

AUDIT COMMITTEE MEETING MINUTES
JANUARY 18, 2012

AUDIT COMMITTEE MEMBERS PRESENT: Suprenant, Watkins, Dumas, O'Brien

AUDIT COMMITTEE MEMBERS ABSENT: Shay, Haff, Pitts

SUPERVISORS: Rymph, Campbell

Debra Prehoda, Clerk

Stacey Benson-Doty, Sr. Audit Clerk

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Approval of Minutes – December 14, 2011
- 3) Audit Monthly Bills
- 4) Other Business
- 5) Adjournment

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

A motion to approve the minutes of the December 14, 2011 meeting was moved by Mr. Watkins, seconded by Mr. O'Brien and adopted.

The committee proceeded with auditing the bills.

The committee reconvened.

A motion to pay all bills as audited was moved by Mr. Watkins, seconded by Mr. O'Brien and adopted.

The monthly audit report was distributed and reviewed, attached.

Year-end audit reports were distributed, attached. The 2011 year-end report totals for the number of vouchers submitted for Special Audit and the Monthly Audit are as follows:

Special Audit	680	vouchers processed in the amount of	\$ 930,807.52
Monthly Audi	<u>14,362</u>	vouchers processed in the amount of	<u>\$25,418,983.63</u>
Grant Total	15,042		\$26,349,791.15

OTHER BUSINESS: None.

A motion to adjourn was moved by Mrs. Dumas, seconded by Mr. O'Brien and adopted to adjourn the meeting at 11:23 A.M.

