



General Guide to Payables Reports

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Welcome to the Kootenai County Citizen Transparency Initiative!

The purpose of this guide is to help you gain understanding of the County's weekly payables reports. The County posts reports for the prior week's expenditures approved by the Board of County Commissioners. Below are screen shots illustrating typical expenditures listed.

Headers

The headers of the report will tell you if the invoices were paid by check, credit card, or electronically:

County Commissioner's Payable List
 Checks Printed on: 09/08/2017 Starting Check Number: 527995

County Commissioner's P-Card Payables List
 Invoices Paid Between 8/3/2017 and 9/5/2017

County Commissioner's Accounts Payable - Paid via Payment Plus List
 Invoices Paid Between 9/4/2017 and 9/8/2017

Each report is organized first by Elected Official and then by department. Below, the Elected Official is the BOCC (Board of County Commissioners) and the department is 002 – Parks.

Vendor	Invoice Number	Invoice Description	Invoice Amount	Check Number
Elected Official 1 BOCC	(Continued...)			
Department 002 Dept (Parks)	(Continued...)			
DISCOUNT TIRE / THE REINALT-THOMAS CORP	2393149	ACCT 31652	\$980.00	528047
Approvals: Level 1: Ranell Schwartz TIRES FOR RUN TRUCK	Level 2: Nicholas Snyder		\$980.00	35.1.002.3.153 - 8041
Invoice Total for 35.1.002.3.153			\$980.00	

Below this information are all the invoices associated with that Elected Official and department. Level 1 approval is the clerk level, Level 2 approval is usually the department head or supervisor. Note that ALL expenditures are additionally reviewed by the Accounts Payable

department for accuracy and sufficient supporting documentation. All related invoice support is scanned into the financial system and attached to each transaction.

Each department has its own header under the respective elected official.

Vendor	Item Description	Invoice Number	Invoice Description	Invoice Amount	Check Number
Elected Official 1 BOCC (Continued...)					
Department 002 Dept (Parks) (Continued...)					
NORTHERN STATES SECURITY INC		817120	KOOTENAI COUNTY PARKS & WATERWAYS	\$330.00	528103
Approvals:	Level 1: Ranell Schwartz		Level 2: Nicholas Snyder		
	SECURITY SERVICES-FERNAN				
			Invoice Total for 35.1.002.3	\$240.00	35.1.002.3 - 8112
				\$240.00	
PACIFIC STEEL		6173396	ACCT 530334	\$49.19	528113
Approvals:	Level 1: Ranell Schwartz		Level 2: Nicholas Snyder		
	MOWRY TENT PADS				
			Invoice Total for 35.1.002.3	\$49.19	35.1.002.3 - 8501
				\$49.19	
ZIGGY'S BUILDING SUPPLY		1015674266	ACCT 57870	\$191.15	528158
Approvals:	Level 1: Ranell Schwartz		Level 2: Nicholas Snyder		
	LUMBER				
			Invoice Total for 35.1.002.3.153	\$191.15	35.1.002.3.153 - 8501
				\$191.15	
ZIGGY'S BUILDING SUPPLY		1015674516	ACCT 57870	\$595.50	528158
Approvals:	Level 1: Ranell Schwartz		Level 2: Nicholas Snyder		
	MOWRY SIGN PARTS				
			Invoice Total for 35.1.002.5.153	\$595.50	35.1.002.5.153 - 8501
				\$595.50	
Department 002 Dept (Parks) Total:			\$5,952.45		
Department 155 WW					
A.L. COMPRESSED GASES INC		1757046	CUST 154558	\$12.00	527995
Approvals:	Level 1: Ranell Schwartz		Level 2: Nicholas Snyder		
	WELDING TIP				
			Invoice Total for 37.1.155.3	\$12.00	37.1.155.3 - 8054
				\$12.00	

The primary header is still BOCC, but now the next department is "WW" Waterways. All BOCC department expenses will be listed before the primary header changes to the next elected official.

On the last page of each report, there will be a batch total for all the invoices contained in the report.

Payment Batch Total: \$787,818.61

Other Reporting Features

Vendor	Item Description	Invoice Number	Invoice Description	Amount	Invoice Amount	Check Number
Elected Official 6 Sheriff		(Continued...)			Organization Set - Account	
Department 660 Jail Ops						
CDA NAPA AUTO PARTS INC		8/31/2017 STMNT	#2749/AUG 2017 INVOICES		\$1,029.17	528018
Approvals:	Level 1: Sheila Schindler		Level 2: Tamara Exley			
	804711 PCV VALVE J-31 8/3/17			\$7.52	15.6.660.3 - 8041	
	804718 AIR FILTER J-31 8/3/17			\$7.43	15.6.660.3 - 8041	
	807946 LAMPS J-24 8/14/17			\$6.05	15.6.660.3 - 8041	
			Invoice Total for	15.6.660.3	\$21.00	
CINTAS CORPORATION #606		606279826	#02929 LAUNDRY & AREA RUGS - 8/30/2017		\$95.21	528026
Approvals:	Level 1: Sheila Schindler		Level 2: Tamara Exley			
	AREA RUGS/ JAIL			\$5.67	15.6.660.3 - 8299	
			Invoice Total for	15.6.660.3	\$5.67	
CMX, LLC dba EXPRESS CAR WASH		66 8/31/2017	CAR WASH SERVICE/AUGUST 2017		\$1,000.00	528030
Approvals:	Level 1: Sheila Schindler		Level 2: Tamara Exley			
	CAR WASHES SERVICE /AUGUST 2017			\$30.00	15.6.660.3 - 8502	
			Invoice Total for	15.6.660.3	\$30.00	

Item Descriptions: If there are multiple invoices to the same vendor, there will be an itemized list included with brief descriptions of purchases.

Organization Set – Account: The codes listed here tell a lot about spending and corresponds to the header information:

15.6.660.3-8041

15 – Justice Fund

6 – Sheriff

660 – Jail Ops

3 – Operations

8041 – Vehicle Maintenance and Expenses

A full Chart of Accounts listing is available on the webpage for detailed reference beyond the report labels.

Every Tuesday, the Board of County Commissioners approves the prior week's payables in the public Business Meeting. All members of the public are welcome to attend.

If you have any questions regarding payables, please reach out to an AP accountant at auditorap@kcgov.us or call (208) 446-1659.