

SUPPORT SERVICES COMMITTEE AUDITOR AGENDA

January 22, 2019

Committee Members: Supervisors Loeb, Leggett, Sokol, Hyde, Magowan, Hogan, Wild, Driscoll, Dickinson

- I. Committee meeting called to order by Chairman
 - II. Motion to approve the minutes of the prior meeting
 - III. Action Agenda/New Business Items:
 1. Report of Auditor's Office requested by Supervisor Wild
 - IV. Referrals/Pending Items:

None
 - V. Discussion Items:

None
 - VI. Privilege of the Floor to discuss any additional items to come before the Committee
 - VII. Motion to adjourn
-

Attachments:

Report on Auditor's Office Problem Resolutions

April 2016	New World Training classes offered. Travel Policy and Purchasing Policy Quick Reference Sheets given to all New World Users
May 2017	Purchasing Policy/Contract Training offered in conjunction with Purchasing Agent
November 2017	Accounts Payable Checklist emailed to all New World Users
March 2018	Met with Saratoga County Auditor
May 2018	Memo to Department Heads regarding Contracts
June 2018	Memo to Department Heads regarding Travel Policy
October 2018	Meal Reimbursement during course of normal work day process streamlining – Instead of employee manually entering each meal ticket receipt into a spreadsheet to send to Payroll, I provided the Department with information on how to run a report from New World and manipulate the data in excel to prepare a spreadsheet to Payroll. This reduced the amount of employee time expended and ensured that the information submitted to Payroll matches the payments made to vendors for meals. Also clarified with all Departments what their internal policies are and verified they align with County Policy as well as IRS guidelines.

Ongoing

- Continued assistance to Departments in aligning the Contract Language to the intent of the Contract
- Contracts are reviewed by my office prior to payment. If the Contract terms are not followed we work with the Department and the County Attorney's office to ensure adherence. If necessary payments are held until acceptable documentation is received.
- Petty Cash processing has been addressed with departments to ensure that it is being used properly. Departments have been directed to use the County Credit card whenever possible and not to use Petty Cash to reimburse travel expenses. Petty Cash should only be used to purchase supply type items that are needed right away and cannot be planned for or limited instances where payment by check or credit card is not possible.
- My Department continually assists employees in proper procedures and policy adherence either through employee questions or batch corrections. We strive to not only make sure that payments are correct, but that the employees understand why procedures are in place and what they need to do to adhere to them. Excerpts from the State Comptrollers Manuals as well as County Policies are referenced often.

Travel Policy Quick Reference

- Travel outside of NYS requires full board approval (resolution needed).
- Travel that requires an overnight stay OR is more than \$100 cost to the County per person for travel and meal costs requires an 'Authorization to travel' form. This must be signed by your Department Head, Committee Chair and County Administrator. You must present the information at your next Committee Meeting.
- Travel more than 6 hours away requires the use of mass transportation (unless there is justification for not using such).
- A county vehicle should be used whenever possible. Mileage reimbursement for using a personal vehicle will only be reimbursed if there is a valid reason why a County vehicle was not used.
- Travel to NYSAC by Supervisors, County Administrator, Assistant County Administrator and Department Heads DOES NOT require permission to travel, however they must comply with the GSA rates.
- The county will only pay up to the GSA rate (unless otherwise approved on the permission to travel form) for meals and lodging. The GSA rates can be found at www.gsa.gov.
- Board of Elections employees are exempted from having to use county vehicles during election travel. This DOES NOT apply to their travel for conferences.
- Receipts for all purchases MUST be itemized and submitted in order to obtain reimbursement.
- We will NOT reimburse for alcohol purchases.

Purchasing Policy Quick Tips

Commodity/Equipment/Furniture Purchases

- Check for Bid
- Preferred Vendors – if the price is within 15% of lowest quote and meets department specs it must be purchased from a Preferred Source.
 - Corcraft – NYS Dept of Correctional Services
 - Industries for the Blind of NYS
 - NYS Industries for the Disabled
 - NYS Office of Mental Health
- NYS Contract www.ogs.state.ny.us
- Contracts with other Counties that have been made available for our use

If none of the above are applicable follow the requirements below based on dollar amounts

- \$1-\$3,000.99 – Purchases can be made at the discretion of the Department Head. (Purchases are calculated in aggregate, ex 7 chairs costing \$435 each for a total of \$3045 counts as a \$3045 purchase).
- \$3,001-\$10,000.99 – Documented telephone quotes from at least 3 separate vendors required. If lowest quote is not acceptable or if 3 quotes cannot be obtained approval from Purchasing must be obtained prior to ordering item.
- \$10,001-\$19,999.99 – Formal written or faxed quotes from at least 3 separate vendors required. If 3 quotes cannot be obtained the Purchasing agent must be consulted before order is placed. If the lowest quoted item is not acceptable approval from the appropriate committee and a Board of Supervisors resolution is required.
- \$20,000 & up – a bid is required.

Public Works Projects/Contracts – A contract is ALWAYS required when a service is being provided to the County.

- \$1-\$5,000.99 – Provider chosen at the discretion of the Dept Head.
- \$5,001-\$19,000.99 – Written or faxed quotes from at least 3 separate vendors. If the lowest quoted vendor is unacceptable approval by resolution must be obtained by the Board of Supervisor's before the service is ordered.
- \$19,001-\$34,999.99 – Formal written or faxed quotes from at least 4 separate vendors. If the lowest quoted vendor is unacceptable approval by resolution must be obtained by the Board of Supervisor's before the service is ordered.
- \$35,000 & up – Bids required.

Professional Services - A contract is ALWAYS required when a service is being provided to the County

- \$1-\$5,000.99 – At Department Head's discretion, however quotes/proposals are encouraged when practical. Resolution passed by Board of Supervisor's required.
- \$5,001-\$19,999.99 – Written quotes from at least 3 qualified sources. When the lowest proposal is deemed non-responsive Resolution passed by Board of Supervisor's required before services ordered.
- \$20,000 & up – RFP from at least 3 qualified sources. When the lowest proposal is deemed non-responsive must have Resolution passed by Board of Supervisor's before services ordered.

Exemptions to Purchasing Policy

- Emergencies
 - ✓ Situation arises out of an accident or unforeseen occurrence or condition
 - ✓ Public buildings or property, or life, health, safety or property are affected
 - ✓ Situation requires immediate action which cannot await competitive bidding.
- Employment & Training Services obtained through ACC and/or BOCES for educational services
- Membership dues and conference fees
- All physicians, dentists, and medical providers
- Attorneys needed for a particular or specialized requirement as reviewed and approved by Finance Committee
- Situations not required by Law
- Subscriptions for updates to existing Law Libraries
- Public Works where it is not feasible to determine amount of repairs until the item is inspected or dismantled, and a cost for inspection/dismantling has already been incurred and for which it would not be practical to transport the equipment or machinery for multiple quotes.
- Surplus or second hand supplies, material or equipment offered by Federal Government, State of NY, or other political subdivision, district or public benefit corporation
- Procurement for goods or services that are funded by State or Federal agencies and procurement policies other than Warren County's are required and therefore supersede our policy.
- Sole Source items
- True Leases
- Produce purchases less than \$20,000 in aggregate per year

Purchase Orders

- Needed on purchases over \$499.99
- Items that do NOT need a Purchase Order
 - Postage, Internet & Telephone Charges, Print Shop charges, Mileage, Utilities, and Gas
 - Items under the Exemptions To Purchasing Policy Above
- Blanket Purchase Orders are required for products or services that are purchased on an 'as-needed' basis throughout a fiscal year based on a quote/bid/contract and the total amount spent is \$500 or more annually.

