

AUDIT COMMITTEE MEETING MINUTES
JANUARY 19, 2022

AUDIT COMMITTEE MEMBERS PRESENT: O'Brien, Hogan, Ferguson, Clary, Rozell, Griffith, Nolan
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 – December 15, 2021
- 3) Audit Monthly Bills
 - Motion to pay all bills as audited
- 4) Other Business
- 5) Adjournment

Chairman O'Brien called the meeting to order at 9:01 A.M.

A motion to accept the minutes of the December 15, 2021 Audit Committee meeting was moved by Mr. Hogan, seconded by Mr. Rozell, 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 in regular audit total \$9,086.48, report attached.
- Stale Vouchers – Vouchers submitted for payment of prior year expenses after prior year books are closed. Stale vouchers submitted totaled \$3,549.45; listed on handout. A motion to approve payment of stale vouchers was moved by Mr. Griffith, seconded by Mr. Rozell, and adopted.
- Sheriff's Department – Employee Covid Test Payment – For the committee's information, in this audit is a payment to the Glens Falls Hospital for Sheriff's Department employees covid tests. The Glens Falls Hospital comes to the facility regarding inmate services including covid testing and also tested several employees for which the department was billed. Due to a lack of test kits, the hospital was performing the test for employees interacting with inmates.

The committee proceeded with auditing the bills.

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

OTHER BUSINESS: None.

The meeting adjourned at 9:49 A.M.

Debra Prehoda, Clerk

Washington County Board of Supervisors

SUMMARY OF ACCOUNTS PAYABLE BY FUND

Submitted To Audit Committee For Approval : Meeting Date 1/19/22

<u>FUND</u>	<u>AMOUNT</u>	<u>No. Vouchers</u>	<u>DATE</u>
GENERAL	\$1,013,698.36	579	1/19/22
CAR POOL	\$80,488.82	32	1/19/22
COUNTY ROAD	\$276,600.79	42	1/19/22
COUNTY ROAD MACHINERY	\$141,294.48	73	1/19/22
SEWER DIST NO 1	\$15,694.76	2	1/19/22
SEWER DIST NO 2	\$84,753.18	28	1/19/22
Capital Construction	\$2,074,757.94	10	1/19/22
Workers Compensation	\$0	0	1/19/22
Health/Dental(MS)	\$11,724.00	1	1/19/22
<u>TOTAL ALL FUNDS</u>	<u>\$3,699,012.33</u>	<u>767</u>	

SPECIAL AUDIT 12/28/21

GENERAL	\$42,412.49	52	12/28/21
CAR POOL	\$1,139.64	3	12/28/21
COUNTY ROAD	\$339.60	6	12/28/21
COUNTY ROAD MACHINERY	\$3,691.05	8	12/28/21
SEWER NO 1	\$50.23	1	12/28/21
SEWER NO 2	\$11,858.15	14	12/28/21
<u>TOTAL</u>	<u>\$59,491.16</u>	<u>84</u>	

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

	<u>AMOUNT</u>	<u>DATE</u>
	<u>\$1,348,662.41*This amount included Special Audit total.</u>	12/15/21-1/18/22
	<u>\$1,289,171.25</u>	
<u>Grand Total Presented to Audit Committee</u>	<u>\$5,107,165.90-\$5,047,674.74</u>	

TOTAL NUMBER OF VOUCHERS BEFORE COMMITTEE =851

**as submitted by Treasurer's Office*

STALE VOUCHERS PRESENTED FOR APPROVAL IN CURRENT AUDIT

<u>DEPARTMENT</u>	<u>VENDOR</u>	<u>AMOUNT</u>	<u>DATE OF SERVICE</u>
1171	Alaina Finan, Esq	\$492.00	9/20/20-12/31/20
	Bruce Evans Knolls, Esq	\$2,817.45	10/31/18-12/31/20
	Anthony Morelli, Esq	\$240.00	12/14/20-12/31/20
TOTAL		\$3,549.45	

