



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, July 13, 2023

9:00 AM

Government Center

Call To Order and Pledge of Allegiance

Roll Call

Comments:

Reports:

1. Budget Office
2. County Treasurer
3. Office of Audit and Control

[ID-5640](#)

Attachments: [AUDIT 2ND QTR 2023](#)

4. ITS

Discussion: None

Public Comment

Resolutions:

1. To amend Resolution No. 189-23 to reflect different project funding for the Lumberland Fire Department.
2. To Modify the 2023 Budget

[ID-5610](#)

[ID-5647](#)

Attachments: [June 30 2023 Resolution Needed.pdf](#)

Adjourn



Sullivan County

Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5640

Agenda Date: 7/13/2023

Agenda #: 3.



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

**2nd Quarter 2023 Report
July 13, 2023**

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

During the first two quarters of 2023, the Office of Audit & Control ("Audit Department") worked diligently to process over 23,000 invoices for payment.

My Department was also able to save the County \$ 1,485,300 over the last six months, through voucher corrections and the removal of duplicate submissions from processing. Vouchers totaling \$ 274,219 were also removed from processing after having been submitted for payment without having a proper contract to authorize the expense.

CONTRACT REPOSITORY

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

NEC & MISC 1099 REPORTING REQUIREMENT and VENDOR MONITORING

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.

In June, my office began Vendor Exclusion Monitoring for the County. This entailed uploading all of our accounts payable vendor information into Kchecks for review. Moving forward, on a monthly basis, my office will verify the new vendor information in Kchecks for each of the vendor profiles we create in our financial software.

ASSETS and LEASE REPORTING and FIXED ASSET INVENTORY

The Office of Audit & Control compiled source documents for the recording of and/or tracking of Fixed Assets (including tagging and photographing) through June 2023. We are hopefully in the final stages of selecting a computer program to upgrade our asset management and inventory system.

OTHER ACTIVITY (NOT ALL INCLUSIVE)

- All required training up to date
- Attended scheduled Corporate Compliance Meetings
- Attended additional Kchecks training for vendor exclusion screenings for Corporate Compliance
- Attended OPIOID settlement meetings, upon request
- Participated in New World Security Group
- Worked closely with County Attorney's Office as it relates to County contracts
- Reviewed and approved loan packets and amortization schedules for Planning
- 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-5610

Agenda Date: 7/13/2023

Agenda #: 1.

Narrative of Resolution:

To amend Resolution No. 189-23 to reflect different project funding for the Lumberland Fire Department.

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

Amount to be authorized by Resolution: \$5,000

Are funds already budgeted? Yes

Specify Compliance with Procurement Procedures:

N/A

WHEREAS, the Sullivan County Legislature authorized a contract with the Lumberland Fire Department through the Legislative Discretionary Funding Program on March 16, 2023 via Resolution No. 189-23; and

WHEREAS, the project description to be funded was “Outfit a brand new fire truck with couplings/hose”; and

WHEREAS, due to delivery and pricing issues, the Lumberland Fire Department has requested that we fund another much needed item, Black Oak Nitron XD Night Vision camera system up to \$5,000, which will assist them with night search rescues on their air boat.

BE IT FURTHER RESOLVED, that the Sullivan County Legislature authorizes the County Manager to enter into a contract with the Lumberland Fire Department for the purchase of a Black Oak Nitron XD Night Vision camera system, up to \$5,000 for the contract period of January 1, 2023 through December 31, 2023, said contracts to be in a form approved by the County Attorney.



Sullivan County
Legislative Memorandum

100 North Street
Monticello, NY 12701

File #: ID-5647

Agenda Date: 7/13/2023

Agenda #: 2.

Narrative of Resolution:

To Modify the 2023 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 2023 be authorized.

**June 30, 2023 Resolution Needed
Sullivan County Budget Modifications 2023**

G/L Account	Revenue Increase	Revenue Decrease	Appropriation Increase	Appropriation Decrease
A-1345-42-4201 - OFFICE ADVERTISING			1,500	
A-1680-43-4301 - COMPUTER SUPPLIES			12,044	
A-1680-43-4302 - COMPUTER HARDWARE PURCHASES/LEASES			820	
A-1680-43-4303 - COMPUTER SOFTWARE PURCHASE/LEASE			11,899	
A-1680-R1289-R247 - GEN GOV DEPT INCOME MISC FEE/REIMBURSMNT	24,763			
A-1920-47-4703 - DEPT DUES			5,000	
A-1989-99-47-4736 - DEPT CONTINGENT				5,000
A-1989-99-47-4736 - DEPT CONTINGENT				1,500
A-3010-42-4203 - OFFICE OFFICE SUPPLIES			429	
A-3010-45-4506 - SPEC DEPT SUPPLY PUBLIC SAFETY				6,258
A-3010-R4389-R338 - FED AID PUBLIC SAFETY OTHER		6,258		
A-3010-R4389-R338 - FED AID PUBLIC SAFETY OTHER	429			
A-3110-29-45-4541 - SPEC DEPT SUPPLY SM EQUIP TOOLS APPLNCS, SM ELECT(*)			51,460	
A-3110-29-47-4717 - DEPT BLDG/PROP/EQUIP REPAIRS&MAINTNCE(*)			620	
A-6010-38-47-4752 - DEPT MISC PROGRAM EXP			369,214	
A-6010-52-R3610-R104 - ST AID FAMILY SERV ADMINISTRATION	369,214			
A-8020-90-40-4013 - CONTRACT CONTRACT OTHER(**)			64,057	
A-8020-90-47-4796 - DEPT PLANS AND PROGRESS(***)			10,000	
A-8020-90-R4089-R167 - FED AID OTHR DEPARTMENTAL AID	32,029			
A Fund Total	426,435	6,258	527,043	12,758

(*) To be funded from the Opioid Assigned Fund Balance
(**) 1/2 To be funded from the Planning Programs Assigned Fund Balance
(***) To be funded from the Planning Programs Assigned Fund Balance