Contracts

When do I need one?

Any time someone is performing a service of any kind, regardless of price, the Purchasing Policy requires you to have a contract. It doesn't matter if the service is performed on County Property or shipped to another location. The service should not be performed until a contract is executed.

Plan Ahead!! It's impossible to plan for every scenario that may occur, however if you use forethought you can save yourself (and your vendors) a lot of headaches. If you have an older piece of equipment that you think may need a repair in the future get a contract set up BEFORE it breaks down.

How do I get one?

In order to contract with a vendor for \$1000 or more you need a resolution from the Board of Supervisors. A contract under \$1,000 can be signed by the Chairperson or Vice Chairperson, without the need for a Board resolution. You will need to contact the County Attorney's office to prepare documents to be signed. Some departments have blanket resolutions that authorize any needed contracts up to a certain dollar amount. If the contract will be for \$1,000 or more annually and you do not have one of these your first step is to schedule a committee meeting to ask for approval. If you do not have the funds in your current budget to cover the cost of the service you will also have to ask for funding. Once the resolution has been approved by the full board the County Attorney's office will prepare contract documents and send them to the vendor for signatures. Please be sure to read your contracts. You should also read your resolution prior to the Board meeting to check for accuracy. The resolutions in draft form can be found on the Warren County website (www.warrencountyny.gov) approximately a week prior to the scheduled Board Meeting.

COUNTY BOARD AGENDAS AND PROCEEDINGS

- **Board of Supervisors:** A list of the current Supervisors, who act as the legislative and executive branches of our County government.
- **County Board Proceedings** (Minutes, videos, and upcoming agendas of the Board of Supervisors meetings)
 - [Board Meeting Minutes](#)
 - [Board Meeting Agenda](#)
- **Standing and Special Committee Meeting Proceedings** (A list of all committees and committee members, including minutes, videos, and agendas of the committee meetings)
 - [Committee Members and Meetings](#)
 - [Committee Meeting Agendas \(As they become available\)](#)
- **Board and Committee Meeting Dates**
 - [Monthly Calendar](#)
 - [Yearly Calendar](#)
- **Resolutions:** The resolutions, certificates of appointments, etc. passed by the Board of Supervisors at each meeting.

DEPARTMENTS

- [Departments Page](#)
- [Assigned Counsel](#)
- [Aurifer](#)
- [Board of Directors](#)
- [Board of Ethics](#)
- [Board of Supervisors](#)
- [Building Codes](#)
- [Clerks Board of Supervisors](#)

RESOLUTIONS

These are the resolutions passed by the Board of Supervisors.

2017

- [January 5th, 2017 Board Meeting](#)
- [January 20th, 2017 Board Meeting](#)
- [February 13th, 2017 Board Meeting](#)

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Click on the date of the meeting your resolution will be voted on and read through the Resolution Index to find your resolution. You can then go back to the resolution list and click on the number of the resolution you want to view.

Make sure that the vendor's name is correct, and the same as the vendor set up in New World. Check your expense code, amounts/rates, and any attached schedules for accuracy. It is much easier to correct an error in a resolution before it is approved than if you have to go back through the entire process to fix it.

If you have a blanket resolution or your contract is under \$1,000 you will have to contact the County Attorney's office directly to prepare your contract documents.

When do I attach a contract to my purchase order/invoice in New World?

When you are doing a purchase order for any type of service you should ALWAYS have a contract in place. Even if a purchase order isn't required you should have a contract for any invoice that pays for a service, regardless of the dollar amount. However, not all contracts are set up in New World. The Auditor's office is notified by email each time a contract is uploaded into WCEAS. We then review the contract and determine whether or not it should be tracked and entered into New World. The only time you will find a contract in New World is when there is a total amount listed that the contract cannot exceed. If the contract only lists hourly rates, or amounts for each individual service they are not entered into New World.

Ex: A contract for routine septic cleaning is \$500 per visit with two visits per year. This would be set up in New World for \$1,000. There may also be rates for repairs that are covered in the contract. Although this is the same contract, those purchase orders or invoices associated with the repair would NOT have the contract attached since those amounts are outside of the \$1,000 amount set up in New World.

Ex: A contract for vehicle repairs states we are to pay \$50 per hour with a 25% mark up on parts. This would NOT be set up in New World, since there is no monetary amount listed that we cannot exceed.

Ex: A contract is set up for consulting services at \$20 per hour. The resolution authorizing the contract is a blanket resolution authorizing the department to enter into contracts up to \$5,000 per year. This would be set up in New World for \$5,000. Even though the contract does not give an exact amount the resolution only authorizes \$5,000 to be spent for that contract in a year.

If a contract and a resolution are set to automatically renew under the same terms and conditions in the original documents there will be a contract set up in New World each year. The Auditor's office does their best to make sure these are entered each year, but if you come across something that needs to be entered please contact the office. We will enter your contract right away. There is nothing that alerts us to enter auto-renew contracts, so unless we run reports and check each contract entered we will not know. If the resolution states that no further resolution is needed to execute new contracts each year this does NOT mean that the contract automatically renews. You will still need to contact the County Attorney's office to execute new contract documents. This only means you do not need a new resolution each year. Make sure to read and understand what your documents actually say.

Checklist for Accounts Payable Invoice Entry

November 30, 2017

- 1) Is the invoice actually for Warren County, and your department specifically?
- 2) Should this be paid yet? Commodities that have already been received can be paid as soon as you have the invoice however you have 30 days to pay. Invoices received the day the batch is due should be held for the next audit cycle if they will cause your batch to be late or if it doesn't allow you the time to properly verify the accuracy of the information. We cannot pay for services until AFTER the service has actually been provided.
- 3) Has the invoice already been paid?
- 4) Have they charged sales tax? Unless you are processing an employee's individual meal reimbursement we do NOT pay sales tax. If you have ordered food for a meeting you should supply the vendor with the tax exempt letter and do NOT pay sales tax. Feel free to call the Auditor's office if you are unsure. Some purchases, such as hotel stays made in other states are not tax exempt for NY municipalities. Therefore we would have to pay sales tax. Only nine other states provide these sales tax exemptions: Colorado, Florida, Georgia, Hawaii, Kentucky, Maine, North Dakota, South Dakota, and Washington.
- 5) Are they charging the correct amount? All bids, contracts, quotes, and purchase orders should be verified PRIOR to submission. If an item has been substituted verify they are charging us the price of the original bid item. If your invoice is based on a County bid or contract, please make note of the bid/contract number on your invoice. If based on a quote, please attach a copy of the quote. If your invoice is based on a State Contract you should have a copy of the cover page from the State Contract showing the group and award numbers and the time period covered, the page of the contract that identifies the vendor as well as their PT number, and the page of the contract that shows the pricing. If this information is attached to a purchase order you do not have to also attach it to your invoice.
- 6) Is the correct vendor number being used? Some vendors have multiple vendor numbers. Make sure you are using the correct one.
- 7) Is the correct address being used? If New World does not have the correct address available for you to use, contact Purchasing for an address change PRIOR to submission.
- 8) If this is a Petty Cash reimbursement, are all of the receipts actually paid with cash? Purchases made with credit/debit cards should be reimbursed with a voucher to the employee who made the purchase. Petty Cash should only be used for small items, usually supplies that are needed rather quickly. Travel expenses should be reimbursed to the actual employee with a voucher.
- 9) Is a purchase order needed? If so, is there one and is it attached? If there is no purchase order, and one is required, you will need to fill out a 'no po memo' and email it to both the County Auditor AND the County Purchasing Agent. (shermanc@warrencountyny.gov AND butlerj@warrencountyny.gov) Please be sure that you are using the most current no po memo form and that it is completely filled in and signed.
- 10) If this is a service, is there a fully executed contract? If the contract is set up in New World, is it attached? If pricing is based on a State Contract and no PO is attached please make sure the proper verification is submitted. See 'Are they charging us the correct amount?' section above for details. If a contract is required and there isn't one, please contact the County Attorney's Office for direction PRIOR to submission. Please note that a Resolution authorizing a contract, is not sufficient. An actual contract must be in place prior to payment.