Respectfully submitted,

Debra Prehoda, Clerk

Washington County Board of Supervisors

Department		Submitted	Dollars	Department		Submitted	Dollars	Department		Submitted	Dollars
January		2012		December		2011		January		2011	
1010	Legislative Board	1	\$451.80	1010	Legislative Board	0	\$0.00	1010	Legislative Board	0	\$0.00
1040	Clerk of the Board	8	\$1,207.21	1040	Clerk of the Board	6	\$578.41	1040	Clerk of the Board	1	\$87.81
1165	District Attorney	2	\$857.40	1165	District Attorney	6	\$2,041.12	1165	District Attorney	8	\$2,746.37
1170	Public Defender	129	\$35,055.40	1170	Public Defender	83	\$29,249.40	1170	Public Defender	76	\$19,569.20
1185	Medical Examiner & Coroner	8	\$2,617.93	1185	Medical Examiner & Coroner	2	\$920.85	1185	Medical Examiner & Coroner	10	\$7,841.70
1190	Grand Jury	4	\$810.15	1190	Grand Jury	9	\$3,011.30	1190	Grand Jury	4	\$974.45
1230	County Administrator	5	\$4,397.00	1230	County Administrator	7	\$21,624.93	1230	County Administrator	7	\$4,768.94
1325	Treasurer	9	\$4,731.16	1325	Treasurer	8	\$5,213.11	1325	Treasurer	10	\$5,989.23
1340	Budget Officer	19	\$35,841.67	1340	Budget Officer	9	\$10,977.18	1340	Budget Officer	33	\$37,529.70
1355	Real Property Tax Service	3	\$378.20	1355	Real Property Tax Service	3	\$323.74	1355	Real Property Tax Service	3	\$266.87
1362	Tax Advertising/Expense	5	\$2,334.62	1362	Tax Advertising/Expense	3	\$12,278.09	1362	Tax Advertising/Expense	3	\$1,877.12
1364	Expense - Tax Sale	0	\$0.00	1364	Expense - Tax Sale	0	\$0.00	1364	Expense - Tax Sale	0	\$0.00
1410	County Clerk	8	\$5,823.86	1410	County Clerk	10	\$6,904.45	1410	County Clerk	11	\$2,539.83
1420	County Attorney (Law)	8	\$1,511.18	1420	County Attorney (Law)	6	\$2,355.86	1420	County Attorney (Law)	6	\$1,815.65
1430	Personnel	3	\$9,523.50	1430	Personnel	3	\$237.71	1430	Personnel	4	\$9,271.88
1450	Board of Elections	4	\$21,785.60	1450	Board of Elections	5	\$5,820.65	1450	Board of Elections	6	\$21,941.94
1490	Dept. of Public Works	0	\$0.00	1490	Dept. of Public Works	0	\$0.00	1490	Dept. of Public Works	0	\$0.00
1620	Building & Grounds	39	\$32,634.38	1620	Building & Grounds	63	\$38,984.32	1620	Building & Grounds	51	\$39,356.53
1650	Central Communications	1	\$814.41	1650	Central Communications	0	\$0.00	1650	Central Communications	1	\$921.31
1660	Stock Room	12	\$3,695.98	1660	Stock Room	14	\$4,553.60	1660	Stock Room	15	\$4,413.01
1670	Central Mail	1	\$2,512.36	1670	Central Mail	1	\$2,366.70	1670	Central Mail	2	\$6,475.74
1680	Central Data Processing	18	\$92,355.44	1680	Central Data Processing	5	\$5,531.75	1680	Central Data Processing	21	\$92,111.42
1910	Unallocable Insurance	1	\$2,300.00	1910	Unallocable Insurance	0	\$0.00	1910	Unallocable Insurance	1	\$6,118.00
2490	Community College	3	\$771.66	2490	Community College	6	\$5,106.00	2490	Community College	6	\$1,931.34
3010	Traffic Safety Board	0	\$0.00	3010	Traffic Safety Board	1	\$226.80	3010	Traffic Safety Board	0	\$0.00
3110	Sheriff	22	\$27,438.78	3110	Sheriff	30	\$34,470.41	3110	Sheriff	35	\$16,410.77
3140	Probation	7	\$1,070.92	3140	Probation	10	\$2,246.73	3140	Probation	6	\$672.40
3142	Alternative Sentencing	0	\$0.00	3142	Alternative Sentencing	0	\$0.00	3142	Alternative Sentencing	0	\$0.00
3150	Jail	70	\$104,999.87	3150	Jail	102	\$72,590.58	3150	Jail	101	\$88,465.47
3315	Special Traffic	6	\$10,044.63	3315	Special Traffic	5	\$4,711.02	3315	Special Traffic	10	\$14,070.67
3410	Fire Bureau	2	\$512.25	3410	Fire Bureau	1	\$486.45	3410	Fire Bureau	4	\$1,281.01
3620	Code Enforcement	3	\$1,718.79	3620	Code Enforcement	1	\$1,776.60	3620	Code Enforcement	1	\$925.00
3625	EMS	0	\$0.00	3625	EMS	1	\$305.10	3625	EMS	0	\$0.00
3640	Emergency Services	16	\$5,443.84	3640	Emergency Services	7	\$2,037.69	3640	Emergency Services	13	\$4,406.05
4000	Public Health	272	\$599,680.90	4000	Public Health	250	\$573,875.43	4000	Public Health	217	\$247,578.01
4310	Mental Health	0	\$0.00	4310	Mental Health	0	\$0.00	4310	Mental Health	0	\$0.00
6010	Social Services/Aging	65	\$90,279.15	6010	Social Services/Aging	48	\$82,896.71	6010	Social Services/Aging	55	\$52,643.16
6310	Economic Opportunities	0	\$0.00	6310	Economic Opportunities	0	\$0.00	6310	Economic Opportunities	2	\$15,000.00
6410	Economic Development	0	\$0.00	6410	Economic Development	0	\$0.00	6410	Economic Development	0	\$0.00
6411	Publicity - I Love NY	1	\$2,500.00	6411	Publicity - I Love NY	8	\$10,166.05	6411	Publicity - I Love NY	8	\$8,107.00
6510	Veterans	2	\$1,009.55	6510	Veterans	4	\$831.06	6510	Veterans	2	\$446.75
6610	Sealer of Weights & Measurer	2	\$205.00	6610	Sealer of Weights & Measurer	2	\$336.38	6610	Sealer of Weights & Measurer	0	\$0.00

