



**TOWN OF WESTERLO**

**SUBJECT MATTER LIST**

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## **Supervisor's Office – 01**

### **Subject Matter List**

- Account payable
- Annual budget
- Annual fiscal reports
- Audit
- Check registers
- Comptroller Audit
- Finance Department Files
- Finance Reports
- General Ledger
- Grants
- Payroll and payroll related information
- Budget for current and prior years
- Health insurance information
- Comprehensive insurance information
- Human Resource information
- Bank statements and reconciliations
- Canceled check
- Deposit slips
- Disability record
- Employee earning records
- Health and insurance declination statement
- Inactive personnel file
- Labor distribution
- Monthly revenue reports
- Payroll deduction request
- Policies and procedures
- Leave slips
- Resumes/applications
- Time cards
- W-2, 1099, financial disclosures
- Worker's Compensation
- Year-end payroll

## **Assessor's Office – 02**

### **Subject Matter List**

- Assessor's report
- Change of Assessment Notices and Summaries
- Copies of tax grievance or judicial assessment review records
- Address Change/Verification correspondence
- Minutes of Board Assessment review
- Property Assessment Cards

- Renewal Applications for seniors and disabled persons exemptions
- School Tax Relief (STAR) Program – Basic
- School Tax Relief (STAR) Program – Enhanced
- Tax Maps
- Veteran’s Exemption Forms
- Exemption procedures
- Grievance procedures
- Assessment Rolls
- Assessment Review BAR
- Assessor Manuals
- Equalization Rate records
- Railroad ceiling and special franchise records
- Board of Assessment review
- Municipal profile residential median sale
- Distribution of parcels by property class property ownership, addresses and building information

**Building Department / Planning & Zoning Department – 03**

**Subject Matter List**

- Mandatory planning review case (Planning Board)
- Mandatory planning review case (Zoning Board)
- Minutes – copies (Planning & Zoning Board)
- Site Plans – Oversized maps
- Planning/Zoning Card File
- Subdivision Maps
- Building Permit files
- Building Permit and CO card files
- Building Permit and CO logs
- Materials and exhibits related to Building Permits and Fire Inspection
- Materials and exhibits related to various Local and State Regulations and violations
- Tract Map by Tax Map number
- Zoning Maps

**Town Clerk’s Office – 04**

**Subject Matter List**

- Annual Audits
- Budgets
- Building Permits
- Contracts and Agreements
- Dog Licenses new and renewal
- Dog Licenses Monthly Reports
- Dog Tag Replacement

- NYS DEC reports and records
- Handicap Parking Permits
- Marriage Licenses
- Peddlers Permits
- Planning Board Minutes
- Zoning Board Minutes
- Town Board Minutes
- Town Property Taxes
- Waste Haulers License
- Vouchers
- Abstracts by Vouchers
- Assessment, Tentative, Final Roll
- Bids
- Birth/Death/Marriage Certificates
- Requests for Birth/Death/Marriage Certificate
- Indebtedness Bonds
- Burial Transit Permits
- Cash Receipts/Cash Transaction Record
- Claims Against Town
- Correspondence
- Credit/Debit Card Receipts
- Credit/Debit Card Records
- Deeds/Easements granted to Town
- Election records
- FOIL requests
- Maps/Plans
- Transfer Station Permit Applications
- Newspaper Proof of Publication/Posting Affidavit
- Road Inventory
- Oath of Office
- Resignations
- Retirement ROA
- Supervisor's Reports
- Town Clerk's Reports
- Driveway Permit Applications
- Bank Statements
- Census
- Local Laws
- Town Park Applications
- Town Park Certificates of Liability
- Daily Cash Reports
- Solar Farm Documents
- Town of Westerlo Rural Cemeteries

## **Highway Department – 05**

### **Subject Matter List**

- Payroll – time cards
- Payroll & OT sheets
- Daily attendance log
- Personnel files
- Budget/Appropriation Status Report
- Vendor claims – copies
- Vendor payments – copy of abstract
- Subject files – correspondence (letters, emails, memos, etc.)
- Outgoing correspondence (letters, emails, memos, etc.)
- Driveway permit files
- Fuel consumption log
- Vehicle acquisition files
- Vehicle/Equipment inventory log
- Vehicle maintenance forms
- Fire extinguishers maintenance log

## **Tax Collector's Office – 06**

### **Subject Matter List**

- Bank statements
- General correspondence
- Town tax bills batches and reports
- Credit/debit card reports
- Credit/debit card slips
- Tax bill requests
- Tax receipts from Supervisor
- County correspondence
- Town tax roll
- Warrants
- Tax collector envelopes