



Sullivan County

Management & Budget, Capital Planning and Budgeting Committee

Meeting Agenda - Final

Chairman George Conklin
Vice Chairman Michael Brooks
Committee Member Alan J. Sorensen
Committee Member Joseph Perrello
Committee Member Ira Steingart

Thursday, November 10, 2022

9:00 AM

Government Center

Call To Order and Pledge of Allegiance

Roll Call

Comments:

1. 2023 Tentative Budget Presentation - Joshua Potosek, County Manager

Reports:

1. **Budget Office**
2. **County Treasurer**
3. Office of Audit and Control [ID-4986](#)
Attachments: [3rd Qtr 2022 report](#)
4. ITS

Public Comment

Resolutions:

1. To Modify the 2022 Budget [ID-5049](#)
Attachments: [October 31 2022 Resolution Needed.pdf](#)
2. This grant from NYSOILS takes the place of Distribution No. 10 which is set to expire on December 31, 2022. ..end [ID-5016](#)

Adjourn



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-4986

Agenda Date:

Agenda #: 3.



ANGELA CHEVALIER
COUNTY AUDITOR

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**COUNTY OF SULLIVAN
OFFICE OF AUDIT AND CONTROL
SULLIVAN COUNTY GOVERNMENT CENTER
100 NORTH STREET
MONTICELLO, NEW YORK 12701**

3rd Quarter 2022 Report

The Office of Audit and Control audits and processes all lawful claims or charges against the County or against funds for which the County is responsible. Our goal is to promote accountability throughout the County government, and serve the public interest by providing the Legislature, County Manager and other County management with reliable information, unbiased analysis and objective recommendations. We continue to provide services in a timely manner, as we strive to be as efficient as possible.

ACCOUNTS PAYABLE – Invoice Processing

For the first three quarters of 2022, the Office of Audit & Control (“Audit Department”) worked diligently to process over 33,800 invoices for payment. During this time period, there was a reduction in payments in the amount of \$413,420.39 through voucher corrections and/or the removal of duplicate submissions from processing. Vouchers totaling \$223,874.48 were also removed from processing after having been submitted for payment without having a proper contract on file to authorize the expense.

ACCOUNTS PAYABLE – P Card Processing

My office continues to work closely with Purchasing to increase the card usage. We have been analyzing vendors to assist in selecting vendors who will participate in the program. We are working with the New World Security Group to create security settings to streamline this process, protect information and become paperless as it relates to the approval process.

FIXED ASSET INVENTORY & REPORTING

We completed a County-wide inventory for all Machinery & Equipment recorded in our Fixed Asset records. My office continues to compile source documents for the recording of and/or tracking of Fixed Assets (including tagging and photographing).

CONTRACT REPOSITORY

The Audit Department is the repository for all County contracts. As such, all contracts are analyzed to ensure they are fully and properly executed. ie. signatures, insurance, legislative authority and attachments/exhibits etc. Upon review any missing documentation is requested and once deemed complete, each contract is entered into the County’s contract database, scanned & attached and made available for viewing.

VENDOR CREATION- NEC & MISC 1099 REPORTING REQUIREMENT-

We continued to process new vendor creation and maintenance in the financial software which included requesting I.R.S. Form W-9 from vendors for proper business entity information. This enables the County to have the required information for NEC & MISC 1099 I.R.S. reporting requirements.

AUCTIONS

The County's Surplus Auction is underway. We worked closely with DPW staff and the auction company to catalog each of the items/lots. The auction will run from now until the beginning of November.

REPRESENTATIVE PAYEE RECONCILIATION

This was a long term project which originated to assist the Department of Family Services in implementing new software and, for various reasons, grew into a reconciliation engagement. This required completing many years of bank reconciliations and assisting in determining corrections needed to clients' sub-ledgers. Reconciliations have been completed through August 2022. Training the department's fiscal staff on maintaining this process has begun.

OTHER ACTIVITY (NOT ALL INCLUSIVE)

- Staff completed all County required trainings for third quarter 2022.
- Various meetings/phone calls/communications with key departments and personnel regarding daily operations, contract balances and general ledger questions.

Respectfully submitted,





Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5049

Agenda Date: 11/10/2022

Agenda #: 1.

Narrative of Resolution:
To Modify the 2022 Budget

If Resolution requires expenditure of County Funds, provide the following information:

Amount to be authorized by Resolution: Please see attached Budget Mods.

Are funds already budgeted? Choose an item.

Specify Compliance with Procurement Procedures:

WHEREAS, the County of Sullivan Budget requires modification,

NOW, THEREFORE, BE IT RESOLVED, that the attached budgetary transfers for 2022 be authorized.