Department	Submitted	Dollars	Department	Submitted	Dollars	Department	Submitted	Dollars
7110 Huletts Park	0	\$16.38	7110 Huletts Park	1	\$414.93	7110 Huletts Park	1	\$20.49
7111 Lauderdale Park	0	\$0.00	7111 Lauderdale Park	1	\$5.49	7111 Lauderdale Park	0	\$0.00
7120 Snowmobile Trail Fund	0	\$0.00	7120 Snowmobile Trail Fund	0	\$0.00	7120 Snowmobile Trail Fund	0	\$0.00
7310 Youth Bureau	11	\$3,573.96	7310 Youth Bureau	15	\$7,176.62	7310 Youth Bureau	14	\$5,996.89
7510 Historian	0	\$0.00	7510 Historian	0	\$0.00	7510 Historian	0	\$0.00
8020 Planning	1	\$96.00	8020 Planning	2	\$28.91	8020 Planning	3	\$262.80
Fund Total	771	\$1,111,000.93	Fund Total	738	\$952,662.13	Fund Total	751	\$724,834.51
ACC Construction	0	\$0.00	ACC Construction	2	\$104,954.12	ACC Construction	5	\$7,538.05
Capital Construction	8	\$25,820.83	Capital Construction	7	\$60,159.84	Capital Construction	2	\$45,684.86
Car Pool	24	\$20,714.41	Car Pool	23	\$126,814.11	Car Pool	20	\$23,843.43
County Road	47	\$208,517.69	County Road	37	\$132,554.44	County Road	30	\$205,113.08
County Road Machinery	122	\$181,202.61	County Road Machinery	83	\$128,337.33	County Road Machinery	115	\$145,075.70
Pleasant Valley	158	\$277,005.78	Pleasant Valley	194	\$290,005.92	Pleasant Valley	136	\$227,083.58
Sewer District No. 1	1	\$20,147.32	Sewer District No. 1	0	\$0.00	Sewer District No. 1	0	\$0.00
Sewer District No. 2	50	\$22,594.00	Sewer District No. 2	34	\$16,596.93	Sewer District No. 2	34	\$60,389.88
Solid Waste Management	29	\$71,128.38	Solid Waste Management	35	\$33,148.49	Solid Waste Management	42	\$105,312.47
Workers Compensation	2	\$12,663.50	Workers Compensation	1	\$180.00	Workers Compensation	1	\$60.00
Fund Total	441	\$839,794.52	Fund Total	416	\$892,751.18	Fund Total	385	\$820,101.05
Total Of All Funds	1212	\$1,950,795.45	Total Of All Funds	1154	\$1,845,413.31	Total Of All Funds	1136	\$1,544,935.56

Washington County Board of Supervisors Special Audit Yearly Report

Year	Fund	Dept No.	Department	Service Type	Submitted	Amount
2011						
General Fund						
	1230		County Administrator	Postage	1	\$76.21
				Department Total	1	\$76.21
	1620		Building & Grounds	Utilities	148	\$254,888.38
				Department Total	148	\$254,888.38
	1650		Central Communications	Cell Phone	11	\$6,213.69
				Phone	19	\$37,330.95
				Department Total	30	\$43,544.64
	1670		Central Mail	Postage	23	\$91,039.93
				Department Total	23	\$91,039.93
	1680		Central Data Processing	Cell Phone	5	\$989.63
				Phone	13	\$8,037.05
				Department Total	18	\$9,026.68
	3110		Sheriff	Cell Phone	17	\$11,582.77
				Phone	5	\$294.06
				Department Total	22	\$11,876.83
	3140		Probation	Cell Phone	12	\$516.12
				Department Total	12	\$516.12
	3150		Jail	Utilities	49	\$184,484.89
				Department Total	49	\$184,484.89
	3640		Emergency Services	Cell Phone	2	\$389.51
				Phone	21	\$14,459.40
				Utilities	11	\$1,422.05
				Department Total	34	\$16,270.96
	4000		Public Health	Cell Phone	26	\$17,041.76
				Postage	34	\$7,966.72
				Department Total	60	\$25,008.48
	6010		Social Services/Aging	Cell Phone	7	\$695.33
				Department Total	7	\$695.33
	7110		Huletts Park	Utilities	4	\$84.94
				Department Total	4	\$84.94