NOTES:

- COVID (4189) PAYMENTS TOTALED ~~\$8,348.63~~ 9,086.48 IN THE REGULAR AUDIT. REPORT ATTACHED.**



Accounts Payable Invoice Report

Invoice Due Date Range 01/01/22 - 01/31/22
 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 1683 - Wash Co Public Healt Angela Pfeiffer, Petty Cash Officer										
Sub-Department 4189 Other Public Health										
2022-00000700	PETTY CASH REIMBURSEMENT - COVID-19 SUPPLIES 10/21/21-12/22/21	Edit		01/14/2022	01/21/2022	12/31/2021			126.31	
							Sub-Department 4189 Other Public Health Totals	Invoices	1	0
							Vendor 1683 - Wash Co Public Healt Angela Pfeiffer, Petty Cash Officer Totals	Invoices	1	<u>\$126.31</u>
Vendor 13906 - CAMBRIDGE VALLEY RESCUE SQUAD										
Sub-Department 4189 Other Public Health										
2022-00000686	INV#358 EMS VACCINATION TEAM AT COVID PODS 11/4/21-11/18/21	Edit		01/14/2022	01/21/2022	12/31/2021			3,500.00	
2022-00000687	INV#357EMS VACCINATION TEAM AT COVID PODS 10/1/21-10/21/21	Edit		01/14/2022	01/21/2022	12/31/2021			1,435.00	
							Sub-Department 4189 Other Public Health Totals	Invoices	2	0
							Vendor 13906 - CAMBRIDGE VALLEY RESCUE SQUAD Totals	Invoices	2	<u>\$4,935.00</u>
Vendor 522 - GREENWICH CENTRAL SCHOOL										
Sub-Department 4189 Other Public Health										
2022-00000688	REIMBURSEMENT FOR COVID-19 TESTING - POSTAGE 10/29/21-11/24/21	Edit		01/14/2022	01/21/2022	12/31/2021			1,151.78	
							Sub-Department 4189 Other Public Health Totals	Invoices	1	0
							Vendor 522 - GREENWICH CENTRAL SCHOOL Totals	Invoices	1	<u>\$1,151.78</u>
Vendor 559 - Hartford Central School										
Sub-Department 4189 Other Public Health										
2022-00000689	REIMBURSEMENT FOR COVID-19 TESTING - TESTING 12/8/21-12/21/21	Edit		01/14/2022	01/21/2022	12/31/2021			135.10	
2022-00000690	REIMBURSEMENT FOR COVID-19 TESTING - POSTAGE 11/29/21-12/7/21	Edit		01/14/2022	01/21/2022	12/31/2021			137.90	
							Sub-Department 4189 Other Public Health Totals	Invoices	2	0
							Vendor 559 - Hartford Central School Totals	Invoices	2	<u>\$273.00</u>
Vendor 15339 - Christy Hopkins										
Sub-Department 4189 Other Public Health										
2022-00000691	REIMBURSEMENT FOR CONTACT TRACERS TRAINING 12/17/21 PER RESOL #2	Edit		01/14/2022	01/21/2022	12/31/2021			125.00	
							Sub-Department 4189 Other Public Health Totals	Invoices	1	0