Checklist for Accounts Payable Invoice Entry

November 30, 2017

- 11) Is this payment reimbursable by a grant? If so, is there a fully executed grant agreement? No costs should be incurred until there is a fully executed grant agreement in place.
- 12) If this invoice is related to a Capital Project, has the project been set up and approved by the Board? If one has already been set up is the correct project being charged?
- 13) If this is an asset is the serial number entered in the invoice entry description? (vehicles should have the VIN # entered, as well as the assigned County vehicle number). If there are multiple asset items being paid for on a single invoice please make sure to enter a separate item with the serial number for each asset. This assists the Treasurer's Department in creating the asset in New World.
- 14) If there are notes on the invoice or the delivery ticket regarding damaged/returned/undelivered items is there a credit or an explanation as to what happened? If a credit is entered it must reference the original invoice the item was paid on.
- 15) Is there an indication on the invoice that the items were actually delivered or the service was actually provided? The date commodities were received should be included, especially at year end time. No one should sign an invoice as received unless they can actually confirm the items were received.
- 16) Is the invoice number/date entered correctly? Having the correct invoice number not only helps the vendor apply the check correctly it also helps ensure payments are not duplicated. If you get a duplicate invoice number error you must confirm that the invoice has not already been paid prior to amending the invoice number in your entry. You can add an 'A' or other letter after the invoice number once you have verified that it has not already been paid.
- 17) Is the correct expense code being used? If there is a resolution directing the payment to be paid out of a specific code that is what should be used. If the resolution is incorrect you will need to go to your committee to request a correction PRIOR to submitting an invoice for payment. If you do not have money in the correct code please be sure to transfer the funds to the correct code. Do not use a different code to avoid doing a transfer.
- 18) If paying for travel expenses that require Committee Chair or Board approval, have you submitted a fully completed and signed Authorization to Travel form (and Resolution for out of state travel)? This is needed for any travel with a cost to the County of \$100 or more OR requiring overnight accommodations. **If the authorization states that a County car is being used no mileage reimbursements are allowed.** Are the receipts itemized and under the GSA rate? If prior expenses have been reimbursed for the same conference/trip please reference the amount, what type of expense, who the expense was paid to, and the date paid on the current voucher. (For example, if the hotel was paid on the County Credit Card and you are now reimbursing for mileage and meals, please reference the date the credit card was paid.)
- 19) Is enough information in the description for the vendor to be able to accurately apply the payment? (Enter time frame covered, account numbers, employee name for conferences and memberships) Nothing is mailed with your check so your description is the only thing the vendor will see.
- 20) If the check is needed back for further processing prior to mailing, is the 'Employee Check' option chosen in the check sort code? You will have to pick up your check from the Treasurer's department after they are printed.

Checklist for Accounts Payable Invoice Entry

November 30, 2017

- 21) If a check separate from other department entries is necessary, have you put something in the 'Check Code'? A number, letter, word or your department name is fine.
- 22) Do not use future dates in any date fields. Let the system assign the Due Date and Received Date. Any future dates will hold up the entire Audit.
- 23) Are all the invoices tallied and the total verified against the Accounts Payable Edit Listing?
- 24) Is the batch valid? Please submit any required transfers PRIOR to submission. You can still submit your batch if they have not yet been approved, but all other errors should be fixed. The Treasurer's Office has the ability to override payments that do not validate due to over-budget errors ONLY when there is a legitimate emergency AND the budget amendment has been approved by the Finance Committee.
- 25) Does the batch have at least one approval? If you are waiting for transfers in order for your batch to validate you will not be able to approve.

Thank you!

Sherman, Carla

From: Sherman, Carla
Sent: Monday, April 30, 2018 8:48 AM
To: Department Heads
Cc: Moore, Ryan; Sawyer, Ashley
Subject: Contract Memo

Good morning all,

I would like to take a moment to thank all of you for all of the effort that you continually put into the Accounts Payable portion of your departments. We all work towards a common goal of maintaining fiscal responsibility to the taxpayers as well as good vendor relationships. In an increased effort to attain these goals I am reminding all Department Heads to please review your contracts and make sure that all requirements are being met prior to submitting claims for payment.

ALL reimbursement contracts require backup substantiating the expenses the vendor is claiming for the time period covered by the voucher/invoice. Acceptable backup includes copies of invoices, receipts, payroll reports, etc. Copies of cancelled checks or credit card statements will be required as proof the vendor has actually paid for the expenses they are claiming.

All contracts that require vendors to submit reports will need verification that these reports were received and acceptable to the Department Head and/or the employee assigned oversight. The Department Head and/or responsible employee should sign the invoice indicating that all reports were received and any service provided was deemed acceptable according to the terms of the contract.

Contracts for services provided should be signed or initialed by an employee who is authorized to confirm the work was done to satisfaction and in compliance with the terms of the contract.

Please make sure that all vendors are aware that they will need to fully comply with all the terms contained in their specific contracts prior to payment being authorized by the Auditor's Office. For all future contracts please make sure that your intent is clear in your resolution request, the actual resolution, and the contract itself.

Please feel free to contact me with any questions or concerns.

Have a great day,

Carla Sherman
Warren County Auditor
1340 State Route 9
Lake George, NY 12845
518-761-6413
shermanc@warrencountyny.gov

Sherman, Carla

From: Sherman, Carla
Sent: Wednesday, June 13, 2018 9:34 AM
To: Department Heads
Cc: Moore, Ryan
Subject: Travel Reimbursement Points of Clarification
Attachments: Travel-Fleet-County Vehicle Use Policies.pdf

Dear Department Heads:

In the process of approving travel requests and associated expense reimbursements, there is sometimes confusion amongst departments and employees over expenses/reimbursements that are allowed under the County Travel Policy. In an effort to make the process run more smoothly for all involved, especially for employees who from time to time may be denied an expected reimbursement because it is not consistent with the Travel Policy, I have compiled several points to provide clarity on some of the more commonly misunderstood issues. Please review these and ensure that your employees who travel are familiar with the expenses/reimbursements allowed under the Travel Policy, including the issues below. Copies of the County Travel Policy, County Motor Vehicle Use Rules, and Fleet Policy are also attached for your reference. Please contact me with any questions you have regarding how these provisions apply to your department.

All conference brochures/information should be submitted with the fully completed 'Authorization to Attend Meeting or Convention'. Please make sure that each field is completed prior to submission to the County Administrator and the Committee Chair.