Year	Fund	Dept No.	Department	Service Type	Submitted	Amount
		7111	Lauderdale Park	Utilities	11	\$712.12
				Department Total	11	\$712.12
		7310	Youth Bureau	Cell Phone	7	\$716.00
				Department Total	7	\$716.00
				Fund Total	426	\$638,941.51

Solid Waste Management

		8160	Solid Waste	Cell Phone	5	\$153.12
				Phone	6	\$2,045.02
				Utilities	41	\$54,274.97
				Water	1	\$28.13
				Department Total	53	\$56,501.24
				Fund Total	53	\$56,501.24

Car Pool

		5135	DPW	Utilities	1	\$1,403.54
				Department Total	1	\$1,403.54
				Fund Total	1	\$1,403.54

County Road

		5000	DPW	Phone	6	\$4,065.69
				Department Total	6	\$4,065.69
				Fund Total	6	\$4,065.69

County Road Machinery

		5130	DPW	Cell Phone	5	\$1,749.32
				Phone	4	\$127.23
				Utilities	105	\$52,847.74
				Water	1	\$60.62
				Department Total	115	\$54,784.91
				Fund Total	115	\$54,784.91

Pleasant Valley

		6020	Nursing Station	Phone	1	\$33.66
				Department Total	1	\$33.66
		8220	Maintenance	Utilities	21	\$69,600.11
				Department Total	21	\$69,600.11
		8350	Administration	Phone	10	\$3,682.94
				Utilities	3	\$12,231.57

Year	Fund	Dept No.	Department	Service Type	Submitted	Amount
				Department Total	13	\$15,914.51
				Fund Total	35	\$85,548.28
Sewer District No. 1						
	8131		Sewer District No. 1			
				Utilities	10	\$467.74
				Department Total	10	\$467.74
				Fund Total	10	\$467.74
Sewer District No. 2						
	8110		Sewer District No. 2			
				Phone	6	\$1,667.40
				Postage	1	\$1,579.89
				Utilities	27	\$85,847.32
				Department Total	34	\$89,094.61
				Fund Total	34	\$89,094.61
Special Audit Fund Grand Total					680	\$930,807.52

