

**COPY** Standard Work Day and  
Reporting Resolution for  
Elected and Appointed Officials

Employer Location Code

3 0 1 9 6

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

(Rev.12/23)

BE IT RESOLVED, that the

Town of Volney

30196

hereby established the following standard work days for these titles and will

(Name of Employer)

(Location Code)

report the officials to the New York State and Local Retirement based on their record of activities:

Name	Social Security Number	NYS LRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
Appointed Officials:									
Tammie Malone			Bookkeeper	1/1/25-12/31/25	7	11.41	<input type="checkbox"/>	monthly	<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>

I, Theresa Anderson

(Name of Secretary or Clerk)

secretary/clerk of the governing board of the

Town of Volney

(Name of Employer)

of the State of New York,

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 19 day of June, 2025  
on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the

Town of Volney

on this 19 day of June

2025

Theresa Anderson  
(Signature of Secretary or Clerk)

Affidavit of Posting: I, Theresa Anderson

6/19/2025

(Name of Secretary or Clerk)

being duly sworn, deposes and says that the posting of the Resolution began on

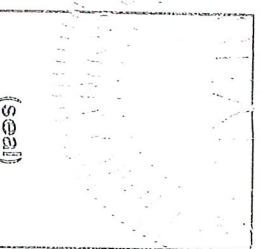
and continued for at least 30 days. That the Resolution was available to the public on the:

(Date)

☐ Employer's website at: www.townofvolney.gov

☐ Official sign board at: 1445 County Route 6 Fulton, NY 13069

☐ Main entrance



# NYSLRS RECORD OF ACTIVITIES

 **COPY**

Name Tammie L. Malone

Title Book Keeper

Employer Town of Volney

## Activity Log

- Use a new row for each activity. You must include the start and end times for each activity.
- Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).

*To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period.*

*Once you have completed recording activities for a three-month period, print this worksheet and sign and date below.*

With my signature, I attest to the accuracy of the record provided.

Tammie L. Malone  
Signature

6/18/2025  
Date



# Record of Activities

 COPY

DATE	ACTIVITY	START TIME	END TIME	HOURS TOTAL
1/2/25	Bookkeeper Duties	9:30	2:00	4.5
1/6/25	Bookkeeper Duties	9:30	2:00	4.5
1/7/25	Bookkeeper Duties	9:30	1:30	4
1/8/25	Bookkeeper Duties	10:00	2:00	4
1/9/25	Bookkeeper Duties	9:30	1:30	4
1/10/25	Meet w/ C2AE (Steven)	10:30	12:30	2
1/13/25	Bookkeeper Duties	9:30	2:30	5
1/14/25	Bookkeeper Duties	9:30	2:00	4.5
1/15/25	Bookkeeper Duties	9:30	1:30	4
1/16/25	Bookkeeper Duties	9:30	3:00	5.5
1/20/25	ML Day - Closed			
1/21/25	Bookkeeper Duties	10:30	2:30	4
1/22/25	Bookkeeper Duties	9:30	2:00	4.5
1/23/25	Bookkeeper Duties	9:30	1:30	4
1/27/25	Bookkeeper Duties	9:30	1:45	4.25
1/28/25	Bookkeeper Duties	8:15	1:15	5
1/29/25	Bookkeeper Duties	10:00	2:30	4.5
1/30/25	Bookkeeper Duties (WLB)	9:30	2:30	5.5
2/3/25	Bookkeeper Duties (WLB)	9:45	1:45	4
2/4/25	Bookkeeper Duties (WLB)	9:30	1:45	4.25
2/5/25	Bookkeeper Duties 2024 input WLB	10:00	3:45	5.75
2/6/25	Bookkeeper Duties (2024 input WLB)	10:30	2:30	4
2/10	Closed - Weather			
2/11	Bookkeeper Duties	10:00	2:45	4.75
2/12	Bookkeeper Duties	9:45	2:30	4.75
2/13	Bookkeeper Duties - WLB jorgaprice	9:00	3:15	6.25
2/17	Closed - Presidents Day			

