

~~2022-1571~~
PA

Dawne Kelly

2022-192

From: Christopher Longo <clong@empireeng.net>
Sent: Friday, March 18, 2022 3:35 PM
To: Dawne Kelly
Subject: FW: 171 Miller Road
Attachments: Site Development App - Signed.pdf; 171 Miller Road Sketch Plan 3-18-22.pdf; Larned Clean Letter.pdf; Certificate of Insurance for Town of Schodack, New York.pdf

From: Christopher Longo
Sent: Friday, March 18, 2022 3:32 PM
To: dawne@schodack.org
Subject: FW: 171 Miller Road

If you could let me know if this is received.

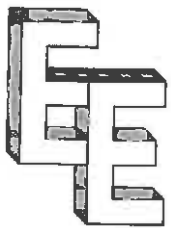
Thanks,
Chris

From: Christopher Longo
Sent: Friday, March 18, 2022 3:30 PM
To: dawnekelly@schodack.org
Cc: dlarned@wmlarned.com; ggalkiewicz@leroyholding.com; Gary@schodack.org
Subject: 171 Miller Road

Dawne,

As we discussed last week, please find the initial sketch plan and application for the proposed filling/grading at 171 Miller Road, classified by the Town as a sanitary landfill. We would respectfully request placement on the March 24th Town Board agenda for an initial presentation of the project. If there are any questions or you require additional information please feel free to reach out.

Thanks,
Chris



Christopher Longo, PE
Empire Engineering, PLLC
1900 Duanesburg Road
Duanesburg, NY 12056
Cell: (518) 858-4117
www.empireeng.net

The information contained herein and any attachments is intended only for the use of the named individual or entity and may contain information that is privileged and/or confidential. Any disclosure, reproduction or dissemination of this message to a person or entity other than the recipient is prohibited.

Christopher Longo

From: D Larned <dlarned@wmlarned.com>
Sent: Sunday, March 20, 2022 11:44 AM
To: Christopher Longo
Subject: Fwd: Exit 10

Donald P Larned
William M Larned & Sons
518-526-8610 Cell
518-374-6961 Office

From: McCredy, Ross S (DEC) <Ross.McCredy@dec.ny.gov>
Sent: Sunday, March 20, 2022 11:42:52 AM
To: D Larned <dlarned@wmlarned.com>
Subject: Re: Exit 10

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Donald,

was passed along your message from Jon Whitcomb. The virgin brown clay being used as fill would be considered an exempt material under our Part 360 regulations, so nothing would be needed on our end. Thanks for checking with us though, we appreciate it.

Patrick Connally covers Rensselaer County Permits if you have any additional questions regarding permits. His contact is Patrick.connally@dec.ny.gov

Thanks,

Ross McCredy

Engineering Geologist, Division of Materials Management

New York State Department of Environmental Conservation

1130 N. Westcott Road, Schenectady, NY 12306

P: (518) 357-2391 | F: (518)357-2398 | Ross.McCredy@dec.ny.gov

www.dec.ny.gov |  | 

From: D Larned <dlarned@wmlarned.com>
Sent: Thursday, March 17, 2022 10:38 AM

To: Whitcomb, Jonathan A (DEC) <jonathan.whitcomb@dec.ny.gov>

Subject: Exit 10

ATTENTION: This email came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.

I am currently working on a project at exit 10 in Schodack. The customer wants to fill in near his garage with fill from Vista Blvd in Slingerlands. It will be well under an acre. My engineer is drawing up the plans for the Town of Schodack. Will I need anything from DEC? The material is a virgin brown clay. The town told me to apply for a site development permit . Just making sure nothing is needed from state. Thanks.

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Donald P Larned
William M Larned & Sons
518-526-8610 Cell
518-374-6961 Office



SITE DEVELOPMENT PERMIT APPLICATION

Town of Schodack
Building Department
Town Hall 3rd Floor, 265 Schuurman Rd.
Castleton, NY 12033

Town Supervisor
David B. Harris

Phone (518) 477-7940
Fax (518) 477-7983
www.schodack.org

Permit No. _____

APPLICATION IS HEREBY MADE to the Building Department for the issuance of a Site Development Permit for alteration of existing land, as herein described. The applicant or owner agrees to comply with all applicable laws, ordinances, regulations and all conditions expressed on this application which are part of these requirements, and also will allow inspectors to enter the premises for the required inspections.

APPROVED / DENIED

OFFICE USE ONLY

ADDRESS OF SUBJECT PROPERTY

171 Miller Road Castleton NY 12033
Number Street City State Zip

Tax Map No. (Required - This can be found on your Tax Bill) 178.-4-55.2

Zoning District R-40 Lot Size 6.66 Ac Occupancy Classification Res Commercial Residential

Specify Work To Be Done Filling & Grading

Existing Use Residential Intended Use Residential

Applicants Name Glenn Galkiewicz E-Mail ggalkiewicz@leroyholding.com

Address 171 Miller Road Castleton NY 12033
Number Street City State Zip

Phone (Home) 518-477-5100 (Cell) 518-429-0463 (Fax)

Property Owner(s) Name Same as applicant E-Mail

Address _____
Number Street City State Zip

Phone (Home) _____ (Cell) _____ (Fax) _____

General Contractor WM Larned & Son E-Mail DLarned@wmlarned.com

Address 544 Burdeck St Schenectady NY 12306
Number Street City State Zip

Phone (Work) 518-374-6961 (Cell) 518-526-8610 (Fax)

THE GENERAL CONTRACTORS CURRENT CERTIFICATE OF WORKERS COMPENSATION (form C-105.2, U26.3 or CE-200) AND GENERAL LIABILITY INSURANCE (ACCORD Form) ARE REQUIRED TO BE ON FILE (Town of Schodack must be certificate holder) WITH THIS OFFICE PRIOR TO ISSUANCE OF A BUILDING PERMIT

