/20
	Animal Safe-Home & Rehabilitation (ACO-4006)	\$60.00	12/30/20
	Emergency Care Services of NY, PC	\$172.18	8/5/20-8/12/20
TOTAL		\$18,271.34	

NOTES:

- COVID (4189) PAYMENTS TOTALED \$9,513.40 IN THE REGULAR AUDIT. REPORT ATTACHED.**

Prepared by Clerk of the Board's Office 8/18/21



Accounts Payable Invoice Report

Invoice Due Date Range 08/01/21 - 08/31/21
 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 13906 - CAMBRIDGE VALLEY RESCUE SQUAD									
Sub-Department 4189 Other Public Health									
2021-00007079	INV#344 EMS VACCINATION TEAM AT COVID PODS 5/3/21-5/27/21	Edit		08/09/2021	08/20/2021	08/09/2021			8,365.00
<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>	
	Medical Services - Contracted - INV#344 EMS VACCINATION TEAM AT COVID PODS 5/3/21-5/27/21		1.0000	EA	8,365.0000	8,365.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	A.4189.4189 (General Fund.Other Public Health.COVID)				Invoice Items	1		8,365.00	
							Invoices	1	0
Sub-Department 4189 Other Public Health Totals									
Vendor 13906 - CAMBRIDGE VALLEY RESCUE SQUAD Totals							Invoices	1	\$8,365.00
Vendor 14318 - Dianne Cantiello									
Sub-Department 4189 Other Public Health									
2021-00007081	MILEAGE REIMBURSEMENT FOR COVID DELIVERY 7/9/21	Edit		08/09/2021	08/20/2021	08/09/2021			14.40
<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>	
	Mileage - MILEAGE REIMBURSEMENT FOR COVID DELIVERY 7/9/21		1.0000	EA	14.4000	14.40			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	A.4189.4189 (General Fund.Other Public Health.COVID)				Invoice Items	1		14.40	
							Invoices	1	0
Sub-Department 4189 Other Public Health Totals									
Vendor 14318 - Dianne Cantiello Totals							Invoices	1	\$14.40
Vendor 15211 - Spring Motor Inn									
Sub-Department 4189 Other Public Health									
2021-00007082	LODGING FOR COVID 19 2/23-3/1/21 & 3/2-3/4/21	Edit		08/09/2021	08/20/2021	08/09/2021			717.00
<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>	
	Outside Services - LODGING FOR COVID 19 2/23-3/1/21 & 3/2-3/4/21		1.0000	EA	717.0000	717.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	A.4189.4189 (General Fund.Other Public Health.COVID)				Invoice Items	1		717.00	
							Invoices	1	0
Sub-Department 4189 Other Public Health Totals									
Vendor 15211 - Spring Motor Inn Totals							Invoices	1	\$717.00
Vendor 12260 - WM Corporate Services, Inc.									



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 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 2021-00007083	4189 Other Public Health INV#008267128190 SHARPS WASTE CONTAINERS 5/27/21	Edit		08/09/2021	08/20/2021	08/09/2021			417.00
<i>P.O. Number</i> 2021-00000440	<i>Item Description</i> Supplies - Other than Office - M6Q2 6.9 Medical Waste Containers		<i>Quantity</i> 3.0000	<i>U/M</i> Pair	<i>Amount/Unit</i> 139.0000	<i>Total Amount</i> 417.00	<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> 1				<i>Amount</i> 417.00	
Sub-Department 4189 Other Public Health Totals							Invoices	1	0
Vendor 12260 - WM Corporate Services, Inc. Totals							Invoices	1	\$417.00
Department 4189 - Other Public Health Totals							Invoices	4	\$9,513.40
4189 Other Public Health						Grand Totals	Invoices	4	\$9,513.40