**October 31, 2022 Resolution
Sullivan County Budget Modifications 2022**

G/L Account	Revenue Increase	Revenue Decrease	Appropriation Increase	Appropriation Decrease
A-1165-47-4724 - DEPT DRUG FORFEITURE PROCEEDS NYS(*)			8,295	
A-1165-47-4724 - DEPT DRUG FORFEITURE PROCEEDS NYS(*)			2,200	
A-1410-11-43-4302 - COMPUTER HARDWARE PURCHASES/LEASES			5,983	
A-1410-11-43-4303 - COMPUTER SOFTWARE PURCHASE/LEASE			9,620	
A-1410-11-43-4304 - COMPUTER MAINTENANCE/SERVICE FEES			19,470	
A-1430-40-4001 - CONTRACT AGENCIES			16,477	
A-1989-99-47-4734 - DEPT BOND/NOTE EXPENSE			1,330	
A-1989-99-47-4736 - DEPT CONTINGENT				1,330
A-1989-99-47-4736 - DEPT CONTINGENT				16,477
A-1989-99-47-4736 - DEPT CONTINGENT				35,073
A-4010-35-46-4609 - MISC SERV/EXP SPECIAL SERV/OTHER			55	
A-4010-35-46-4610 - MISC SERV/EXP EMPL NOTARY/CERTIFICATION			165	
A-4010-35-R4401-R167 - FED AID PUBLIC HEALTH DEPARTMENTAL AID	220			
A-4320-41-42-4201 - OFFICE ADVERTISING			4,000	
A-4320-41-R4489-R167 - FED AID OTHR HEALTH DEPARTMENTAL AID	4,000			
A-5610-44-4409 - UTILITY JET A KEROSENE			43,921	
A-5610-45-4533 - SPEC DEPT SUPPLY LIQUID ICE CNTRL MATERIAL			7,725	
A-5610-47-4710 - DEPT DEPT MISC/OTHER			4,000	
A-5610-R2655-R428 - SALES FUEL SALES	7,725			
A-5610-R2655-R428 - SALES FUEL SALES	47,921			
A-8020-90-40-4001 - CONTRACT AGENCIES			15,600	
A-8020-90-R3989-R167 - ST AID HOME/COMM ASSIST DEPARTMENTAL AID	15,600			
A-9901-90-9002 - TRANSFERS TRANSFERS ROAD MACHINERY			1,523,380	
A-9999-R1110-R239 - SALES AND USE TAX MAIN	1,523,380			
A Fund Total	1,598,846	-	1,662,221	52,880

DM-5130-48-21-2103 - FIXED MACHINERY/EQUIPMENT			64,000	
DM-5130-48-21-2105 - FIXED AUTOMOTIVE EQUIP			1,384,380	
DM-5130-48-21-2105 - FIXED AUTOMOTIVE EQUIP			21,788	
DM-5130-48-45-4502 - SPEC DEPT SUPPLY GASOLINE			100,000	
DM-9997-R2665-R338 - SALE OF EQUIPMNT OTHER	25,000			
DM-9997-R2665-R338 - SALE OF EQUIPMNT OTHER	21,788			
DM-9997-R5031-R209 - INTERFUND TRANSFR GENERAL FUND	1,523,380			
DM Fund Total	1,570,168	-	1,570,168	-

(*) To be funded from the DA State Forfeiture Assigned Fund Balance



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5016

Agenda Date: 11/10/2022

Agenda #: 2.

Narrative of Resolution:

This grant from NYSOILS takes the place of Distribution No. 10 which is set to expire on December 31, 2022.

If Resolution requires expenditure of County Funds, provide the following information:

Amount to be authorized by Resolution: \$0

Are funds already budgeted? Choose an item.

Specify Compliance with Procurement Procedures:

N/A

WHEREAS, New York State Office of Indigent Legal Services (“NYSOILS”) has offered the County of Sullivan (“County”) funding in the amount of \$242,997.00 over a three (3) year period commencing on January 1, 2023 through December 31, 2025, known as Distribution No. 13 (Contract No. C130048), in order to improve the quality of legal services provided by the County pursuant to Article 18B of the County Law of the State of New York; and

WHEREAS, in order to receive the funding, the County must accept the award and enter into an agreement with NYSOILS to administer the funding; and

WHEREAS, in order to provide the additional funding to the Sullivan Legal Aid Panel, Inc. (“Legal Aid Panel”) and the Sullivan County Conflict Legal Aid, Inc. (“Conflict Legal Aid”) it is necessary to modify their respective contracts.

NOW, THEREFORE BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the County Manager to execute any and all documentation necessary to accept the award and enter into a three (3) year agreement with NYSOILS effective January 1, 2023 through December 31, 2025 for a total amount of \$242,997.00, said documents to be in a form approved by the County Attorney; and

BE IT FURTHER RESOLVED, that the County Manager is hereby authorized to execute modification agreements with the Legal Aid Panel for an amount not to exceed \$55,000.00 per year for a three (3) year period, and Conflict Legal Aid for an amount not to exceed \$25,999.00 per year for a three (3) year period, said modification agreement to be in a form approved by the County Attorney; and

BE IT FURTHER RESOLVED, that should the NYSOILS funding be terminated, the County shall not be obligated to continue any action undertaken by the use of this funding.