IF WORK IS DONE BY THE HOME OWNER, THIS OFFICE REQUIRES A COPY OF THE DECLARATION PAGE FROM THE HOME OWNERS INSURANCE POLICY

OFFICE USE ONLY

Fee Amount \$ _____ Date Paid / Check Number _____

Application of _____ Dated _____
Is hereby Approved Denied

Reason for DENIAL of permit _____

Proposed Use _____

Date _____

Code Enforcement Official _____

THIS PERMIT EXPIRES (6) SIX MONTHS FROM DATE ISSUED

THIS IS NOT A PERMIT TO CONSTRUCT:

This is only a permit to prepare the site for inspections of items below, or on reverse side. ANY SITE WORK DONE IS TO BE DONE AT THE RISK OF THE OWNER AND CONTRACTOR. Furthermore, the issuance of this permit does not guarantee the issuance of a Building Permit or Health Department Approval.

INSTRUCTIONS

1. This application must be completed legibly in ink and submitted to the Town of Schodack Building Department.
2. This application must be accompanied by:
 - Two (2) sets of Plot plans showing location of lot, relationship to adjoining premises or public streets or areas, setbacks, septic, well, driveway, fences, access, building(s) as well as proposed location of the new site development, including basic erosion & sediment control measures shown.
 - (NOI) Notice of Intent (if applicable).
 - (SWPPP) Storm Water Pollution Prevention Plan and Storm Water Permit coverage with the Town's Storm Water Facility Maintenance Agreement fully executed and filed with the Rensselaer County Clerk (if applicable).
 - A (NYSDEC) New York State Department of Environmental Conservation (SPDES) State Pollutant Discharge Elimination System Permit (if applicable).
 - Culvert Permit (if applicable).
 - Certificate of Liability Insurance as well as Proof of Workers Compensation
3. The work covered by this application **SHALL NOT** commence before the issuance of a Site Development Permit.
4. Upon approval of this application, the Building Department will issue a Site Development Permit to the applicant, together with an approved set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises and be available for inspection throughout the progress of the work.
5. Any deviation from the approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans. An additional permit fee may be predicated on the extent of the variation from the original plans.

Indicate Work to be Performed:

<input type="checkbox"/> Percolation Test Holes			
<input type="checkbox"/> Clear and Grub Land	<u>0.9</u>	Number of Acres	
<input type="checkbox"/> Grading of Site for Drainage			
<input type="checkbox"/> Installing Septic Fill System			
<input type="checkbox"/> Removal of Top Soil	<input type="checkbox"/>	Cubic Yards	
<input type="checkbox"/> Material Brought on Site	<input type="checkbox"/>	Cubic Yards	
<input checked="" type="checkbox"/> Fill of Land	<u>13,000</u>	Cubic Yards	<input type="checkbox"/> Feet
<input type="checkbox"/> Material Removed from Site	<input type="checkbox"/>	Cubic Yards	
<input type="checkbox"/> Maximum Cut	<input type="checkbox"/>	Cubic Yards	<input type="checkbox"/> Feet
<input type="checkbox"/> Drilling of Well			
<input type="checkbox"/> Installing Driveway or Culvert			
<input type="checkbox"/> Reclamation of Area	<input type="checkbox"/>	Number of Acres	
<input type="checkbox"/> Blasting for Rock Excavation	<input type="checkbox"/>	Cubic Yards	

Ponds (Creating or Filling) - Note: If filling in a Pond, a height greater than 9.9', a volume less than 8.06 Acre-Ft, or a Tributary less than 1 Sq. Mile requires a NYS DEC Permit.

- Water Storage Volume (Acre-Feet)
- Depth in Feet
- Tributary Area (Sq. Miles)

INSPECTION SCHEDULE

All Inspections Require 24 Hours Notice

You must call the Town of Schodack Building Department (518) 477-7940 for the following required inspections. Any work covered or concealed before inspection and approval shall be exposed for inspection at the applicants expense.

1. When all work is completed, a Final Inspection of the site, building and all utilities as well as Rensselaer County Department of Health Certificate of Compliance is required.

TO WHOM IT MAY CONCERN:

Please be informed that in reviewing the plans, all information is taken from the plans. Any changes, after the plans have been accepted, must be reviewed by the Code Enforcement Official. This Department shall expect, upon completion, to find the site as the plans show.

Date 3/18/2022

Shawn Galbraith
(Owner)

Shawn Galbraith
(Applicant)

In addition, under Town Code 90-4 (J), the Building Inspector has the right to revoke the permit if construction is not prosecuted in accordance with the application and applicable law.



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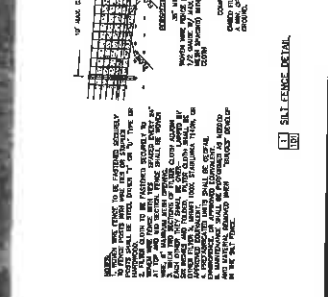
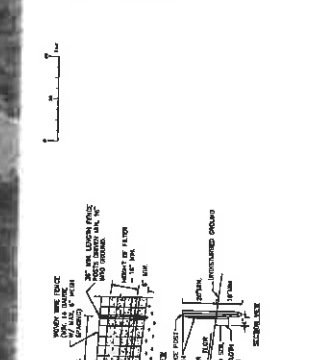
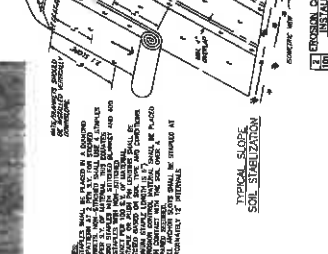
PROJECT INFORMATION:
 PROJECT: [unclear]
 OWNER: [unclear]
 ARCHITECT: [unclear]
 ADDRESS: [unclear]
 CITY: [unclear]
 COUNTY: [unclear]
 STATE: [unclear]

