

AUDIT COMMITTEE MEETING MINUTES  
AUGUST 19, 2020

AUDIT COMMITTEE MEMBERS PRESENT: Losaw, O'Brien, Clary, Griffith

AUDIT COMMITTEE MEMBERS ABSENT: Hogan, Ferguson, Rozell

SUPERVISORS: None.

Debra Prehoda, Clerk

Stacey Benson-Doty, Sr. Audit Clerk

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – July 15, 2020
- 3) Audit Monthly Bills
- 4) Other Business
- 5) Adjournment

Chairman Losaw called the meeting to order at 9:15 A.M.

A motion to accept the minutes of the July 15, 2020 Audit Committee meeting was moved by Mr. Griffith, seconded by Mrs. Clary and adopted.

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

- Stale Vouchers – Voucher submitted for payment of prior year expenses after prior year books are closed. Stale vouchers submitted totaled \$270.58. A motion to approve payment of stale vouchers, Assigned Counsel Department – David W. Albers, vendor, for assigned counsel services representing two clients in November and December 2019 in the amount of \$270.58 was moved by Mr. Griffith, seconded by Mrs. Clary 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. O'Brien, seconded by Mr. Griffin and adopted.

OTHER BUSINESS: None.

The meeting adjourned at 10:18 A.M.

*Debra Prehoda, Clerk*

*Washington County Board of Supervisors*

**SUMMARY OF ACCOUNTS PAYABLE BY FUND**

**Submitted To Audit Committee For Approval : Meeting Date 8/19/20**

<u>FUND</u>	<u>AMOUNT</u>	<u>DATE</u>
GENERAL	\$64,2595.69	8/19/2020
CAR POOL	\$9,731.46	8/19/2020
COUNTY ROAD	\$699,103.38	8/19/2020
COUNTY ROAD MACHINERY	\$85,500.57	8/19/2020
SEWER DIST NO 1	\$ 9,498.50	8/19/2020
SEWER DIST NO 2	\$78,439.62	8/19/2020
CAPITAL CONSTRUCTION	\$189,139.05	8/19/2020
<u>Workers Compensation</u>	\$14,752.50	8/19/2020
<u>Health/Dental(MS)</u>	\$12,380.00	8/19/2020
<b><u>TOTAL ALL FUNDS</u></b>	<b><u>\$1,741,140.77</u></b>	<b>773</b>

**SPECIAL AUDIT 7/31/20**

GENERAL	<b><u>\$36,642.47</u></b>	7/31/20
CAR POOL	<b><u>\$266.13</u></b>	7/31/20
COUNTY ROAD	<b><u>\$392.80</u></b>	7/31/20
COUNTY ROAD MACHINERY	<b><u>\$1,764.73</u></b>	7/31/20
SEWER NO 1	<b><u>\$45.15</u></b>	7/31/20
SEWER NO 2	<b><u>\$11,878.44</u></b>	7/31/20
<b><u>TOTAL</u></b>	<b><u>\$50,989.72</u></b>	<b>82</b>

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

	<u>AMOUNT</u>	<u>DATE</u>
		7/15/20-8/18/20
<b><u>Grand Total Presented to Audit Committee</u></b>	<b><u>\$1,792,130.49</u></b>	8/19/20

**TOTAL NUMBER OF VOUCHERS BEFORE COMMITTEE =855**

**STALE VOUCHERS PRESENTED FOR APPROVAL IN CURRENT AUDIT**

<b><u>DEPARTMENT</u></b>	<b><u>VENDOR</u></b>	<b><u>AMOUNT</u></b>	<b><u>DATE OF SERVICE</u></b>
<b>1171 ( Assigned Counsel)</b>	<b>David Albers – Legal Services</b>	<b>\$270.58</b>	<b>11/18/19-12/11/19</b>