If a County employee uses their personal vehicle rather than a fleet vehicle an explanation must be provided in order for them to receive mileage reimbursement. Personal preference is not an acceptable explanation to warrant mileage reimbursement.

If meals are included at the conference the employee will only be reimbursed up to the GSA rate for those meals NOT included.

If the hotel rate is higher than the GSA rate please provide an explanation as to why and make sure this is noted on the 'Authorization to Attend Meeting or Convention'.

Please make the employee who is traveling aware of what is expected of them and the limits of their reimbursements. If a county credit card is used and they exceed the allowable amounts they will be required to refund all overages to the County Treasurer immediately upon their return. All receipts should be itemized and show proof of payment. If the travel is within New York State the employee should verify that no sales tax was charged on their hotel stay PRIOR to checking out.

Have a great day,

Carla Sherman

Warren County Auditor

1340 State Route 9

Lake George, NY 12845

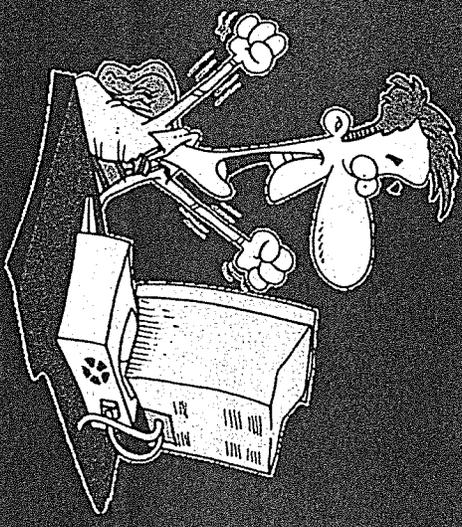
518-761-6413

shermanc@warrencountyny.gov

Accounts Payable Training

2016

Carla Steves, Auditor

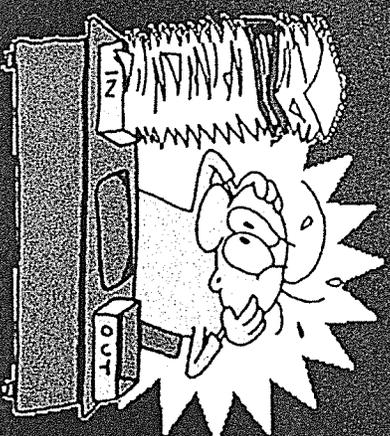


County Auditor's Office

- ⌘ County Law Section 600 states in part: "Except as hereinafter provided, he shall audit all claims, accounts, and demands which are made county charges by law and which otherwise would be audited by the board of supervisors."
- ⌘ Our function is to make sure that your payments are as accurate as possible, and the proper back up is in place. We must be familiar with vendors, purchase orders, contracts, bids, and coding procedures for every department within the county. We must ensure that all transactions are not only authorized, but above any suspicion of fraudulent activity. Both New York state and private Auditors review transactions kept in our office and they need to be able to follow your purchases from ordering to payment.
- ⌘ We strive to meet the needs of internal departments, as well as outside vendors, and hope to maintain an accurate and cost effective procedure of processing invoices.



& We are all busy. We all strive for accuracy and efficiency. Please feel free to come to our office to discuss any ways that we can help you achieve this goal.

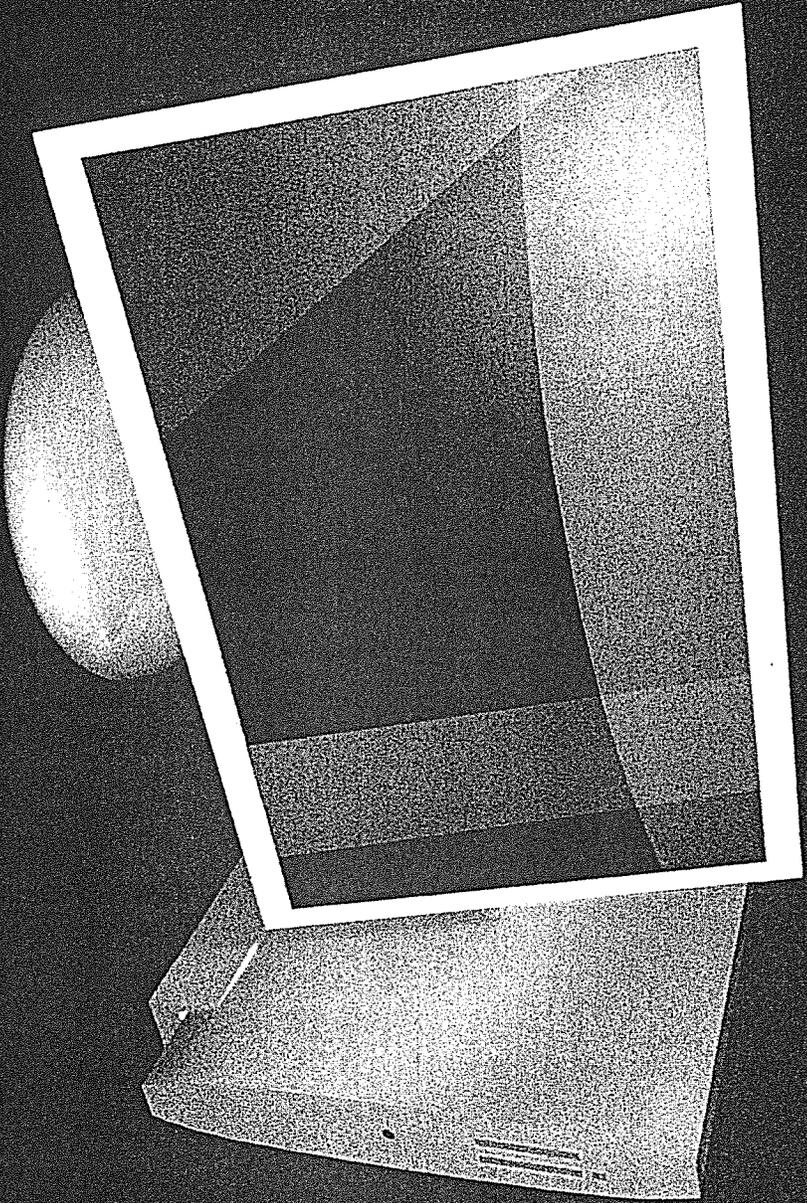


What can we do for you?

What we need

- ⌘ Please have your batch in our office on time. Late batches may not be processed in current audit cycle.
- ⌘ If you (or your 2nd approval) have a planned absence please let us know. This allows us to process your batch in a timely manner that will allow for corrections and reapproval while you are in the office.
- ⌘ When your batch reaches us it should be complete and organized. Original invoices, signatures where necessary, no po memos attached, contracts and po's attached, permission to travel forms attached. Edits should be printed and accompany the invoices. Your batch should be valid and have your approval on it.
- ⌘ Once you have printed and submitted your batch **DO NOT MAKE ANY CHANGES!** This is very important. We work from your printed edit. When you make changes after submission we are not looking at the most current information which can lead to errors being missed.
- ⌘ When you receive an email from our office, please make your corrections in a timely manner. Verify that your corrections have been saved correctly and then reapprove the batch. Your batches should be completely done and have all necessary approvals by no later than Friday early afternoon.