- REVISIONS:**
1. [unclear]
 2. [unclear]
 3. [unclear]
 4. [unclear]



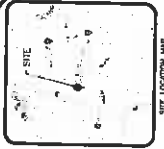
TYPICAL SLOPE SOIL STABILIZATION

[unclear]



LEGEND

[Symbol]	[unclear]
[Symbol]	[unclear]
[Symbol]	[unclear]
[Symbol]	[unclear]
[Symbol]	[unclear]



SITE

<p>PROJECT INFORMATION:</p> <p>PROJECT: [unclear]</p> <p>OWNER: [unclear]</p> <p>ARCHITECT: [unclear]</p> <p>ADDRESS: [unclear]</p> <p>CITY: [unclear]</p> <p>COUNTY: [unclear]</p> <p>STATE: [unclear]</p>											
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<p>DATE: [unclear]</p> <p>PROJECT: [unclear]</p> <p>CITY: [unclear]</p> <p>COUNTY: [unclear]</p> <p>STATE: [unclear]</p>											
<p>ENGINEER: [unclear]</p> <p>SCALE: [unclear]</p>											
<p>PROJECT LOCATION:</p> <p>171 MILLER ROAD</p> <p>TOWN OF SCHAUMBURG</p> <p>ILLINOIS</p>											
<p>DATE: 12/17/2022</p> <p>CAD: C101</p> <p>SCALE: 1"=30'</p> <p>PROJECT NO.: 22007</p>											



1175 Hoosick Road, Troy, NY 12180
Phone: 518-279-3967 Fax: 518-279-3968

An E.E.O. Employer
rifenburgcontractingcorp.com

"Our Mission is to Safely and Productively deliver the highest Quality solutions to our clients"

March 18, 2022

Don Larned
William M. Larned & Sons, Inc
544 Burdeck Street
Schenectady, NY 12306

Don:

Rifenburg Contracting Corp. (RCC) is working on an approved construction project located at 125 Vista Boulevard, Slingerlands, NY 12159. As part of this project excavation is required to meet the proposed grades which results in an export of onsite material. We are hauling off this material which consists of brown clay with no known contaminants.

If you need any other information please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Patrick McCarthy".

Patrick McCarthy
Rifenburg Contracting Corp

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/04/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: USI Insurance Services LLC, 855 Route 146, Suite 235, Clifton Park, NY 12065, 518 514-3620. CONTACT NAME, PHONE (A/C, No, Ext): 518 514-3620, FAX (A/C, No):. INSURER(S) AFFORDING COVERAGE: INSURER A: Union Insurance Company (NAIC # 25844), INSURER B: Acadia Insurance Company (NAIC # 31325), INSURER C, D, E, F.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liability, Workers Compensation, and Scheduled/Rented Equipment.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) To the extent provided by the following forms/endorsements:

GENERAL LIABILITY: CL CG 04 93 10 18-General Liability Ultra Plus Endorsement-New York --Miscellaneous Additional Insureds, when required by fully executed, written contract or agreement, (See Attached Descriptions)

CERTIFICATE HOLDER: Town of Schodack, New York, 265 Schuurman Road, Castleton, NY 12033. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: Todd R.

DESCRIPTIONS (Continued from Page 1)

Including:

- 1) Persons or Organizations For Whom Operations are Performed
 - 2) Managers or Lessors of Premises
 - 3) Mortgagee, Assignee or Receiver
 - 4) Owner or Other Interests from Whom Land Has Been Leased
 - 5) Lessor of Leased Equipment
 - 6) State/Municipality/Govt Agency/Subdivision-Permits or Authorizations Relating to Premises
 - 7) Controlling Interest
 - 8) Co-Owner of Insured Premises
 - 9) Vendors
- CL CG 20 60 04 17-Additional Insured-Owners, Lessees or Contractors-COMPLETED OPERATIONS: Automatic Status, when and to extent required by fully executed, written contract or agreement

CL CG 20 01 04 13-Primary and Non-Contributory-Other Insurance Condition, when required by fully executed, written contract or agreement.

BUSINESS AUTOMOBILE:

AI CA 59 02 15-Commercial Automobile Expansion Endorsement; Additional Insured, when and to extent required by written contract or agreement, executed prior to accident. Applies on Primary and Non Contributory basis, when also required by the written contract or agreement.

COMMERCIAL EXCESS LIABILITY COVERAGE FORM No. CX 00 01 04 13

Following form of primary General and Automobile Liability with respect to Additional Insureds, Waiver of Subrogation, AND

Endt. Form CX 22 40 12 19, Primary and Non-Contributing Insurance, as required by written contract with any

Third Party for whom the Named Insured is performing work.

BLANKET WAIVER OF SUBROGATION PROVIDED BY:

General Liability: CL CG 04 93 10 18-General Liability Ultra Plus Endorsement-New York (p. 7)

Automobile: AI CA 59 02 15-Commercial Automobile Expansion Endorsement (p. 6)



2022-196

Agreement No. 0611583
Customer No. 177621

Customer Service Agreement

Company Name (Customer) TOWN OF SCHODACK Loc. No. 052
 Address 3776 US 20 Route No. 42610
NASSAU, NY 12123 Date 05/02/2022
 Phone 5187664000 SIC/NAICS 8744

The undersigned (the "CUSTOMER") orders from UniFirst Corporation and/or UniFirst Holdings, Inc. d.b.a. UniFirst and/or UniFirst Canada LTD. ("UniFirst") the rental service(s) at the prices and upon the conditions outlined:

