

AUDIT COMMITTEE MEETING MINUTES
FEBRUARY 16, 2022

AUDIT COMMITTEE MEMBERS PRESENT: O'Brien, Clary, Rozell, Griffith, Nolan

AUDIT COMMITTEE MEMBERS ABSENT: Hogan, Ferguson

SUPERVISORS: Henke

Debra Prehoda, Clerk

Stacey Benson-Doty, Sr. Audit Clerk

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – January 19, 2022
- 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 9:00 A.M.

A motion to accept the minutes of the January 19, 2022 Audit Committee meeting was moved by Mr. Nolan, 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 \$13,727.57, report attached.
- Stale Vouchers – Vouchers submitted for payment of prior year expenses after prior year books are closed. Stale vouchers submitted totaled \$1,614.80; listed on handout. A motion to approve payment of stale vouchers from Assigned Counsel for Alaina Finan, Esq. \$208.95 for services from 10/28/20 - 12/31/20 and John K. Oswald, Esq. \$1,275.20 for services from 7/13/20 – 12/15/20, was moved by Mr. Rozell, seconded by Mrs. Clary, and adopted.

The committee proceeded with auditing the bills.

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

OTHER BUSINESS: None.

The meeting adjourned at 10:00 A.M.

Debra Prehoda, Clerk

Washington County Board of Supervisors

SUMMARY OF ACCOUNTS PAYABLE BY FUND

Submitted To Audit Committee For Approval : Meeting Date 2/16/22

<u>FUND</u>	<u>AMOUNT</u>	<u>No. Vouchers</u>	<u>DATE</u>
GENERAL	\$940,508.34	691	2/16/22
CAR POOL	\$18,811.50	22	2/16/22
COUNTY ROAD	\$249,216.80	26	2/16/22
COUNTY ROAD MACHINERY	\$129,330.73	64	2/16/22
SEWER DIST NO 1	\$10,384.00	2	2/16/22
SEWER DIST NO 2	\$139,154.87	51	2/16/22
Capital Construction	\$45,054.56	8	2/16/22
Workers Compensation	\$15,348.50	1	2/16/22
Health/Dental(MS)	\$0	0	2/16/22
TOTAL ALL FUNDS	\$1,547,809.30	865	

SPECIAL AUDIT 2/1/22

GENERAL	\$48,259.92	50	2/1/22
CAR POOL	\$605.16	1	2/1/22
COUNTY ROAD	\$179.25	6	2/1/22
COUNTY ROAD MACHINERY	\$3,842.76	8	2/1/22
SEWER NO 1	\$49.08	1	2/1/22
SEWER NO 2	\$11,281.92	15	2/1/22
TOTAL	\$64,218.09	81	

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

	<u>AMOUNT</u>	<u>DATE</u>
	<u>\$1,742,769.43*</u>	1/19/22-2/15/22
Grand Total Presented to Audit Committee	\$3,354,796.92	

TOTAL NUMBER OF VOUCHERS BEFORE COMMITTEE=946

**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	208.95	10/28/20-12/31/20
	John K Oswald, Esq	1275.20	7/13/20-12/15/20
<u>TOTAL</u>		<u>\$1,614.80</u>	

NOTES:

- 1. COVID (4189) PAYMENTS TOTALED \$13,727.57 IN THE REGULAR AUDIT. REPORT ATTACHED.**



Accounts Payable Invoice Report

Invoice Date Range 02/01/22 - 02/28/22

Report By Bank - 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	
Bank A1 - General Fund										
Vendor 1294 - FORT EDWARD UNION FREE SCHOOL										
Sub-Department 4189 Other Public Health										
2022-00001647	REIMBURSEMENT - COVID TESTING SUPPLS/PERSONNEL 9/30/21-11/30/21	Edit		02/11/2022	02/18/2022	12/31/2021			3,465.00	
							Sub-Department 4189 Other Public Health Totals	Invoices	1	0
							Vendor 1294 - FORT EDWARD UNION FREE SCHOOL Totals	Invoices	1	<u>\$3,465.00</u>
Vendor 522 - GREENWICH CENTRAL SCHOOL										
Sub-Department 4189 Other Public Health										
2022-00001650	REIMBURSEMENT - COVID TESTING SUPPLS/PERSONNEL 11/14-12/22/21	Edit		02/11/2022	02/18/2022	12/31/2021			1,498.14	
							Sub-Department 4189 Other Public Health Totals	Invoices	1	0
							Vendor 522 - GREENWICH CENTRAL SCHOOL Totals	Invoices	1	<u>\$1,498.14</u>
Vendor 559 - Hartford Central School										
Sub-Department 4189 Other Public Health										
2022-00001700	REIMBURSEMENT FOR COVID-19 TESTING - POSTAGE 1/5/22-1/14/22	Edit		02/11/2022	02/18/2022	02/11/2022			162.00	
							Sub-Department 4189 Other Public Health Totals	Invoices	1	0
							Vendor 559 - Hartford Central School Totals	Invoices	1	<u>\$162.00</u>
Vendor 639 - HUDSON FALLS CENTRAL SCHOOL										
Sub-Department 4189 Other Public Health										
2022-00001648	REIMBURSEMENT - COVID TESTING SUPPLS/PERSONNEL 9/1/21-12/14/21	Edit		02/11/2022	02/18/2022	12/31/2021			7,695.54	
							Sub-Department 4189 Other Public Health Totals	Invoices	1	0
							Vendor 639 - HUDSON FALLS CENTRAL SCHOOL Totals	Invoices	1	<u>\$7,695.54</u>
Vendor 4686 - LANGUAGE LINE SERVICES										
Sub-Department 4189 Other Public Health										
2022-00001652	INV#10431237 TELEPHONE INTERPRETATION 12/31/21 - COVID	Edit		02/11/2022	02/18/2022	12/31/2021			72.89	
							Sub-Department 4189 Other Public Health Totals	Invoices	1	0
							Vendor 4686 - LANGUAGE LINE SERVICES Totals	Invoices	1	<u>\$72.89</u>
Vendor 12260 - WM Corporate Services, Inc.										
Sub-Department 4189 Other Public Health										
2022-00001655	INN#0088899-2819-1 MEDICAL WASTE CONTAINERS 11/9/21	Edit		02/11/2022	02/18/2022	12/31/2021			417.00	



Accounts Payable Invoice Report

Invoice Date Range 02/01/22 - 02/28/22

Report By Bank - 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
2022-00001657	INV#0089815-2819-6 MEDICAL WASTE CONTAINERS 12/8/21	Edit		02/11/2022	02/18/2022	12/31/2021			417.00
	Sub-Department		4189 Other Public Health	Totals			Invoices	2	0
	Vendor		12260 - WM Corporate Services, Inc.	Totals			Invoices	2	\$834.00
	Bank		A1 - General Fund	Totals			Invoices	7	\$13,727.57
			Grand Totals				Invoices	7	\$13,727.57