



General Guide to Payables Reports

Kootenai County Auditor
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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 the Auditor's office at 208.446.1651 or email the Finance Director at ddarrow@kcgov.us.