Merchandise Serviced								
Item Description	Lost / Damaged Repl. Charge	Service Frequency	No of Wearers	Total Inventory	Billing Quantity	Price per Charge / Piece	Non-Standard	Total Full Service
010202	LSSHT-65/35 WORKSHIRT		1	1	6	0.40		2.40
020103	SSSHT-CHINO 100% COTTON WORKSH		1	2	10	0.41		4.10
020202	SSSHT-65/35 WORKSHIRT		1	1	5	0.40		2.00
0871HT	LS T-SHIRT-100%POLY MOISTURE W		1	15	45	0.38		17.10
09FR05	LSSHIRT-7OZARMOEX INDUR ULTSF		1	2	30	0.82		24.60
114469	JEAN-100% COTTON WRANGLER RELA		1	17	187	0.49		91.63
18AIHT	V/L BOMB-CLASS 3 DS ONLY-POLY-		1	17	34	0.88		29.92
300204	COVERALL-65POLY 35COTTON		1	2	6	0.73		4.38
538812	MAT 3X5 SCRAPER		4		4	2 6.06		12.12
76GA03	MAT-3X5 GREAT IMP 2.0		4		6	3 8.34		25.02
76GB03	MAT-4X6 GREAT IMP 2.0		4		2	1 10.01		10.01
76GC03	MAT-3X10 GREAT IMP 2.0		4		4	2 10.01		20.02
802310	WIPERS 18X18 BAGGED		1		100	50 0.25		12.50
805612	BAG RACK		1		1	1 NC		NC
907505	LAUNDRY BAGS-SPECIAL		1		2	1 1.01		1.01

Minimum weekly charge applies, equal to 75% of the initial weekly value.

Other Charges	Amount
Garment preparation per piece	0.00
Name emblem per piece	.00
Company emblem per piece	.00
Direct Embroidery	.00
Garment Maintenance Program	YES
Loss protection Maint. Program	NO
Linen Maintenance Program	YES
Mat Protection Program	YES

Other Charges	Amount
Non-stock sizes per piece	20.00%
Special cuts per piece	3.00
Restock/Exchange per piece	3.00
Automatic Wiper Replacement	YES
Automatic Linen Replacement	NO
Ongoing Prep Program	NO
Ongoing Emblem Program	NO
DEFE Charge Fixed	
DEFE Sliding Plus	

Payment Terms: C.O.D. E.F.T. Approved Charge

COMMENTS



Town of Schodack

Town Hall
265 Schuurman Road
Castleton, N.Y. 12033

PAUL R. HARTER II
COMPTROLLER

TELEPHONE (518) 477-7919
FAX (518) 477-6546
e-mail: paul.harter@schodack.org

JUSTICE COURT ANNUAL AUDIT REPORT DECEMBER 31, 2021

The Town Board delegated its annual auditing responsibilities of all Town departments who received or disbursed money in the previous fiscal year pursuant to Section 123 of Town Law to the Town Comptroller. The Town Comptroller, Paul R. Harter, conducted the audit in accordance with the guidelines provided by the NYS Office of the State Comptroller as published in the Local Government Management Guide – Fiscal Oversight Responsibilities. The audit was performed on a sample of the records. The purpose of an audit is to provide some assurance that public moneys are handled properly (e.g., timely deposit of moneys received, transactions recorded properly, and accountability maintained); identify conditions that need improvement; and provide some oversight and review into the municipality's financial operations. At a minimum, the annual audit allows the governing board the opportunity to assess operations.

On April 19, 2022, the audit of the Town Justices 2021 fiscal year was performed. Overall, departmental duties haven't changed since the 2020 audit, however court procedures have been altered due to the Covid-19 pandemic.

Justice Court Operations – Review of Department Procedures – Interviewed Trish Loomis

There are two Town Justices: Judge Peter and Judge Mullahy. Each Town Justice is personally responsible for moneys received by the Justice Court; therefore, there are separate records and bank accounts for each Justice. The office is staffed by three Secretaries to the Town Justices, Trish Loomis, Gertrude (Trudy) Valli and Cynthia Waters.

There are three main sources of cash receipts for the Justice Court: Traffic, Criminal, and Civil cases. Deposits are made 3 times a week, typically Monday, Wednesday and Fridays.

No partial payments are accepted by the court.

Traffic

The majority (~99%) of tickets is electronically received from the State, Town and County police and is downloaded from the Office of Court Administration. Trish goes onto the website

and performs a download three times a week. The Town and County law enforcement offices drop off the tickets directly at the Court Office for less than 1% of the tickets.

Court is held every Wednesday night and the court schedule is distributed to local/county/state law enforcement six months at a time. Traffic trials are held twice a month for each judge during business hours.

At ticket issuance, the issuing officer, based on the court schedule, determines the appearance date. The defendant appears at the court or responds by mail with a guilty or not guilty plea. The fine is assessed at court night or by mail by the Judge filling out a fine tag. The Judge initials the fine tag to provide evidence that the Judge imposed the fine. This documentation provides that the transaction was initiated by the Judge, whom has the authority to impose the fine and that the clerks are segregated by only collecting the fines and fees.

For court night attendees who are assessed a fine and make payment, a manual receipt is issued. Checks, money orders, cash and credit cards are accepted. Receipts are issued in a three-part form. Money is put into a locked safe in the Judge's chamber. There are three keys to the safe, one for each Judge and one for the clerk's office.

The day after court, Trish and Trudy endorses checks, enters tickets into the system, and Trudy puts the deposit together. Trudy takes money to the bank. Trish will compare deposit slip to manual receipt book prior to and after Trudy goes to the bank for verification. If Trish is on vacation, she performs the check upon return. The reviewer, Trish, documents her review by initialing and dating the document(s) reviewed. A cash book report is printed from the system that itemizes the deposit, which provides easier reconciliation to the cash receipt manual ledger.

The results of the court night are documented on a list of individuals there were scheduled to appear (money received, fine notice issued, or no show). The Clerk scheduled to work on Court night maintains this list. Trish checks to make sure every ticket is accounted for. However, there is no reconciliation back to the money. The Judge sits next to the clerks at court night and observes the money taken in. If a scheduled appearance does not show, the Justice Court waits 90 days and then notifies DMV to suspend their license.