SIGNATURE

Janine Meline

DATE

2/18/25



# Record of Activities

 COPY

DATE	ACTIVITY	START TIME	END TIME	HOURS TOTAL
2/18	Bookkeeper Duties - Payroll Bill pay	11:00 A	12:45	1.75
2/19	Bookkeeper Duties Bill pay WLB	10:00 A	3:30	5.5
2/20/25	Bookkeeper Duties Budget in WLB	10:00	3:15	5.25
2/24/25	Bookkeeper Duties Budget in WLB / Nakr dist	9:30	1:30	4
2/25/25	Bookkeeper Duties - organize files	9:30	1:45	4.25
2/26/25	Bookkeeper Duties - Set up 2025 in WLB	10:00	3:00	5
2/27/25	Bookkeeper Duties	10:00	2:00	4
2/28/25	Bookkeeper Duties - Set up File	9:00	12:00	3
3/3/25	Bookkeeper Duties - Vouchers	11:00	2:30	3.5
3/4/25	Bookkeeper Duties - Voucher WLB	10:00	2:00	4.0
3/5/25	OSC - Online Training Intro to Government Act	8:30	3:15	6.75
3/6/25	OSC - Online Training " "	8:30	3:15	6.75
3/10/25	Bookkeepers Duties Abstract/Voucher	10:00	2:00	4
3/11/25	Bookkeeper Duties - Deposits - Vouchers WLB	9:45	2:45	5
3/12/25	Bookkeeper Duties - Vouchers - WLB	10:00	2:45	4.75
3/13/25	Bookkeeper Duties (Special Dist)	10:00	2:30	4.5
3/17/25	Bookkeeper Duties Payroll (Voucher / Abstract)	10:30	3:00	4.5
3/18/25	Bookkeeper Duties - Vouchers / Checks	10:00	3:00	5
3/19/25	Bookkeeper Duties -	10:00	2:00	4
3/20/25	Bookkeeper duties - distribute payroll	10:00	2:30	4.5
3/24/25	OFF			—
3/25/25	Bookkeeper Duties	9:30	3:00	5.5
3/26/25	Bookkeeper Duties	9:45	1:45	4
3/27/25	Bookkeeper Duties	9:30	2:30	5
3/31/25	TRAINING Seminar	11:30	6:00	6.5
4/1/25	Bookkeeper Duties	10:30	3:00	5
4/3/25	Bookkeeper Duties	10:00	2:30	4.5

SIGNATURE

Janneth Malone

DATE

4/3/25



# Record of Activities

**COPY**

DATE	ACTIVITY	START TIME	END TIME	HOURS TOTAL
4/7/25	Bookkeeper Duties <sup>Abstract 4</sup> Retirement Enroll	9:30	2:30	5
4/8/25	Bookkeeper Duties	9:30	4:00	6.5
4/9/25	Comptroller Accounting Training	8:30	4:00	7.5
4/10/25	" " E Vouchers	8:30	1:00	4.5
4/14/25	Bookkeeper Duties - Abstract / Vouchers	9:45	2:00	4.25
4/15/25	Bookkeeper Duties " " Payroll	10:00	3:00	5
4/16/25	Bookkeeper Duties - Banking / Checks	10:00	2:15	4.25
4/17/25	Bookkeeper Duties	10:00	3:00	5
4/21/25	ARPA Report - Harassment Training <sup>Driver to Saratoga</sup>	10:00	5:50	7
4/22	NYAOT Conference (Finance)	7:30	5:00	9
4/23	" "	7:30	5:00	9
4/24	Fiscal Adm. Meeting / Bookkeeper Duties	8:30	1:00	4.5
4/28	Bookkeeper Duties - <sup>Workplace</sup> Violence Training	10:00	2:00	4.0
4/29	Bookkeeper Duties - Water Dist Panel	10:00	2:15	4.25
4/30	NYS Retirement Employer EDU Seminar	9:30	4:00	7.5
5/1	Bookkeeper Duties WLB	9:45	4:15	6.5
5/5	Bookkeeper Duties	10:30	3:15	4.75
5/6	Bookkeeper Duties WLB 1/25	10:00	3:00	5
5/7	Bookkeeper Duties Vouchers	10:00	3:15	5.25
5/8	Bookkeeper Duties - Healthway order	10:15	12:30	2.25
5/9	Bookkeeper Duties	12:00	2:15	2.25
5/12	Bookkeeper Duties - Vouchers	10:30	3:00	4.5
5/14	" "	10:00	2:00	4
5/15	Bookkeeper Duties - Retirement enroll - Paychecks - WLB	9:45	3:00	5.25
5/19	Bookkeeper Duties - Mail Checks	9:30	1:30	4
5/20	Bookkeeper Duties	9:00	2:15	5.25
5/24	Bookkeeper Duties	11:00	3:15	4.25

