

**Ulster County  
Vendor Payment Efficiency Monitoring Summary  
For the Month of September 2009**

**Legend:**  Department at or Above 80 % Efficiency - Above average Efficiency  
 Department between 70% and 79% Efficiency - Acceptable Efficiency, Continued Attention Necessary  
 Department at or Below 69% Efficiency - Expediant Improvement Needed

The following percentages are calculated from reports generated by the County's accounting system, HTE, which compare invoice or trigger date to check date only for vendor payments which are audited by the County Auditor. HTE makes its selection based on the bank codes used for the payments. Capital fund expenditures, payroll and related expenses are not included in the percentages presented.

# of Days From Invoice or Trigger Date to Check Date		0-45		46-60		61-90		91+	
Department	# of Transactions	# of Transactions		# of Transactions		# of Transactions		# of Transactions	
		%	Quantity	%	Quantity	%	Quantity	%	Quantity

**Top 10 Departments in Number of Transactions Processed:**

Dept. of Finance	73	97%	71	3%	2	-	-	-	-
Golden Hill Health Care Center	358	99%	356	0%	1	-	0%	1	1
Information Services	171	92%	158	3%	5	1%	1	4%	7
Insurance	1,666	92%	1,523	6%	97	2%	39	0%	7
Public Health	281	100%	280	0%	1	-	-	-	-
Public Works	809	97%	780	3%	21	1%	5	0%	3
Purchasing	127	98%	124	2%	3	-	-	-	-
Social Services	537	95%	511	3%	14	2%	11	0%	1
Sheriff	98	99%	97	1%	1	-	-	-	-
UCAT	115	95%	109	5%	6	-	-	-	-
<b>Total Top 10 Departments in Number of Transactions Processed</b>	<b>4,235</b>	<b>95%</b>	<b>4,009</b>	<b>4%</b>	<b>151</b>	<b>1%</b>	<b>56</b>	<b>0%</b>	<b>19</b>

**Other Departments:**

Arson Task Force	8	100%	8	-	-	-	-	-	-
Board of Elections	7	86%	6	-	-	-	14%	1	1
Clerk of the Legislature	20	100%	20	-	-	-	-	-	-
Comptroller	8	100%	8	-	-	-	-	-	-
County Attorney	7	86%	6	14%	1	-	-	-	-
County Clerk	47	100%	47	-	-	-	-	-	-
Dept. of Environment	3	100%	3	-	-	-	-	-	-
District Attorney	42	88%	37	7%	3	2%	1	2%	1
Emergency Management	40	83%	33	10%	4	-	8%	3	3
Fire Coordination	3	100%	3	-	-	-	-	-	-
Human Rights	1	100%	1	-	-	-	-	-	-
Office of Employment & Trainin	87	100%	87	-	-	-	-	-	-
Mental Health	105	99%	105	-	-	-	-	-	-
Municipal Executive	3	100%	3	-	-	-	-	-	-
Office for the Aging	141	99%	140	1%	1	-	-	-	-
Personnel	10	100%	10	-	-	-	-	-	-
Planning	4	75%	3	-	-	-	25%	1	1
Probation	41	99%	40	2%	1	-	-	-	-
Public Defender	4	100%	4	-	-	-	-	-	-
Real Property	3	100%	3	-	-	-	-	-	-
Safety	4	100%	4	-	-	-	-	-	-
Stop DWI	17	94%	16	-	-	-	6%	1	1
Tourism	22	59%	13	18%	4	14%	3	9%	2

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# of Days From Invoice or Trigger Date to Check Date		0-45		46-60		61-90		91+	
Department	# of Transactions	# of Transactions		# of Transactions		# of Transactions		# of Transactions	
		%	Quantity	%	Quantity	%	Quantity	%	Quantity
Traffic Safety	1	100%	1	-	-	-	-	-	-
Veteran's Services	4	99%	4	-	-	-	-	-	-
Weights & Measures	3	100%	3	-	-	-	-	-	-
<b>Total Other Departments</b>	<b>635</b>	<b>96%</b>	<b>608</b>	<b>2%</b>	<b>14</b>	<b>1%</b>	<b>4</b>	<b>1%</b>	<b>9</b>
<b>Total County Operations</b>	<b>4,870</b>	<b>95%</b>	<b>4,617</b>	<b>3%</b>	<b>165</b>	<b>1%</b>	<b>60</b>	<b>1%</b>	<b>28</b>

This analysis of the efficiency of vendor payment processing is a first for Ulster County. Never before has the County had an objective tool for monitoring its successes with vendor payments. The goal is to have all payments made within 45 days with an eye toward reducing the processing time to 30 days while maintaining systems of internal control and accountability for the public's money.