In addition, Trudy reviews the TSLED report on a quarterly basis to review the status of pending cases. She ensures that there is positive action on each case versus it being stagnant. If a case has no action, it is reviewed with Trish to determine the action needed. This review ensures that all cases are in an active status. Trish also utilized the report to perform suspensions, approximately every 30 to 40 days. Since Trish performs the suspensions, it is important that a separate, individual reviews the case status, which Trudy does. This assists in mitigating the risk of misappropriation of funds before the collection occurs, i.e. if someone pays and it doesn't get entered or deposited into the system. The TSLED report review also assists in clearing up outstanding cases.

The last TSLED report available is dated December 31, 2021 There are 1,728 pending in-state cases and 407 out-of-state cases documented in the report. All cases have been pending for 90 days or more due to COVID and the inability to schedule proceedings. Trudy indicated that the cases fall under one of four statuses. Money due (as per the judges, some due dates were extended after a request from the Defendant due to financial hardship due to COVID; Tickets

waiting for pre-trial conferences or trial; tickets that are scoffed; or tickets that are in a waiting period.

A fine notice is issued to an individual who cannot pay at the time of appearance. The Judge issues the fine notice and will indicate the time the individual has to pay the fine. The fine notices are entered into the system on court night. If ticket is responded to by mail a fine notice is issued, entered into the computer and the fine is due in 30 days. Trudy reviews these notices and does a second notice if no pay. The process then continues with a suspension through DMV after 60 days.

For money received in the mail: Trish opens the mail and Trudy prepares deposit and deposits to the bank. On average, 8 pieces or less of mail are received daily and are able to be processed the same day.

Fines paid in person: The clerk enters into the Judges' receipt book. The cash drawer is cleaned out and put into the safe nightly. Checks are endorsed when money comes in at the counter. For not guilty pleas, that individual is scheduled for a traffic trial and the above processes are followed.

Credit Cards:

During 2008, the Court began accepting credit cards through the Office of Court Administration's Credit Card Acceptance Program. In 2014, the Court was issued two machines, one for each Judge. Upon ringing in a sale, the clerk must select the appropriate Judge's machine to ring the sale to. Two receipts are printed, one is signed by the defendant and the other is kept with the ticket or folder. A duplicate receipt is printed and given to the defendant for record in addition to the manual receipt from the cash receipt book. The credit card machines are put in a locked cabinet nightly. Both credit card machines produce a settlement report at the end of day (midnight). Trish reviews the settlement report to the previous day's activity. This mitigates the risk of an unauthorized individual from entering an unauthorized transaction.

Online payments:

The court started accepting online payments in December 2011. The Clerks receive an e-mail when a payment is made. SEi (Court software) contracted with nCourt for the service. The fine notice contains a line that indicates that the payment is accepted at www.paycourtonline.com. It works similar to accepting credit cards. A deposit is made within 3 business days directly into the Judge's account. After the e-mail is received by the Clerk, the clerk imports a file into SEi, through SEi's utility menu, which brings the payment data into the system. The court, then, does the normal receipting process as if someone came to the window.

SCOFF Fee – is a suspension lift fine.

Criminal Cases:

These are prosecuted by the District Attorney's (DA) office. Charges are read to individual, then it adjourned until the DA comes in, then fines are imposed. Case files are maintained, and a pre-numbered docket book is maintained (tells the "story" of the case). A folder is created, and the

Criminal Cases (cont.):

case is tracked on the cover of a folder. Any money received is handled similar to traffic tickets above.

Civil

Dockets are handled in a similar manner.

Bail:

A bail book is maintained for each Justice. Bail money is maintained in the same bank account as the other Court funds, however, is properly segregated on the monthly cash report and bank reconciliations. When a case is settled, 100% of the bail is returned or used to pay fines or bail poundage is assessed for non-dismissed cases at 3%. It was noted that Judge Peter has bail dated back to 1998. When asked, Trish stated the court was aware, but the defendant has outstanding warrants and cannot be located to close pending cases.

Other:

Bank Accounts are reconciled by the 10th of the month to the checkbook. Trish performs the bank reconciliation then initials and dates. The Judges are reviewing the bank statements and reconciliations and documenting their review on the reconciliation monthly.

Every Friday the Court transmits reports to DMV. The Town Supervisor is paid by the 10th of the month.

Monthly the clerks account for the unused receipt stock and check stock. Typically, Trish performs the initial audit, Trudy reviews and the Judge signs off that the audit was conducted. The Judge periodically checks and asks the clerks to show them the documentation as asks questions about the documentation and process.

I reviewed the results of the audit with both Judge Peter and Judge Mullahy. I confirmed with them that they are reviewing documents as noted in the above write-up. They have no issues with the operations of the office and are very pleased with the accountability. Also, inquired whether they have any knowledge of any fraud and they did not have any knowledge or concerns.

Results and Conclusions:

This report is to be filed in the Office of the Town Clerk with the supporting work papers and checklists evidencing the procedures performed.

Based on the review of the Justice Court records, I did not note any issues in the fiscal recordkeeping. I also noted that there are many reviews that occur within the department. This is important in maintaining sound internal control over public funds.

After discussions with Ms. Loomis, it was learned that the Covid-19 pandemic has caused the court to adapt due to the changing Office of Court Administration's and New York State's

guidelines and mandates. The Office of Court Administration mandated court closure from March 16, 2020, through June 1, 2020. Mandates have dictated limits on courtroom attendance which has affected cases to be resolved, resulting in the excess number of open cases reported on the December 2021 TSLED report. Suspension for non-payment of past and/or current fines were and still are prohibited by New York State Law. Also, New York State Department of Motor Vehicle has lifted ALL suspensions due to court closure and the inability for defendants to resolve fines. No traffic trials/cases have been conducted since March 16, 2020; however, the court started to schedule traffic trials with the first appearance to occur on August 16, 2020. The court is still limited to half of the courtroom capacity which is currently thirteen and must adhere to social distancing guidelines. Defendants, signing waivers to attend, allow defense lawyers to argue cases.