Navigating New World (LOGGOS)



Invoice Batch List



New World Systems
 Favorites | Financial Management | Maintenance

WARREN COU

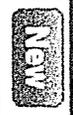
Invoice Batch List



Invoice	Validated	Approval	Department	Print Number	Batch Date	Invoice Count	Gross Invoice
0 of 1 at 3	✓		Admin Fiscal Sv - Administrative F...	2015-00002614	12/30/2015	4	\$4,283.69
0 of 1 at 3	✓		Admin Fiscal Sv - Administrative F...	2016-000000015	01/04/2016	2	\$2,726.53
0 of 2 at 1			Admin Fiscal Sv - Administrative F...	2016-000000077	01/11/2016	1	\$1,823.40
0 of 2 at 1			Office of EHS - Office of Emergen	2016-000000051	01/07/2016	4	\$11,075.70
0 of 1 at 2	✓		Office of EHS - Office of Emergen...	2016-000000006	01/11/2016	2	\$1,011.21

Items: 1 - 50 of 105
 New Refresh

- Financial Management
 - Accounts Payable
 - Invoice Entry Batches
 - Save to Favorites

This is where you will find any batches you have open. You also can open a batch from here by clicking on the  button.

Opening a Batch

Invoice Batch List
Invoice Batch - 2016-00000005

General

Batch

Department: [Field]
Date: [Field]
Number: [Field]
Total: [Field]

Batch Description: [Field]
Default Vendor: [Field]

Vendor: [Field]
Remittance: [Field]

Invoice Defaults

Date: [Field]
Due Date: [Field]
G/L Date: [Field]
Received Date: [Field]
Paying Bank: [Field]

Description: [Field]
Amount: [Field]
G/L Account: [Field]
Retain Entries: [Field]
Use G/L Defaults: [Field]
Dup Date Based on: [Field]

Save Save/New Reset

& This is for general information about your batch. It is NOT where you enter your invoice information.

- Delete the [Date] field.
- Choose the Bank Account in [Paying Bank] button.
- Hit the [Save] button.

Entering Invoices

WARREN COUNTY



Financial Management & Maintenance

Invoice Batch List

Invoice Batch - 2016-0000083

Invoice Entry



Department: Admin Fiscal Srv - Administrative Fiscal Services

Vendor Invoice Description: [Empty]

Invoice Amount: [Empty]

Freight Amount: [Empty]

Discount Amount: [Empty]

Remittance: 14 4

Invoice Date: 01/11/2016

Due Date: 01/11/2016

GL Date: 01/11/2016

Received Date: [Empty]

Paying Bank: General - General

Hold Payment Reason: [Empty]

Manual Check: [Empty]

Use Confirming EFT: [Empty]

EFT GL Date: [Empty]

Check Sort Code: [Empty]

Check Code: [Empty]

Item Total: 50.00

Item	Description	Quantity	Unit of Measure	Price per Unit	Vendor Part Number	GL Account	Contract
There are no items to show in this view							

Completes P O Item: Apply Discounts:

If you are entering a simple transaction you can click on 'quick invoice'

Quick Invoice Entry

Department: Adm. Fiscal Sv. - Administrative Fiscal Services

Purchase Order:

Vendor:

Vendor Invoice:

Description:

Invoice Amount:

Item:

Vendor Part Number:

GL Account:

Contract:

Completes P. O. Item:

Create New Asset:

Remittance: 01/11/2016

Invoice Date: 01/11/2016

Due Date: 01/11/2016

GL Date: 01/11/2016

Received Date:

Paying Bank: General - General

Hold Payment Reason:

Harmon Check:

Use Confirming EFT:

EFT GL Date:

Check Sort Code:

Check Code:

- ⌘ Enter the Vendor #.
- ⌘ You should be checking your Vendor # prior to entry to ensure you are paying the correct vendor.
- ⌘ If you know your Purchase Order Number you can enter it in the 2nd box and it will auto fill with the information in the Purchase Order.
- ⌘ Enter Invoice Date
- ⌘ You should not be changing or entering any other dates (except when changing the G/L date to 12/31/___ for year end processing).
- ⌘ Enter Invoice #
- ⌘ This assists the vendor in applying your payment. Accuracy also ensures that payments are not duplicated.
- ⌘ Enter Description
- ⌘ Account #'s and dates of service should go in here. The invoice does NOT get mailed with the check so this is the only information the vendor will have to apply the payment.
- ⌘ Enter Invoice Amount
- ⌘ Please double check that you are paying the correct amount!
- ⌘ Enter Item
- ⌘ Click on the eye to search for items if you are unsure what to use.
- ⌘ Enter G/L Account
- ⌘ Hit tab after entering if you are having trouble getting your code to fill.
- ⌘ You can do a multiple G/L distribution by clicking the 2nd button next to the G/L Account box. ()
- ⌘ Attach Contract if applicable
- ⌘ NEVER check Manual Check
- ⌘ Check Sort Code is used when you need to have the check returned to you for personal handling prior to mailing.
- ⌘ Check Code - enter a number here if you would like your check to be separate from other payments to the same vendor.
- ⌘ Hit Save when done entering.

Department: County Auditor - County Auditor

Remittance: 14 1

Vendor: [] Invoice Date: 02/25/2016

Due Date: 02/25/2016

Description: [] G/L Date: 02/25/2016

Invoice Amount: [] Received Date: []

Freight Amount: [] Paying Bank: General - General

Discount Amount: []

Hold Payment Reason: []

Manual Check: []

Use Confirming EFT: []

EFT G/L Date: []

Check Sort Code: []

Check Code: []

Item Total: \$0.00

Invoice Items: X

Item	Description	Quantity	Unit of Measure	Price per Unit	G/L Account	Contract	Applies To	Apply Discounts	Apply Taxes
There are no items to show in this view.									

- & To enter more complicated invoices click on the  button. (This option should come up when you go to Invoice Entry)
- & You can add multiple line items on one invoice by hitting  after you enter part of your invoice.
- & If you are using a Purchase Order click on the Select Purchase Order Button on the left ()
- & Once you're done entering hit the  button.
- & If you have more invoices to enter you can hit 

Accounts Payable Edit Listing preferences

& You can pull an Edit Listing at any time to check your work. From the list of invoices you click on the 'Print Edit and Error Listing' button.

& This box will pop up, allowing you to set your preferences. You do not need to print an error listing; Your edit should be in Vendor Name sequence; you should print a new page for each batch (not each invoice); and you should include G/L Distributions. (New World will apply these settings to every edit you print unless you change it.) Click on the 'OK' button.

& This box will pop up. Click 'OK' and your edit will be sent to MyReports. Follow the previous directions to view/save/print your Edit.

Invoice Batch List
 Invoice Batch - 2016-00002415

Batch Date	02/25/2016	Invoice Gross	\$41,100.00
Total Invoices	4	Total Freight	50.00
		Total Freight Tax	00.00

List

Logos: NET - Webpage Dialog

Print Invoice Batch Edit and Error Listing

Print Error Listing

Detail Listing Sequence Vendor Name ▾

New Page for Each Batch

New Page for Each Invoice

Include G/L Distributions Information

OK Cancel

Logos: NET - Webpage Dialog

Print Invoice Batch Edit and Error Listing

My Reports

• Report Accounts Payable Edit Listing - Vendor

OK

Approvals

- ⌘ If you have used the 'Execute All Processes' option the system will automatically put your approval on your batch. If you need to approve or unapprove your batch you can click on the Approvals section of your batch in your batch list.
- ⌘ Or if you are already in your batch, you can click on the Approvals button. The box will pop up. Click on the Approve button. Click 'OK' to the next pop up and your approval will have been added to the batch.
- ⌘ If your batch is not valid New World will not allow you to approve it. Click on the 'Validate' button to see if there are any errors that you need to fix before approval. A box will pop up that either says 'Valid' or it will have a list of errors.