**Washington County Board of Supervisors
PO Yearly Audit Report for 2011**

Department	Submitted	Submitted Late *	Rejected Corrected	Rejected Not Processed	PO System Voucher	% Submitted to PO Voucher System	Dollar Amount	
1010	Legislative Board	8	0	0	0	0.00%	\$1,183.65	
1040	Clerk of the Board	68	0	0	3	4.41%	\$9,350.86	
1165	District Attorney	91	0	5	2	10.99%	\$28,030.64	
1170	Public Defender	1035	0	8	0	0.00%	\$274,161.17	
1185	Medical Examiner & Coroner	126	0	0	0	0.00%	\$75,618.61	
1190	Grand Jury	69	0	1	0	0.00%	\$18,092.69	
1230	County Administrator	71	0	0	22	30.99%	\$108,276.30	
1325	Treasurer	102	0	1	0	49.02%	\$121,613.06	
1340	Budget Officer	131	0	0	0	0.00%	\$136,609.86	
1355	Real Property Tax Service	37	3	0	0	62.16%	\$27,140.65	
1362	Tax Advertising/Expense	16	0	0	0	0.00%	\$18,590.21	
1364	Expense - Tax Sale	1	0	0	0	0.00%	\$58.94	
1410	COUNTY Clerk	100	0	2	0	56.00%	\$77,225.66	
1420	County Attorney (Law)	55	0	1	0	3.64%	\$22,907.18	
1430	Personnel	32	0	1	0	12.50%	\$21,941.29	
1450	Board of Elections	172	0	6	0	12.21%	\$88,567.90	
1490	Dept. of Public Works	9	0	0	0	0.00%	\$6,827.36	
1620	Building & Grounds	598	0	1	0	16.05%	\$340,718.89	
1650	Central Communications	6	0	0	0	0.00%	\$4,577.51	
1660	Stock Room	172	0	0	0	171	99.42%	\$52,004.57
1670	Central Mail	9	0	0	0	0.00%	\$35,999.10	
1680	Central Data Processing	107	0	1	0	56	52.34%	\$335,653.15
1910	Unallocable Insurance	9	0	0	0	0.00%	\$358,069.48	
2490	Community College	140	0	0	0	0.00%	\$405,579.17	
3010	Traffic Safety Board	14	0	2	0	0.00%	\$26,175.99	
3110	Sheriff	378	0	5	0	76	20.11%	\$397,668.84
3140	Probation	76	0	0	0	9	11.84%	\$15,620.98
3142	Alternative Sentencing	0	0	0	0	0	0.00%	\$0.00
3150	Jail	1117	0	24	1	236	21.13%	\$1,008,869.50
3315	Special Traffic	96	0	7	0	0	0.00%	\$90,080.09
3410	Fire Bureau	29	0	0	0	2	6.90%	\$13,112.32
3620	Code Enforcement	30	0	0	0	1	3.33%	\$24,804.72
3625	EMS	5	0	1	0	0	0.00%	\$886.75
3640	Emergency Services	141	0	2	0	60	42.55%	\$260,240.03
4000	Public Health	2985	1	20	2	544	18.22%	\$4,800,616.33
4310	Mental Health	2	0	0	0	0	0.00%	\$200,523.51
6010	Social Services/Aging	693	1	7	0	118	17.03%	\$1,051,800.86
6310	Economic Opportunities	8	0	0	0	8	100.00%	\$60,000.00
6410	Economic Development	0	0	0	0	0	0.00%	\$0.00
6411	Publicity - I Love NY	78	0	0	0	11	14.10%	\$101,577.03
6510	Veterans	47	0	1	0	0	0.00%	\$16,506.68
6610	Sealer of Weights & Measurer	26	0	0	0	1	3.85%	\$5,307.70
7110	Huletts Park	28	0	0	0	1	3.57%	\$2,757.75
7111	Lauderdale Park	27	0	0	0	2	7.41%	\$3,754.34
7120	Snowmobile Trail Fund	0	0	0	0	0	0.00%	\$0.00
7310	Youth Bureau	166	0	0	0	12	7.23%	\$100,155.24
7510	Historian	5	0	0	0	4	80.00%	\$711.18
8020	Planning	23	0	0	0	2	8.70%	\$88,959.27
Fund Total		9138	5	96	5	1601	17.52%	\$10,838,927.01

Department	Submitted	Submitted Late *	Rejected Corrected	Rejected Not Processed	PO System Voucher	% Submitted to PO Voucher System	Dollar Amount
Solid Waste Management	484	0	8	0	15	3.10%	\$828,834.97
Car Pool	262	0	0	0	57	21.76%	\$501,058.09
County Road	504	0	2	0	210	41.67%	\$4,976,619.22
County Road Machinery	1191	0	8	0	195	16.37%	\$2,380,204.41
Pleasant Valley	2117	75	18	12	368	17.38%	\$3,413,379.10
Sewer District No. 1	8	0	0	0	0	0.00%	\$52,631.89
Sewer District No. 2	496	3	0	0	2	0.40%	\$558,991.49
Workers Compensation	22	0	0	0	0	0.00%	\$116,917.45
ACC Construction	36	0	0	0	0	0.00%	\$644,753.94
Capital Construction	104	0	0	0	15	14.42%	\$1,106,666.06
Fund Total	5224	78	36	12	862	16.50%	\$14,580,056.62
Total Of All Funds	14362	83	132	17	2463	17.15%	\$25,418,983.63

* Number of vouchers the department requested to be entered after the voucher submission deadline.