It should be noted that the Court staff were very helpful during the audit and am very impressed on how orderly the records are kept.

Respectfully submitted,

Paul R. Harter II
Comptroller

April 22, 2022

(Resolution No. 2022-197)

*Total of **28** pages.*

2022-198



Town of Schodack

Town Hall
265 Schuurman Road
Castleton, N.Y. 12033

PAUL R. HARTER
COMPTROLLER

TELEPHONE (518) 477-7919
FAX (518) 477-6546
e-mail: paul.harter@schodack.org

AUDIT OF PETTY CASH FUNDS

Audit Report
April 20, 2022

Town Comptroller
Paul R. Harter II

Preface

The Town of Schodack’s Town Board through resolution delegates its annual auditing responsibilities pursuant to section 123 of Town law to the Comptroller. On April 20th, 2022, the Town of Schodack Comptroller conducted an unannounced audit of all petty cash funds.

Background

Prior to 2005, the Town of Schodack established petty cash funds totaling \$900.00. Each department was advanced cash to pay for small business-related expenses where a formal requisition/purchase order is impractical. As the need arises, a department employee requests an advance from the custodian or spends his/her own money on a business-related item or service. The receipt is submitted to the custodian for reimbursement. Periodically, the custodian prepares a voucher to replenish the fund. The custodian submits the receipts to the Comptroller’s office attached to the voucher. The Comptroller reviews the receipts and approves payment to replenish the petty cash fund. A check is issued to the custodian and all receipts are expensed to the appropriate accounts. The custodian cashes the check and returns the cash to the secure location. Through resolutions the total was increased to \$1,700.00.

The contract between the Town and CSEA, states the Town’s Highway employees receive a meal stipend during snow removal depending on the total number of hours. The employees were receiving \$5.00 or reimbursement with a receipt for meals. In 2020, the Highway Superintendents petty cash was increased by \$300.00 to pay the meal stipend directly to the employee in cash, instead of issuing individual checks for each employee.

Exhibit 1: Town Department’s Petty Cash and Change Funds

Department/Office	Location	Type of Fund	Fund Amount
Town Clerk	Town Hall	Change	\$ 100.00
Town Justice	Town Hall	Change	\$ 100.00
Receiver of Taxes	Town Hall	Change	\$ 1,000/00
Supervisor	Town Hall	Petty Cash	\$ 125.00
Police	Police Station	Petty Cash	\$ 250.00
Highway	Highway Garage	Petty Cash	\$ 425.00
		TOTAL	\$ 2,000.00

At the start of the audit, the total petty cash has been reconciled to the general ledger total of \$2,000.00.

Audit Objectives

1. Verify the existence and accuracy of the petty cash funds.
2. Evaluate appropriate use of funds and the departments need for petty cash.
3. Verify internal control procedures are adequate and adhered to.

Audit Findings

1. Existence and Accuracy

All six petty cash fund were audited. Based on the above reconciled fund totals, five of the six funds audited had cash and/or receipts totaling the authorized amount. The highway fund was different by an immaterial amount. The table below lists the results of the six audited funds.

Cash	Receipts	Audited Total	Authorized	Over/(Under)	% Variance
\$ 1,653.07	\$ 66.47	\$ 1,719.54	\$ 1,700.00	\$ 19.54	1.15 %

2. Appropriate Use of Funds and Department Need for Petty Cash

There are no records of the Town of Schodack possessing a written petty cash policy/guideline. Using typical guidelines, the receipts contained in the petty cash funds meet criteria for appropriate use. For example, purchases must be for the immediate operation of your department and must be deemed necessary, prudent, and reasonable.

3. Evidence of Adequate Internal Control

All petty cash funds audited were found to be securely stored.

Internal control of petty cash is enhanced using the voucher process to replenish funds. A voucher is approved by department management and the Comptroller's Office. It is then reviewed and audited by the Comptroller prior to payment.

Audit Recommendations

1. Creation of Petty Cash Policy/Guideline

Currently the Town does not have a written petty cash policy/guideline. As soon as possible, a policy should be created and distributed to the custodian in paper form. When creating the policy, it should be noted that:

- a. Signature of the department employee who spends the petty cash must be on the receipt.
- b. A petty cash reconciliation form must accompany all vouchers requesting replenish of fund.

Audit Workpapers
Audit of Petty Cash Funds
For the period January 1, 2022 through April 30, 2022

Department	Supervisor	Justice Court	Town Clerk	Receiver of Taxes	Police	Highway	Total
Currency	\$ 124.00	\$ 100.00	\$ 119.00	\$ 965.00	\$ 220.00	\$ 76.00	\$ 1,604.00
Coins	1.00		2.00	35.00	6.90	4.17	\$ 49.07
Total	125.00	100.00	121.00	1,000.00	226.90	80.17	\$ 1,653.07
Receipts					32.52	33.95	\$ 66.47
Total	125.00	100.00	121.00	1,000.00	259.42	114.12	\$ 1,719.54
Balance	125.00	100.00	100.00	1,000.00	250.00	125.00	\$ 1,700.00
Difference	0.00	0.00	21.00	0.00	9.42	(10.88)	\$ 19.54
			(1)	(2)	(3)	(4)	

- (1) Town Clerk's drawer had cash in totaling \$21 for 3 separate dog license renewals at \$7 per license.
- (2) Town Clerk maintains \$125 of Receiver of Taxes petty cash as change fund for payment of water/sewer bills.
- (3) The Police Chief last replenished the petty cash fund in March 2021. He is unable to determine where the excess funds originated. Next future reimbursement will contain an adjustment to account for the excess amount
- (4) Highway Department Secretary inherited the petty cash fund in 2009. Balance has always been consistent to balance when inherited. Next future reimbursement will include \$10.88 to make fund whole based on assumption fund was \$125.