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			Vendor 15339 - Christy Hopkins Totals				Invoices	1	\$125.00
Vendor 4686 - LANGUAGE LINE SERVICES									
Sub-Department 4189 Other Public Health									
2022-00000693	INV#10405581 TELEPHONE INTERPRETATION - COVID 11/30/21	Edit		01/14/2022	01/21/2022	12/31/2021			14.80
			Sub-Department 4189 Other Public Health Totals				Invoices	1	0
			Vendor 4686 - LANGUAGE LINE SERVICES Totals				Invoices	1	\$14.80
Vendor 15340 - Kendyl LaSota									
Sub-Department 4189 Other Public Health									
2022-00000692	REIMBURSEMENT FOR CONTACT TRACERS TRAINING 12/17/21 PER RESOL #	Edit		01/14/2022	01/21/2022	12/31/2021			125.00
			Sub-Department 4189 Other Public Health Totals				Invoices	1	0
			Vendor 15340 - Kendyl LaSota Totals				Invoices	1	\$125.00
Vendor 15341 - Jean-Marie Lundgren									
Sub-Department 4189 Other Public Health									
2022-00000694	REIMBURSEMENT FOR CONTACT TRACERS TRAINING 12/17/21 PER RESOL #2	Edit		01/14/2022	01/21/2022	12/31/2021			125.00
			Sub-Department 4189 Other Public Health Totals				Invoices	1	0
			Vendor 15341 - Jean-Marie Lundgren Totals				Invoices	1	\$125.00
Vendor 15342 - Iris Morris									
Sub-Department 4189 Other Public Health									
2022-00000695	REIMBURSEMENT FOR CONTACT TRACERS TRAINING 12/17/21 PER RESOL #2	Edit		01/14/2022	01/21/2022	12/31/2021			125.00
			Sub-Department 4189 Other Public Health Totals				Invoices	1	0
			Vendor 15342 - Iris Morris Totals				Invoices	1	\$125.00
Vendor 15329 - Northway Inn									
Sub-Department 4189 Other Public Health									
2022-00000696	LODGING FOR COVID QUARANTINED CLIENT 11/22/21-11/30/21	Edit		01/14/2022	01/21/2022	12/31/2021			450.00
			Sub-Department 4189 Other Public Health Totals				Invoices	1	0
			Vendor 15329 - Northway Inn Totals				Invoices	1	\$450.00
Vendor 15343 - Margaret Ploof									



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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 2022-00000697	4189 Other Public Health REIMBURSEMENT FOR CONTACT TRACERS TRAINING 12/17/21 PER RESOL #2	Edit		01/14/2022	01/21/2022	12/31/2021			125.00
	Sub-Department 4189 Other Public Health Totals					Invoices	1		0
	Vendor 15343 - Margaret Ploof Totals					Invoices	1		<u>\$125.00</u>
Vendor 808 - SALEM CENTRAL SCHOOL									
Sub-Department 2022-00000698	4189 Other Public Health REIMBURSEMENT FOR COVID-19 TESTING - POSTAGE 10/21/21-12/20/21	Edit		01/14/2022	01/21/2022	12/31/2021			900.05
	Sub-Department 4189 Other Public Health Totals					Invoices	1		0
	Vendor 808 - SALEM CENTRAL SCHOOL Totals					Invoices	1		<u>\$900.05</u>
Vendor 846 - SEELEY OFFICE SYSTEMS									
Sub-Department 2022-00000699	4189 Other Public Health INV#316615 COPIER SERVICE 9/15/21-12/14/21 COVID-19	Edit		01/14/2022	01/21/2022	12/31/2021			501.54
	Sub-Department 4189 Other Public Health Totals					Invoices	1		0
	Vendor 846 - SEELEY OFFICE SYSTEMS Totals					Invoices	1		<u>\$501.54</u>
Vendor 14810 - WASH CO DEPT OF SOCIAL SERVICES									
Sub-Department 2022-00000701	4189 Other Public Health REIMBURSEMENT FOR SUPPLIES FOR COVID-19 QUARANTINED RESIDENT	Edit		01/14/2022	01/21/2022	12/31/2021			109.00
	Sub-Department 4189 Other Public Health Totals					Invoices	1		0
	Vendor 14810 - WASH CO DEPT OF SOCIAL SERVICES Totals					Invoices	1		<u>\$109.00</u>
	Department 4189 - Other Public Health Totals					Invoices	16		<u>\$9,086.48</u>
4189 Other Public Health									
	Grand Totals					Invoices	16		<u><u>\$9,086.48</u></u>