Invoice Batch List

1 of 1 | Admin Fiscal Srv - Administrative F... | 2016-00000296 | 02/01/2016 | 10 | \$132,966.06

myTasks | Validated Approvals | Department | Batch Number | Batch Date | Invoice Count | Gross Invoice

Invoice Batch List

Invoice Batch - 2016-00000415

Vendor: HAGE CARPET COMPANY, INC. | Invoice Number: 2016ANN0415

Batch Date	02/25/2016	Invoice Gross	\$41,100.00
Total Invores	1	Total Freight	\$0.00
		Total Sales Tax	\$0.00
		Total Discount	\$0.00
		Total Recharge	\$0.00
		Invoice Net	\$41,100.00
		Batch Amount	\$0.00
		Net Difference	\$41,100.00

Invoice Batch List

Invoice Batch - 2016-00000397

Level 1 (2) | Level 2 (1) | Level 3 (1)

Approve

myAccounts | Financial Management | Maintenance

Accounts Payable Invoice Batch Information

Invoice Batch List

Invoice Batch - 2016-00000415

Validate Invoice Batch

Validation Results

- Valid

If you need to unapprove your batch, follow the same steps, but you will click on the Remove Approval button.

Helpful Tips



Vendor Inquiry



New World Systems

myFavorites Financial Management Maintenance

Vendor Inquiry - 14809 - WB MASON CO INC.

Last Name/Business Number wb mason	
Go F888	
Vendors 14809 - WB MASON CO INC.	
Documents Remote Documents User Defined Invoices Receipt of Goods Checks 1099 History Purchase Orders Contracts Wire Transfers	
General	
Active	<input checked="" type="checkbox"/>
Vendor Number	14809
Name	WB MASON CO INC
Primary Contact	WB MASON CO INC
Description	
Address	PO BOX 981101 BOSTON, MA 022
Email Address	
Phone Number	(518) 274-3191
Fax Number	(800) 773-4488
Miscellaneous	
Contacts	
Compliance Types	
Commodities	
Catalog	
Purchasing Cards	
Merchant Information	
Vendor Merge History	
Vendor Form Letter History	

- & Go to Financial Management; Inquiries; Vendors. (You may want to save this to your favorites.)
- & You can search by name or enter the vendor #
- & Click on the file folder next to the vendor # to open up the list of items you can look at.
- & Click on the vendor name and the general vendor information will come up. This will tell you whether or not the vendor is active, the primary address, phone #, Federal ID #, and also the last department to make changes to the vendor set up.

Last Name Business		wb mason					
Number							
<div style="display: flex; justify-content: space-between;"> <div> <p>14809 - WB/MASON CO INC</p> <ul style="list-style-type: none"> Documents Remote Documents User Defined Invoices Receipt of Goods Checks 1099 History Purchase Orders Contracts Wire Transfers </div> <div> <p>Charts</p> <p>Invoices</p> </div> </div>							
Status	Invoice Number	Invoice Date	Due Date	G/L Date	Description	Amount	Attachments
Edt	132271044	02/15/2016	02/16/2016	02/16/2016	Misc. Supplies	\$166.38	
Paid	132030097	02/10/2016	02/10/2016	02/09/2016	Office Supplies	\$19.32	
Edt	132150338	02/10/2016	02/17/2016	02/17/2016	Office Supplies	\$106.53	
Edt	132160849	02/10/2016	02/16/2016	02/16/2016	Cleaning Supplies	\$166.02	
Edt	132164310	02/10/2016	02/16/2016	02/16/2016	Storage Boxes	\$188.95	
Edt	132094400	02/08/2016	02/18/2016	02/18/2016	Carstener # C144-4364	\$90.38	
Edt	132086283	02/08/2016	02/16/2016	02/16/2016	Soab's, Banders	\$69.00	
Edt	132180989	02/08/2016	02/23/2016	02/23/2016	Acct'd C1425014 Coffee	\$177.30	
Edt	132063861	02/05/2016	02/16/2016	02/16/2016	Misc. Office Supplies	\$52.20	
Edt	132065590	02/05/2016	02/18/2016	02/18/2016	Customer # C1454354	\$293.96	
Edt	132022452	02/04/2016	02/03/2016	02/03/2016	Miscellaneous Office Supp	\$48.00	
Paid	131982346	02/03/2016	02/02/2016	02/02/2016	Office Supplies, Calculator	\$256.08	
Paid	131983240	02/03/2016	02/02/2016	02/02/2016	Office Supplies	\$60.58	
Paid	131946658	02/02/2016	02/09/2016	02/09/2016	UPS BACKUP BATTERY	\$41.44	
Paid	131940160	02/02/2016	02/16/2016	02/16/2016	Misc. Office Supplies	\$12.31	
Paid	131896312	02/01/2016	02/11/2016	02/11/2016	Office Supplies Customer	\$296.90	
Paid	131851139	01/29/2016	02/04/2016	02/04/2016	Office supplies	\$9.54	
Paid	131667066	01/29/2016	02/05/2016	02/05/2016	Audiot 5, Office Supplies	\$63.26	
Paid	1312962912	01/26/2016	02/11/2016	02/11/2016	5 gal deposit C1454319	(\$26.00)	

- Click on 'Invoices' to bring up a list of all invoices paid to this vendor within the last year. You can change your date parameters at the top by changing the 'From Date' and 'To Date'. You can group the list by either Department, Bank Account, or Remittance Address by clicking on 'Group By'. You can select your list based on Invoice Date, Due Date or G/L Date by clicking on 'Date'. Click on the refresh button () to refresh your search to reflect your inputs.
- You can sort your list by any of the columns (Status, Invoice Number, Invoice Date, Due Date, G/L Date, Description, or Amount) by clicking on the column title. This is helpful when looking to see if a payment has already been made.
- The same information applies when clicking on 'Checks', 'Purchase Orders', and 'Contracts'.

Accounts Payable Invoice Inquiry

Accounts Payable Invoice Inquiry

Invoice: 32030307

Invoice Batch

Batch Department Legal Def-Indgmt - Legal
 Defense - Indigents
 Batch Date 02/09/2016
 Batch Number 2016-00000351
 Batch Description Legal Fees
 Created by User Joy Lafountain

Payment Information

Bank Account General
 Payment Type Check
 Payment Number 230833
 Payment Date 02/24/2016
 Manual Check
 Check Sort Code
 Check Code

Invoice Net Amount

Invoice Amount \$19.32
 Discount
 Freight
 State Tax
 County Tax
 City/Local Tax
 Retainage
 Invoice Net Amount \$19.32

Invoice

Status Paid
 Legal Def-Indgmt - Legal Defense - Indigents
 Invoice Department 32030307
 Invoice Number 32030307
 Invoice Description Office Supplies
 Invoice Date 02/10/2016
 Due Date 02/10/2016
 G/L Date 02/09/2016
 Received Date 02/10/2016
 Terms
 Hold Payment Reason

Remittance Information

Vendor 14809 - WB MASON CO INC.
 Contact Name WB MASON CO INC.
 Description
 Address PO BOX 981101
 BOSTON, MA 02298-1101
 Email Address

- Items +
- Transactions +
- History +
- Approvals +
- Documents +
- Remote Documents +



& This dialog box will open up if you click on 'Invoices' and then click on an invoice number in the list.