2022-199

Town of Schodack

Town Hall
265 Schuurman Road
Castleton, N.Y. 12033

PAUL R. HARTER
COMPTROLLER

TELEPHONE (518) 477-7919
FAX (518) 477-6546
e-mail: paul.harter@schodack.org

AUDIT OF BUILDING DEPARTMENT OPERATIONS Year ended December 31, 2021

Audit Report
April 20, 2022

Town Comptroller
Paul R. Harter II

Preface

The Town of Schodack's Town Board through resolution delegates its annual auditing responsibilities pursuant to section 123 of Town law to the Comptroller. On April 21st, 2022, the Town of Schodack Comptroller conducted an unannounced audit of the internal controls over Building Department operations for the period January 1, 2021 through December 31, 2021.

Background

The Town of Schodack is in Rensselaer County.

The Town is governed by an elected Board composed of the Town Supervisor and four members. The Board is responsible for the general management of Town finances and overseeing financial activities including those of the Building Department. The Building Department consists of two Building Inspectors who have responsibility over department operations, and a Department Secretary who handles all administrative activities in the department.

Audit Objectives

To determine whether Town officials established adequate internal controls over Building Department operations.

Audit Findings

1. Accuracy

The Department Secretary collects Building Department fees, issues press-numbered receipts for payments received, and enters receipt amounts into a weekly Excel spreadsheet. The receipts are delivered to the Town Supervisors office where the Supervisor's assistant prepares a press-numbered receipt for the Building Department Secretary for the weekly total. The Assistant then prepares a deposit slip and deposits the receipts usually on Friday. The Building Department Secretary prepares a monthly Excel spreadsheet report and submits to the Town Board.

To determine if collections were properly recorded, three months of financial activity was reviewed. The review of cash receipts deposited as compared to the monthly report for March, September and December identified no discrepancies.

2. Evidence of Adequate Internal Controls

For the audit, three months of collections (15 deposits totaling \$50,258.15 and 588 cash receipts) were examined to determine if they were recorded in the cash receipts log; remitted from the Building Department to the Supervisor's Assistant in a timely manner; deposited intact into the appropriate bank account in a timely manner and included in the Town's general ledger. It was found that all deposits for the period examined were record accurately, reported and deposited intact and timely and recorded by the Comptrollers office into the Town's general ledger.

Audit Workpapers
Audit of Building Department Internal Controls
For the period January 1, 2021 through December 31, 2021

MONTH: March 2021 **MONTHLY REVENUE TOTAL:** \$15,657.15 **NUMBER OF ITEMS:** 57
 Receipt #'s 20194 – 20251

<u>Period</u>	<u>Check Total</u>	<u>Cash Total</u>	<u>Total Deposit</u>	<u>Deposit Date</u>	<u>Deposit Intact</u>
3/1 – 3/4	\$ 8,294.40	\$ 209.00	\$ 8,503.40	3/5/2021	Y
3/5 – 3/11	1,425.00	170.00	1,595.60	3/16/2021	Y
3/12 – 3/17	2,126.40	96.75	2,223.15	3/19/2021	Y
3/22 – 3/25	2,252.00	125.00	2,377.00	3/26/2021	Y
3/26 – 3/30	958.00	0.00	958.00	3/31/2021	Y
Total Monthly Deposit	\$ 15,055.80	\$ 600.75	\$ 15,657.15		
Diff Deposit to Revenue			\$ -		

MONTH: September 2021 **MONTHLY REVENUE TOTAL:** \$28,898.45 **NUMBER OF ITEMS:** 65
 Receipt #'s 20598 – 20663

<u>Period</u>	<u>Check Total</u>	<u>Cash Total</u>	<u>Total Deposit</u>	<u>Deposit Date</u>	<u>Deposit Intact</u>
8/30 – 9/3	\$ 5,158.43	\$ 0.00	\$ 5,158.43	9/3/2021	Y
9/3 – 9/9	8,371.05	158.50	8,529.55	9/10/2021	Y
9/10 – 9/17	975.00	160.00	1,135.00	9/17/2021	Y
9/17 – 9/23	11,928.90	86.00	12,014.90	9/24/2021	Y
9/24 – 9/30	1,964.57	96.00	2,060.57	9/30/2021	Y
Total Monthly Deposit	\$ 28,397.95	\$ 500.50	\$ 28,898.45		
Diff Deposit to Revenue			\$ -		

Audit Workpapers
Audit of Building Department Internal Controls
For the period January 1, 2021 through December 31, 2021

MONTH: December 2021 **MONTHLY REVENUE TOTAL:** \$5,702.55 **NUMBER OF ITEMS:** 30
Receipt #'s 20752 - 20782

<u>Period</u>	<u>Check Total</u>	<u>Cash Total</u>	<u>Total Deposit</u>	<u>Deposit Date</u>	<u>Deposit Intact</u>
12/1 – 12/3	\$ 1,800.55	\$ 90.00	\$ 1,890.55	12/3/2021	Y
12/3 – 12/8	902.80	60.00	962.80	12/10/2021	Y
12/10 – 12/16	606.85	300.00	906.85	12/17/2021	Y
12/17 – 12/21	685.00	0.00	685.00	12/30/2021	Y
12/28 – 12/29	1,207.35	50.00	1,257.35	12/30/2021	Y
Total Monthly Deposit	\$ 5,202.55	\$ 500.00	\$ 5,702.55		
Diff Deposit to Revenue			\$ -		



Town of Schodack

Town Hall
265 Schuurman Road
Castleton, N.Y. 12033

PAUL R. HARTER
COMPTROLLER

TELEPHONE (518) 477-7919
FAX (518) 477-6546
e-mail: paul.harter@schodack.org

AUDIT OF TOWN CLERK OPERATIONS Year ended December 31, 2021

Audit Report
April 22, 2022

Town Comptroller
Paul R. Harter II

Preface

The Town of Schodack's Town Board through resolution delegates its annual auditing responsibilities pursuant to section 123 of Town law to the Comptroller. On April 22st, 2022, the Town of Schodack Comptroller conducted an unannounced audit of the collection practices of the Town Clerk for the period January 1, 2021 through December 31, 2021.

