

AUDIT COMMITTEE MEETING MINUTES
SEPTEMBER 15, 2021

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

AUDIT COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Henke

Debra Prehoda, Clerk

Stacey Benson-Doty, Sr. Audit Clerk

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – August 18, 2021
- 3) Audit Monthly Bills
 - Motion to pay all bills as audited
- 4) Other Business
- 5) Adjournment

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

A motion to accept the minutes of the August 18, 2021 Audit Committee meeting was moved by Mr. O'Brien, seconded by Mrs. Clary, 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 \$427.35, report attached.
- Stale Vouchers – Vouchers submitted for payment of prior year expenses after prior year books are closed. Stale vouchers submitted totaled \$3,476.89; listed on handout. The community colleges listed reflect an adjustment due to a rate increase in the fall of 2020 and the Jail inmates online legal services bill was being emailed to an employee who had left county service so the bill went undetected. A motion to approve payment of stale vouchers in the amount of \$3,476.89 was moved by Mr. O'Brien, seconded by Mr. Fisher, and adopted.

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. Fisher, and adopted.

OTHER BUSINESS: None.

The meeting adjourned at 9:37 A.M.

Debra Prehoda, Clerk

Washington County Board of Supervisors

SUMMARY OF ACCOUNTS PAYABLE BY FUND

Submitted To Audit Committee For Approval : Meeting Date 9/15/21

<u>FUND</u>	<u>AMOUNT</u>	<u>No. Vouchers</u>	<u>DATE</u>
GENERAL	\$501,064.46	453	9/15/21
CAR POOL	\$8,693.29	33	9/15/21
COUNTY ROAD	\$930,772.71	46	9/15/21
COUNTY ROAD MACHINERY	\$1,021,373.36	56	9/15/21
SEWER DIST NO 1	\$0	0	9/15/21
SEWER DIST NO 2	\$96,865.17	47	9/15/21
CAPITAL CONSTRUCTION	\$73,639.09	4	9/15/21
<u>Workers Compensation</u>	\$0	0	9/15/21
<u>Health/Dental(MS)</u>	\$11,820.00	1	9/15/21
<u>TOTAL ALL FUNDS</u>	<u>\$2,644,228.08</u>	<u>640</u>	

SPECIAL AUDIT 9/3/21

GENERAL	\$46,138.75	49	<u>9/3/21</u>
CAR POOL	\$292.16	2	<u>9/3/21</u>
COUNTY ROAD	\$168.07	5	<u>9/3/21</u>
COUNTY ROAD MACHINERY	\$1,654.39	9	<u>9/3/21</u>
SEWER NO 1	\$46.78	1	<u>9/3/21</u>
SEWER NO 2	\$1,941.42	3	<u>9/3/21</u>
<u>TOTAL</u>	<u>\$50,241.57</u>	<u>69</u>	

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

	<u>AMOUNT</u>	<u>DATE</u>
	<u>\$1,047,887.87</u>	8/18/21-9/14/21
<u>Grand Total Presented to Audit Committee</u>	<u>\$3,742,357.52</u>	

TOTAL NUMBER OF VOUCHERS BEFORE COMMITTEE = 709

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	Robert Sullivan ,Jr Esq	\$570.00	11/13/20-12/31/20
1325	Schiller, Knapp, Lefkowitz&Hertzal, LLP	\$738.90	3/6/20-12/1/20
2490 Community College	Cayuga Community College	\$150.00	Fall 2020
	Jamestown Community College	\$85.00	Fall 2020
3150 Jail	RELX	\$1,074.00	7/31/20-12/31/20
	Glens Falls Hospital	\$258.99	9/4/21-11/18/20
4004 Public Health	Animal Safe Home & Rehabilitation	\$600.00	7/2/20-8/13/20
TOTAL		\$3,476.89	

NOTES:

1. **COVID (4189) PAYMENTS TOALED \$427.35 IN THE REGULAR AUDIT. REPORT ATTACHED.**

Prepared by Clerk of the Board's Office 9/15/21



Accounts Payable Invoice Report

Invoice Due Date Range 09/01/21 - 09/30/21
 Report By Department - Vendor - Invoice
 Summary 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 4686 - LANGUAGE LINE SERVICES									
Sub-Department 4189 Other Public Health									
2021-00008448	(INV310288768)TELEPHONE INTERPRETATION SVS 7/31/21	Edit		09/13/2021	09/17/2021	09/13/2021			55.00
	Sub-Department 4189 Other Public Health Totals						Invoices	1	0
	Vendor 4686 - LANGUAGE LINE SERVICES Totals						Invoices	1	\$55.00
Vendor 15278 - Kathy Jo McIntyre									
Sub-Department 4189 Other Public Health									
2021-00008449	MILEAGE - VACCINE FOR FAIR POD 8/28/21	Edit		09/13/2021	09/17/2021	09/13/2021			64.35
	Sub-Department 4189 Other Public Health Totals						Invoices	1	0
	Vendor 15278 - Kathy Jo McIntyre Totals						Invoices	1	\$64.35
Vendor 4879 - WASH CO STOCKROOM/PRINTSHOP									
Sub-Department 4189 Other Public Health									
2021-00008450	PCARD-MICRODAQ-DATA LOGGERS 7/30/21	Edit		09/13/2021	09/17/2021	09/13/2021			308.00
	Sub-Department 4189 Other Public Health Totals						Invoices	1	0
	Vendor 4879 - WASH CO STOCKROOM/PRINTSHOP Totals						Invoices	1	\$308.00
	Department 4189 - Other Public Health Totals						Invoices	3	\$427.35
4189 Other Public Health _____									
				Grand Totals			Invoices	3	\$427.35