& The heading screen will tell you the basic information about the payment. You can go into the tabs below to get more information, such as the item, the code, and who approved the payment.

Payment Transaction Inquiry

Payment Transaction Inquiry

Payment Information
 Bank Description: **Glens Falls National Bank**
 Bank Account Description: **General**
 Source: **Accounts Payable**

Current Status: **Reconciled**
 Check Number: **221316**
 Amount: **\$3,651.63**

Payment Date: **02/29/2015**
 Reconciled Date: **03/04/2015**
 Reconciled Amount: **\$3,651.63**

Payee: **WB MASON CO LLC**
 Remittance Address: **PO BOX 981101
 BOSTON, MA 02298-1101**

Payment Message: **There will be a \$35 check reissue fee for any check lost by vendor or not cashed within 60 days from the check date.**

Payment Fund: **D 200 01 - Cash - General** Amount: **\$4.50**
 Cash Account: **BM 209 01 - Cash - General** Amount: **\$87.68**
A 200 01 - Cash - General Amount: **\$1,076.45**

3 Rows

Vendor Name	Invoice Number	Invoice Date	Net Invoice Amount
WB MASON CO LLC	023281330	01/23/2015	572.99
WB MASON CO LLC	023332068	01/28/2015	\$29.95
WB MASON CO LLC	023308413	01/29/2015	510.01
WB MASON CO LLC	023413144	01/30/2015	\$27.07
WB MASON CO LLC	023402714	01/30/2015	\$46.45

34 Rows

& This dialog box will open up if you click 'Checks' and then a check number.

& It will give you a list of all the invoices that were paid on that particular check.

& You can click on each invoice number to pull up the Accounts Payable Invoice Entry.

Accounts Payable Reports

Accounts Payable Invoice Report

Lead Saved Report

Override Report Title

From Date: 03/01/2016 To Date: 03/31/2016

Date Type: Invoice Date

Purchasing Card Invoices: Include Nonfinancial

Report Detail: Summary

Report By: Vendor - Invoice #

Departments: **130 Accounting**

Available Departments(1) 130

Admin Fiscal Svcs - Administrative List of Services
 Bid of Election - Board of Elections
 Budget Officer - Budget Officer
 Building & Fire - Building & Fire Code
 County Engineer - County Engineer
 County Auditor - County Auditor
 County Clerk - County Clerk
 Dist Attorney - Grand Juror Clk - District Attorney Grand Juror
 Dist Attorney - Grand Juror Clk - District Attorney Grand Juror
 Dist Attorney - County Clerk - District Attorney County Clerk
 Dist Attorney - District Attorney - District Attorney
 Dist Attorney - Harcocks Const - District Attorney Harcocks C

Selected Departments(1) 0

Distribution Group: Email Group

Vendor	Status	Open	Hold	Paid
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Accounts Payable by G/L Distribution Report

Lead Saved Report

Override Report Title

From Date: 03/01/2016 To Date: 03/31/2016

Date Type: Invoice Date

Page Break Level: -

Departments: **130 Accounting**

Available Departments(1) 130

Admin Fiscal Svcs - Administrative List of Services
 Bid of Election - Board of Elections
 Building & Fire - Building & Fire Code
 Clerk of Legislature - Clerk of the Legislature Board
 County Attorney - County Attorney
 County Auditor - County Auditor
 County Clerk - County Clerk
 Dist Attorney - Grand Juror Clk - District Attorney Grand Juror
 Dist Attorney - Grand Juror Clk - District Attorney Grand Juror
 Dist Attorney - County Clerk - District Attorney County Clerk
 Dist Attorney - District Attorney - District Attorney
 Dist Attorney - Harcocks Const - District Attorney Harcocks C

Selected Departments(1) 0

Distribution Group: Email Group

Vendor	Status	Open	Paid	Void
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Accounts Payable Invoice Report

You can use this report to search by Department or Bank Account during a certain time period. It can be narrowed down by Vendor, dates, and invoice status.

Financial Management

- Reports
 - Accounts Payable
 - Accounts Payable Invoice Report

Accounts Payable by G/L Distribution Report

You can use this report to search by G/L codes within your department. It can be helpful when searching for a specific vendor #, or when you want to see exactly what invoices have been paid out of a specific code.

Financial Management

- Reports
 - Accounts Payable
 - Accounts Payable by G/L Distribution Report

Exporting Reports to Excel

The screenshot shows a web browser window with the address bar containing the URL: `http://treaswebserv/?ReportGUID=8130b4a8-61d7-4923-8b6a-39401a1508b&ComponentID=751&ReportTitl - Windows Internet Explorer`. The page content includes:

- Page navigation: 1 of 2 pages, 100% zoom, and a 'Print Report' button.
- Location: Warren County, NY.
- Invoice details:
 - Invoice Number: 31123026
 - Invoice Description: Sheriff Law Ent Sheriff, Sheriff Law Enforcement
 - Sub-Department: Sheriff Law Ent Sheriff, Sheriff Law Enforcement
 - Vendor: 14809 - WIS MASOH CO INC.
 - Address: HOH4001A862T High Back Swivel/Tilt Chair
 - Status: Paid by Check #230103
- Export menu (opened):
 - XML file with report data
 - CSV (comma delimited)
 - CSV (Custom)
 - Acrobat (PDF) file
 - MHTML (web archive)
 - Excel
 - TIFF file
 - Word
- Report Summary:
 - Invoice Date Range: 01/01/16 - 03/31/16
 - Report By: Vendor - Invoice Summary List
 - Due Date: 01/08/2016
 - Bill Date: 01/08/2016
 - Received Date: 01/27/2016
 - Payment Date: 01/27/2016

- Once your report is generated, click on the disc with the down arrow. You can export your report to excel (or make it a pdf) if you would like to manipulate the information.
- Click on 'Open' or 'Save'
- Click on 'Enable Editing' to allow you to edit your spreadsheet.

Do you want to open or save AccountsPayableInvoiceReport.xls from treaswebserv?

Open Save Cancel

Protected View This file originated from an Internet location and might be unsafe. Click for more details.

Enable Editing

WCEAS - Warren County Executive Administration System

Electric Blue 

- WCEAS - Inquiry
- Bids
- Contracts
- Resolutions, etc.
- Board Meetings
- Committee Meetings
- Reports

Resolutions

A fast, online lookup for Warren County contracts, bids, resolutions, and related documents.

BIDS

Meetings/Minutes/Contracts

WCEAS Inquiry is built upon another system, Warren County Executive Administration System (WCEAS) in an experimental (Board of Supervisors, County Attorney, and Personnel) system that integrates the data and automates the process of the three departments.

WCEAS Inquiry provides a 'window' into WCEAS documents and information.

To begin using the application, click on the menu option.

To 'drill' into the data, click the magnifying glass symbol.