Background

The Town of Schodack is in Rensselaer County.

The Town is governed by an elected Board composed of the Town Supervisor and four members. The Board is responsible for the general management of Town finances and overseeing financial activities including those of the Town Clerk. The Town Clerk is an elected position, whose responsibilities include collecting monies from the sale of dog, hunting, fishing and marriage licenses, birth and death certificates, Transfer Station punch card fees and fees for certified copies and other miscellaneous items. The Town Clerk must record all monies received into the departments BAS cash receipt system and remit them to the appropriate entities, including the Town Supervisor, the New York State Department of Agriculture and Markets and the New York State Department of Health. The Clerk as two Deputy Clerks who assists with the sales, collections, and recording of receipts.

Audit Objectives

To determine whether the Town Clerk properly accounted for fees.

Audit Findings

1. How Should the Clerk Properly Account for Fees

The Clerk is required to issue a duplicate receipt when no other adequate evidence of receipt is available. Duplicate receipts should be press-numbered and indicate payment date, payee name, amount, purpose, form of payment and recipient name. Proper receipts serve as evidence of individual collections and help ensure accounting records are complete and accurate.

The Clerk must properly account for all transactions by accurately recording amounts collected in cash the cash receipt journal and depositing receipts intact (in the same form, cash or check, as when received) within three business days after the total exceeds \$250.

New York State Town Law requires the Clerk to submit monthly reports to the Town Supervisor for all monies received and remit such money on or before the 15th of the month following receipt. The Clerk also must report and remit collections to other entities.

The Board is responsible for providing adequate oversight and is required to annually audit the Clerk's records and reports. In conducting its review, the Board should determine whether effective procedures are in place to ensure that the Clerk properly accounts for all money collected.

2. Evidence of Adequate Internal Controls

For the audit, three months (March, September and December) of collections (receipts totaling \$56,294.09) were examined to determine if they were recorded in the cash receipts log; deposited intact into the appropriate bank account in a timely manner and included in the Town's

2. Evidence of Adequate Internal Controls (cont.)

general ledger and remitted from the Town Clerk to the Supervisor and other entities in a timely manner.

All receipts are entered into the BAS (cash receipt) software program as they are transacted by the Town Clerk or Deputy Clerks. A receipt is issued to the Customer. It was found that the Deputy Clerk reconciles the daily cash report to funds collected and prepares the bank deposit slip. The Town Clerk makes the deposit at the bank the next business day.

Monthly receipts are remitted with reports to the Supervisor or other entities by check or ACH by the 15th of the following month. Monthly receipt totals are included in the Town's general ledger.

3. Departmental corrections since last audit

During the last audit, it was discovered the Town Clerk reconciled the bank statement to the day she performed the reconciliation. This caused the reconciliation to indicate all monies were not being remitted per New York State Law which was not the case. The Town Clerk now reconciles the bank statement to the monthly cash report at on the last day of the month.

Audit Recommendations

1. Controls regarding reconciliation and deposit duties should be strengthened.

Currently the Deputy Clerk reconciles receipts and completes the deposit slip. It is recommended the Town Clerk compare the deposit receipt to the daily cash receipt report and initial the daily report showing the deposit agrees to the daily cash receipts report

Audit Workpapers
Audit of Town Clerk Fee Collection Internal Controls
For the period January 1, 2021 through December 31, 2021

MONTH: March 2021 **MONTHLY REVENUE TOTAL:** \$15,657.15

Receipt #'s 20194 – 20251

<u>Period</u>	<u>Check Total</u>	<u>Cash Total</u>	<u>Total Deposit</u>	<u>Deposit Date</u>	<u>Deposit Intact</u>
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3/5 – 3/11	1,425.00	170.00	1,595.60	3/16/2021	Y
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3/22 – 3/25	2,252.00	125.00	2,377.00	3/26/2021	Y
3/26 – 3/30	958.00	0.00	958.00	3/31/2021	Y
Total Monthly Deposit	\$ 15,055.80	\$ 600.75	\$ 15,657.15		
Diff Deposit to Revenue			\$ -		

MONTH: September 2021 **MONTHLY REVENUE TOTAL:** \$28,898.45

Receipt #'s 20598 – 20663

<u>Period</u>	<u>Check Total</u>	<u>Cash Total</u>	<u>Total Deposit</u>	<u>Deposit Date</u>	<u>Deposit Intact</u>
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9/3 – 9/9	8,371.05	158.50	8,529.55	9/10/2021	Y
9/10 – 9/17	975.00	160.00	1,135.00	9/17/2021	Y
9/17 – 9/23	11,928.90	86.00	12,014.90	9/24/2021	Y
9/24 – 9/30	1,964.57	96.00	2,060.57	9/30/2021	Y
Total Monthly Deposit	\$ 28,397.95	\$ 500.50	\$ 28,898.45		
Diff Deposit to Revenue			\$ -		

Audit Workpapers
Audit of Building Department Internal Controls
For the period January 1, 2021 through December 31, 2021

MONTH: December 2021 **MONTHLY REVENUE TOTAL:** \$5,702.55

Receipt #'s 20752 - 20782

<u>Period</u>	<u>Check Total</u>	<u>Cash Total</u>	<u>Total Deposit</u>	<u>Deposit Date</u>	<u>Deposit Intact</u>
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12/3 – 12/8	902.80	60.00	962.80	12/10/2021	Y
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12/28 – 12/29	1,207.35	50.00	1,257.35	12/30/2021	Y
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Diff Deposit to Revenue			\$ -		