**NOTES:**

- 1. COVID (4189) PAYMENTS TOTALED \$8,608.95 IN THE REGULAR AUDIT. REPORT ATTACHED.**

**Prepared by Clerk of the Board's Office 8/19/20**



COVID

# Accounts Payable Invoice Report

Invoice Due Date Range 08/01/20 - 08/31/20

Report By Bank - 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
<b>Bank A1 - General Fund</b>									
Vendor <b>14855 - AMAZON CAPITAL SERVICES, INC.</b>									
Sub-Department <b>4189 Other Public Health</b>									
2020-00006132	PROCUREMENT-NOISE CANCELLING HEADSETS 6/23/20	Edit		08/04/2020	08/21/2020	08/04/2020			1,059.80
<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>
	Other Office Supplies - PROCUREMENT-NOISE CANCELLING HEADSETS 6/23/20			1.0000	EA	1,059.8000	1,059.80		
	<i>G/L Account</i>					<i>Project</i>			<i>Amount</i>
	A.4189.4189 (General Fund.Other Public Health.COVID)								1,059.80
	<i>Invoice Items</i>					1			
Sub-Department <b>4189 Other Public Health</b> Totals							Invoices	1	0
Vendor <b>14855 - AMAZON CAPITAL SERVICES, INC.</b> Totals							Invoices	1	\$1,059.80
Vendor <b>581 - HILL &amp; MARKES, INC.</b>									
Sub-Department <b>4189 Other Public Health</b>									
2020-00006133	(CUST#1673)CHEMICALS/SPRAY BOTTLES/SPRAY TRIGGERS 5/12- 7/9/20	Edit		08/04/2020	08/21/2020	08/04/2020			93.50
<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 - (CUST#1673)CHEMICALS/SPRAY BOTTLES/SPRAY TRIGGERS 5/12-7/9/20			1.0000	EA	93.5000	93.50		
	<i>G/L Account</i>					<i>Project</i>			<i>Amount</i>
	A.4189.4189 (General Fund.Other Public Health.COVID)								93.50
	<i>Invoice Items</i>					1			
Sub-Department <b>4189 Other Public Health</b> Totals							Invoices	2	0
Vendor <b>581 - HILL &amp; MARKES, INC.</b> Totals							Invoices	2	\$147.30
Vendor <b>15119 - No Wait Inside, LLC</b>									
2020-00006134	(INV#231768500)CIDER JUGS 5/28/20	Edit		08/04/2020	08/21/2020	08/04/2020			53.80
<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>
2020-0000438	Other Office Supplies - Cider Jugs - SHL22640128			1.0000	Case	53.8000	53.80		
	<i>G/L Account</i>					<i>Project</i>			<i>Amount</i>
	A.4189.4189 (General Fund.Other Public Health.COVID)								53.80
	<i>Invoice Items</i>					1			
Sub-Department <b>4189 Other Public Health</b> Totals							Invoices	2	0
Vendor <b>581 - HILL &amp; MARKES, INC.</b> Totals							Invoices	2	\$147.30



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Sub-Department 2020-00006135	<b>4189 Other Public Health</b> (INV#1073) MONTHLY SUBSCRIPTION-APPOINTMENT SVS 6/16-7/15/20	Edit		08/04/2020	08/21/2020	08/04/2020			214.40
<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>	
	Dues & Subscriptions - (INV#1073) MONTHLY SUBSCRIPTION-APPOINTMENT SVS 6/16- 7/15/20		1.0000	EA	214.4000	214.40			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	A.4189.4189 (General Fund.Other Public Health.COVID)				Invoice Items	1		214.40	
Sub-Department 4189 Other Public Health Totals							Invoices	1	0
Vendor 15119 - No Wait Inside, LLC Totals							Invoices	1	\$214.40
Vendor 10901 - TWINSTATE									
Sub-Department 2020-00006646	<b>4189 Other Public Health</b> (INV#5087104)SVS CALL - NEW PHONE SYSTEM(PRI OUTGOING) 8/4/20	Edit		08/04/2020	08/21/2020	08/11/2020			33.75
<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#5087104)SVS CALL - NEW PHONE SYSTEM(PRI OUTGOING) 8/4/20		1.0000	EA	33.7500	33.75			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	A.4189.4189 (General Fund.Other Public Health.COVID)				Invoice Items	1		33.75	
Sub-Department 4189 Other Public Health Totals							Invoices	2	0
Vendor 10901 - TWINSTATE Totals							Invoices	2	\$6,908.75
Vendor 6106 - W.B. MASON CO., INC.									
Sub-Department 2020-00006647	<b>4189 Other Public Health</b> (INV#5086208/CM5096209)PHO NE SYSTEM UPGRADE 7/20/20	Edit		08/04/2020	08/21/2020	08/11/2020			6,875.00
<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>	
2020-00000419	FA - Addition to Asset - PHONE SYSTEM UPGRADE PER QUOTE #005858v5		1.0000	EA	7,721.4500	7,721.45			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	A.4189.2189 (General Fund.Other Public Health.COVID)							7,721.45	
	Other Office Supplies - CREDIT MEMO RETURNED HARDWARE		1.0000	EA	(846.4500)	(846.45)			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	A.4189.2189 (General Fund.Other Public Health.COVID)				Invoice Items	2		(846.45)	
Sub-Department 4189 Other Public Health Totals							Invoices	2	0
Vendor 10901 - TWINSTATE Totals							Invoices	2	\$6,908.75



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Sub-Department 2020-00006136	<b>4189 Other Public Health</b> (INV#211638117)COPY PAPER 7/1/20	Edit		08/04/2020	08/21/2020	08/04/2020			278.70
<i>P.O. Number</i> 2020-00000482	<i>Item Description</i> PAPER COPY,8 1/2 X11 Dept Use (CASE \$27.87) - PAPER COPY,8 1/2 X11 Dept Use (CASE \$27.87)			<i>Quantity</i> 10.0000	<i>U/M</i> Case	<i>Amount/Unit</i> 27.8700	<i>Total Amount</i> 278.70	<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> 278.70	
	Invoice Items			1					
Sub-Department 4189 Other Public Health Totals							Invoices	1	0
Vendor 6106 - W.B. MASON CO., INC. Totals							Invoices	1	\$278.70
Bank A1 - General Fund Totals							Invoices	7	\$8,608.95
Grand Totals							Invoices	7	\$8,608.95