239.5  
ROA  
Result  
11.41

SIGNATURE

Jammitz Malone

DATE

5/21/25

BOOKKEEPER DUTIES  
VOLNEY NY



EMAIL	<ul style="list-style-type: none"><li>• REVIEW AND RESPOND AS APPROPRIATE. AND MAINTAIN EMAIL RECORDS / FILES</li><li>• RESPOND TO EMAILS / CORRESPONDANCE PER SUPERVISOR'S REQUEST / DIRECTION.</li><li>• PRINT INVOICES, TRAINING OPPORTUNITIES ETC...</li></ul>
BILL PAY VOUCHERS	<ul style="list-style-type: none"><li>• REVIEW INVOICES &amp; STAFF VOUCHERS AND CORRELATE WITH BACKUP DOCUMENTATION AS NEEDED.</li><li>• RECONCILE CREDIT CARD STATEMENTS WITH BACK UP DOCUMENTATION FOR PURCHASES.</li><li>• ENTER INVOICES INTO WILLIAMSON LAW BOOK (WLB) AND GENERATE VOUCHERS AS NEEDED.</li><li>• ENTER STAFF VOUCHERS INTO WLB FOR PROCESSING.</li><li>• MAKE ACCOUNT PAYMENTS ONLINE AS NEEDED, SUCH AS NATIONAL GRID, AFLAC, OCWA</li><li>• PRINT VOUCHERS BY DEPARTMENT AND PROVIDE TO TOWN BOARD FOR REVIEW AND APPROVAL.</li><li>• PRINT COMPLETED ABSTRACT OF VOUCHERS BY DEPARTMENT – PROVIDE TO CLERK TO CERTIFY</li><li>• PROVIDE: HIGHWAY SUPERINTENDENT WITH A COPY OF HWY DEPT. ABSTRACT.</li><li>• ISSUE CHECKS FROM APPROVED VOUCHERS / ABSTRACTS</li><li>• PROCESS CHECK PAYMENTS FOR MAILING TO VENDORS</li><li>• CORRELATE PAYMENT STUBS WITH VOUCHERS FOR BOOKKEEPING RECORDS AND FILE ACCORDINGLY.</li></ul>
HR FUNCTIONS & PAYROLL	<ul style="list-style-type: none"><li>• COLLECT TIME SHEETS FOR THE PAY PERIOD.</li><li>• COMPLETE RPC FORMS AND PROVIDED TO COUNTY HUMAN RESOURCE DEPT.</li><li>• CORRELATE MONTHLY PAYROLL DATA AND REPORT TO CANALE'S FOR PROCESSING</li><li>• CALCULATE PAYROLL AMOUNTS FOR GENERAL AND HIGHWAY DEPT'S AND MAKE BI-WEEKLY BANK TRANSFERS FOR PAYROLL FROM APPROPRIATE FUND</li><li>• MAINTAIN PAYROLL FILES</li><li>• MAINTAIN EMPLOYEE FILES (RPC'S)</li><li>• ASSIST CANALE'S WITH ADMINISTRATION OF RETIREMENT PLAN</li></ul>
BANKING	<ul style="list-style-type: none"><li>• PREPARE DEPOSITS FOR TOWN CLERK TO DEPOSIT AT THE BANK.</li><li>• VERIFY BANK RECEIPT ARE ACCURRATE AFTER DEPOSITS HAVE BEEN MADE.</li><li>• CONTACT BANK FOR ISSUANCE OF BANK CHECKS AS NEEDED.</li><li>• PRINT MONTLY BANK STATEMENTS.</li><li>• RECONCILE STATEMENTS AND FILE.</li></ul>
MISC. DUTIES	<ul style="list-style-type: none"><li>• MAINTAIN ALL APPROPRIATE FILES AND RECORDS</li><li>• ANSWERS PHONES AS NEEDED</li><li>• ASSIST OTHER DEPARTMENTS AS NEEDED</li><li>• CORRESPOND WITH WILLIAMSON LAW AND CANALES AS NEEDED TO ENSURE BOOKKEEPING FUNCTIONS ARE BEING COMPLETED AND RECORDED ACCURATELY</li></ul>