Type	File Name	File Content	Description	Date Created
Bid	RFP-WC 104-09.pdf	Open File	Specifications	10/13/2009
	Attachment RFP-WC 104-09 Schedule A.pdf	Open File	Schedule "A" Functional Requirements	10/13/2009
	Addendum RFP-WC 104-09A.pdf	Open File	Addendum #1	10/28/2009
	Addendum RFP-WC 104-09B.pdf	Open File	Addendum #2	10/28/2009
	Addendum RFP-WC 104-09C.pdf	Open File	Addendum #3	10/28/2009
	Addendum RFP-WC 104-09D.pdf	Open File	Addendum #4	10/28/2009
	Recommendation WC 104-09 Recommendation.pdf	Open File	Novatine Recommendation	3/12/2010
	Tab Sheet WC 104-09 Tab.pdf	Open File	Official Tab Sheet	3/23/2010
	Award Info WC 104-09 Award.pdf	Open File	Award Letter to Novatine	3/23/2010
	Resolution R213 2010.pdf	Open File	Resolution No. 213 of 2010	3/23/2010

& Click on 'Open File' to open the document you would like to view.

Bids

WCEAS - Inquiry

Bids

Contracts

Resolutions, etc.

Board Meetings

Committee

Search for

Department
Administrative & Fiscal Services
Airport
Assigned Counsel

Status
Active

Number Title

1 of 14 132 Items 10 /Page Go

& You can enter the Bid # or search by Bid description.

& You can narrow your search by department

& If you want to search for an inactive bid, you can click in the 'Status' box and change to 'All', or 'Inactive'.

Number	Title	Department	Description	Comments	Return Date	Opening Date	Award Date	Status
11227809	Board of Supervisors	Regulation Technology, Inc.						Active

& When your search comes up click on the  button to open the Bid dialog.

Contracts

WCEAS - Inquiry

Bids | **Contracts** | Resolutions, etc. | Board Meetings | Committee Meetings | Reports

Contracts

Search for _____ Go

Resolution Number: _____

Contractor Like _____ Contractor Exact All

Department All

Non Expired Contracts Only

44 4 1 4 of 297 4 4 2963 Items 10 Page Go

- ⌘ If you know the name of the Contractor you are searching for you can click in the 'Contractor Exact' box and scroll to look for that name. (If a proper name search by first name first, ex John Doe would be found between Jane Smith and June Cleaver).
- ⌘ If you do not find the Contractor there you can enter the name in the 'Search For' field.
- ⌘ You can search by Resolution number.
- ⌘ You can narrow your search by department.
- ⌘ If you are looking for an expired contract be sure to uncheck the 'Non Expired Contracts Only' box.
- ⌘ As with bids click on the  to open the Contract dialog, and 'Open File' to look at the actual document.

Resolutions

Resolutions, etc. PLEASE NOTE:

We are transitioning from storing the resolution documents in WCEAS Inquiry to storing them on the county website.

Currently all resolution documents from 2012 and going forward will be available on the county website shortly following the Board Meeting in which those resolutions are on the scheduled agenda.

WCEAS Inquiry will continue to be available and serve as your primary tool for performing in-depth searching of resolutions. The only change will be that if you need to view and/or print resolutions, you can click the provided link which will take you to the county website page containing printable version of the resolution(s) you are looking for.

Country Resolutions Main Page

Board Meeting

- & You can use WCEAS to search for resolutions, but as the Note says you cannot view resolutions here. You can click the link to the Country Resolutions Main Page to see the document. You will need to know which Board Meeting the resolution was passed in.
- & If there is a contract associated with this resolution it should be attached to the tab below the resolution information and you will be able to view that.

Bids		Contracts		Resolutions, etc.		Board Meetings	
Resolutions							
Type	Resolution	Department	Board of Supervisor's	Res Number	2016/101	Refer To	Period To
Amount		Passed		Period From		Passed	
Status	Passed	Board Meeting	Regular Board Meeting - 07/19/2016	Roll Call	Yes		
Title				Sub Title 1			
				Sub Title 2			
Description							
Heading							

COUNTY BOARD AGENDAS AND PROCEEDINGS

- Board of Supervisors: A list of the current Supervisors, who act as the legislative and executive branches of our County government.
- County Board Proceedings (Minutes, videos, and upcoming agendas of the Board of Supervisors meetings)
 - Board Meeting Minutes
 - Board Meeting Agenda
- Standing and Special Committee Meeting Proceedings (A list of all committees and committee members, including minutes, videos, and agendas of the committee meetings)
 - Committee Members and Meetings
 - Committee Meeting Agendas (As they become available)
- Board and Committee Meeting Dates
 - Monthly Calendar
 - Yearly Calendar
- Resolutions: The resolutions, certificates of appointments, etc. passed by the Board of Supervisors at each meeting.

DEPARTMENTAL/AGENCY NOTICES OF HEARINGS AND PROCEEDINGS

- Notices of Upcoming Public Hearings

Go to the County Website
(<http://www.warrencountyny.gov>) and scroll to
the bottom of the page to find the link to
Resolutions.

FOR GOVERNMENT
WARREN COUNTY, NEW YORK

Search Warren County:

Four great seasons
~ one outstanding destination!

- HOME
 - VISITORS
 - RESIDENTS
 - GOVERNMENT
- BUSINESS
 - FAQ
 - DEPARTMENTS
 - CONTACT

NAVIGATION

- **TOWN GOVERNMENT**
- **COUNTY GOVERNMENT**
 - Board of Elections
 - Board of Supervisors
 - County Budget
 - County Courts
 - Electoral Reports
 - EOL Requests
 - Government Representatives
 - Holiday Calendar
 - Proposed Plans, Policies, and Municipal Codes, etc. Local Laws



RESOLUTIONS

These are the resolutions passed by the Board of Supervisors.

- 2016**
- January 6th, 2016 Board Meeting
 - January 15th, 2016 Board Meeting
 - February 12th, 2016 Board Meeting
 - February 29th, 2016 Board Meeting
 - March 8th, 2016 Board Meeting
 - April 15th, 2016 Board Meeting
- 2015** ↗

RESOLUTIONS FROM THE APRIL 15TH, 2016 MEETING

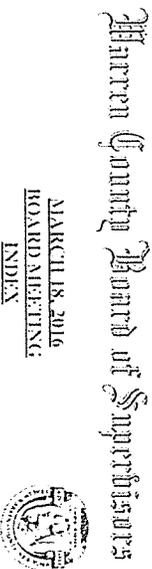
These are the resolutions associated with the April 15th, 2016 Board of Supervisor's meeting. For a quick summary of any of the documents that are listed here, please check the [Resolution Index](#). Resolutions passed in a board meeting *may still be listed as a draft on this web site* for a short time after the board meeting. Please allow for some delay.

- Meeting Agenda
- [Resolution Index](#)
- [Resolution No. 126](#)
- [Resolution No. 127](#)
- [Resolution No. 158](#)
- [Resolution No. 129](#)
- [Resolution No. 160](#)

& You can click on a Board Meeting date to bring up a list of Resolutions passed in that meeting.

& You can also pull up the Resolution Index which will have a summary of all the resolutions passed within that meeting.

RES. NO.	VOTE	DESCRIPTION
1601		PROCLAMATION - NATIONAL CRIME VICTIMS' RIGHTS WEEK
105	ROLL CALL	FINANCE, PERSONNEL & HIGHER EDUCATION - MARKING SUPPLEMENTAL APPROPRIATIONS
106	ROLL CALL	FINANCE, PERSONNEL & HIGHER EDUCATION - AMENDING WARREN



APRIL 15, 2016
BOARD MEETING
INDEX

Questions??

