Please type or print clearly in blue or black ink New York State and Local Retirement System 110 State Street, Albany, New York 12244-0001 Office of the New York State Comptroller



## Standard Work Day and Reporting Resolution for Elected and Appointed Officials

### **Employer Location Code**

# SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

3 U L 9 6					NEVER OF STREET				(Rev.12/23)
BE IT RESOLVED, that the		Town of Volney		30196 here	hv established the	following star	rdard work day	? for thoop +:+loc	11:1:
(Name of Employer) (Location report the officials to the New York State and Local Retirement based on their record of activities:	York State an	(Name of Employer) Id Local Retirement ba	ent based on their record of a	n Code)	Standard work days for these titles and will	S S S S S S S S S S S S S S S S S S S	idaid wolk day	s ior these titles	and Will
Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
Appointed Cinteldis.	1								
i ammie Malone			Bookkeeper	1/1/25-12/31/25	7	11.41		monthly	
, Theresa Anderson	n		cerstani/rierk of the governing		Town of Volney	YOU			
(Name of Secretary or Clerk)	tary or Clerk)		(Circle one)		(Name of Employer)	nployer)		of the State of New York,	7,
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	mpared the fo	regoing with the	original resolution passed by	such board at a legal	lly convened meeti	ing held on the	<u></u>	day of June 1,20 25	0 25
IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Volney	e hereunio se	it my hand and the	he seal of the	e whole of such origina  Town of Volney				20 20 25	
Merches Cha	De la Contraction de la Contra	3		(Name of Employer)					l L
sting: 1,	Theresa Anderson		being duly swo	being duly sworn, deposes and says	vs that the posting of the Resolution becan on	the Resolution	ת הסח השי השי השי השי השי השי השי השי השי השי		
	(Name continued for	(Name of Secretary or Clerk) and for at least 30 days.	That the Res	ilable to the public on	fie.				
Employer's website at: W	nwot.town	www.townofvoiney.gov	V						
Official sign board at: 14	1440 COU	nty Route 6	1445 County Route 6 Fulton, NY 13069						

Main antranca Constanta Citation

#### NYSLRS RECORD OF ACTIVITIES



Name	Ummie	L. Majone	The second secon
Title	Veeper		
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.

Signature

Date

Record of Activities

					LUM
	DATE	ACTIVITY	START TIME	END TIME	HOURS TOTAL
	1/2/25	BOOKKEEPER DUFFES	9.30	2:00	45
	110/25	Booletieeper Duties	9:30	200	4.5
	1/7/25	Bookpeeper Dunies	9:30	1:30	4
	1/8/25	BOSKKEEPEN Withes	10:00	2:00	4
	19/25	Gookkeeper Duties	9:30	1:30	luf
	10/25	meet w/ CZAE (Steven)	10:30	12:30	2
	1/13/25	Bockleeper Duties	9:30	230	2
	1/14/25	Bookkeeger Duties	9:30	A:00	45
	1/15/25	Bookkeeper Duties	9.30	1.30	4
	1/14/25		9:30	3'100	5,5
K		MIX. Day - Chosech			
	1/21/25	Bookkeeper Duties	10:30	230	4
	1/22/25	Bodeleeper Duties	9:30	2:00	4.5
	1/23/25	Bookheepe Duties	9:30	1:30	4
	1/2/125	Booklegov Dutus	9:30	1:45	4.25
	YA8/45	Cookeeper Whis	8:15	1,15	5
	1/29/25	Beckleeper Diffes	10:00	2:30	4.5
	1600/1000	July 100 Co Com	9:30	4:30	5.5
	9/3/25	BOOKLERPY Duties (MLB)	9.45	1:45	4
	214125	Stook Keeper Duties (WIB)	9.30	1:45	4,25
	245/25	tock asper Whe 2024 input	10:00	3:45	5.75
	2/6/25	Becklepoer Puties (2024 inputing	10:30	2:30	4
The same of the sa	-2/10	Closed - Weather	ten til sag og med medle med det til sag og og og	the world and the state of the	A Society of the Section of the Sect
	2/11	Book Reeper Duties	10:00	2.45	4.75
	2/12	Bookhaper Dunies	9.45	2:30	4.75
	13	Bookkeeper Dities - WLB Jorganies	9:00	3:15	lo.25
	8/17	Closed - Presidentes Day	Same Aria and assessment	20.00 Sylvania 20th oil (1997)	Cally
18	L	* I mount in just only	L		

SIGNATURE SIGNATURE DATE 2/18/25

#### Record of Activities

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DATE		START TIME	END TIME	HOURS TOTAL
2/18	Bookkeeper Dishes - Payod Buy	11:00 A	12:45	1.75
2/19	Bookleer Duties Bill Pay	10:600	3.30	5,5
2/20/25	1210111071 111	10:00	3:15	5, 25
4/24/25	Bookleaper Duties Budget in Bookleaper Duties Budget in	930	1.50	l.
0/25/25	Bookkeeper Dutres - organice	9:30	1:45	4.25
426/25	Bodickeper Duties - Set UP 2025	10:00	3.00	5
2/27/25	Bowledger Duffes	101.00	200	L
2/28/25	1 (5 t . 5 t ch	9:80	12:06	3
3/3/25	Bookkeerer Dohies - Vouchers	11:00	2:30	3.5
34125	Bookkeeper Dicties - Voucher WLB	10:120	2:00	4.0
3/5/25	OSC - Online Training Government Aret	8:30	3.15	Cr. 75
3/4/25	OSC-Online Training "1" 11	8:30	3.15	6.75
3/10/24	Proxiles pers Duties Answadella	cher 10:00	2:00	4-4
3/11/15	Bookkeeper Duties-Pouchus WLB	9:45	2:45	5
3/12/25	Bookleeper Duties - vouchurs - WLB	101.00	2:45	4.75
3/13/25		10:00	2:30	4.5
3 17 125	Bookkeeper Duffel Woucher/Abstract)	10:30	3:00	4.5
3/18/2	5 Pookkeeper Duties - Vouchers / Check	10:00	3:00	.5
3/14/25	- Brill proper Dates -	10:00	2:00	4
3/20/25	BOOKKEGOER duties - distribute pay	10:00	2:30	4.5
3242				e-The Transport
3/25/2	5 Boolkerpr Duties	9:30	3:00	5.5
3/21/6	5 Posticeper Supes	9:45	1:45	4
3/27/4	5 Bookkeeper Duties	9.30	2:30	5
3/31/2	5 TRHINING SUMMAN	11:30	(0:00)	6.5
4/1/2		10:30	3:00	6
	3 Bookkeper Duti-is	10:00	2:30	4.5

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DATE\_4/3/35

#### Record of Activities



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Bly Bookkeeper Pothes 11:00 3:15 4.25
SIGNATURE SIMMUL MALENC DATE 5/2/25

(1)

#### BOOKKEEPER DUTIES VOLNEY NY



EMAIL	<ul> <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> <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> <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 BIWEEKLY 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> <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> <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>