



# VILLAGE OF FAIRPORT, NY

## FINANCIAL REPORT

**AUGUST 2019**

Prepared by:  
Megan C. Anderson, CPA  
Clerk-Treasurer

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Megan C. Anderson, CPA  
Clerk-Treasurer



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September 9, 2019

To the Board of Trustees,

I have compiled this Financial Report for the month of August 2019.

This report includes and analysis of the General Fund, Capital Projects Fund, Reserves Fund, Sewer Fund, and Debt Service Fund through August 31, 2019. Included in each fund is a monthly analysis, a balance sheet, a revenue statement, an expenditure statement, and a statement of changes in fund balance.

I have also included a reconciliation of the 3 capital reserve funds as well as the August Bank Reconciliation.

Sincerely,

Megan C. Anderson, CPA  
Clerk-Treasurer

# GENERAL FUND ANALYSIS

AUGUST 2019

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## BALANCE SHEET

The General Fund ended the month with a fund balance of **\$5,454,256.74** of which \$5,027,307.72 is unassigned. The majority of this fund balance is equal to cash in the bank of \$5,164,968.05. The remainder of the fund balance is related to \$11,296.52 in invoices billed but not yet received in cash, \$133,970.68 of amounts owed from the Capital Projects fund upon receipt of grant reimbursements, \$71,047.24 owed from residents for 2019-2020 real property taxes, a prepayment of the Workers Compensation Contract bill of \$156,623.24, offset by an amount owed to NYS Retirements systems that will be paid with the December bill.

## REVENUES

Through August 31, 2019, 48% of budgeted revenues have been earned and recorded compared to 45% through July 31, 2019.

During the month of August, the Village received a quarterly Sales Tax check from Monroe County for the months of April, May and June. The total check was equal to \$422,233.28. Two months, or \$281,488.85 was recorded in the 2018-2019 fiscal year. The remaining month of June, or \$140,744.43 was earned and recorded during the month of August in the 2019-2020 fiscal year.

There were no new budget adjustments to Revenue in the month of August.

Total Budget Adjustments to revenue in the General Fund continue to total **\$61,500** as follows:

- The budget for Miscellaneous Revenues increased by \$10,000 as a result of the Board's approval to purchase and fund the Liftbridge Shuttle. The \$10,000 represents the amount that will be reimbursed by NYPA for the purchase of the EV Shuttle.
- The budget for Appropriated Fund balance increased by \$50,000 based upon Board approval to purchase and fund the Liftbridge Shuttle. The \$50,000 represents the amount from Fund balance that will finance the remaining cost of the EV Shuttle as well as the labor costs to operate the Shuttle.
- The budget for State Aid – Public Safety increased by \$1,500 due to an unplanned award from NYS DEC for the Fire Department's purchase of boots. There is also a corresponding budget increase in Fire Department expenditures as well.

## GENERAL FUND ANALYSIS (Continued)

AUGUST 2019

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### EXPENDITURES

Through August 31, 2019, 19% of budgeted appropriations have been spent or encumbered compared to 10% through July 31, 2019. 19% spent is reasonable noting the Village has completed its first quarter of the fiscal year. The significant activity outside of the biweekly payroll and monthly contractual expenses included (1) \$37,403.17 in micro paving of West Street, West Ave, and DPW Garage, (2) 50% down payment of \$10,752.50 of Liftbridge shuttle, and (3) A quarterly transfer to the Capital Reserves in the amount of \$165,857.50

There were no new budget adjustments to Expenditures in the month of August.

Total Budget Adjustments to expenditures in the General Fund continue to total **\$67,469** as follows:

- With the close out of Fiscal Year 2018-2019, open purchase orders totaling \$5,969 were rolled into the 2019-2020 Budget related to equipment for the Court and payment for the Storm Sewer Coalition.
- There was an increase of \$60,000 to Publicity expenses for the Liftbridge Shuttle Purchase and associated Labor costs. As discussed earlier there was an offsetting budget adjustment to revenues in the amount of \$10,000 from NYPA and \$50,000 from Fund balance to finance this additional appropriation.
- The budget for Fire Equipment increased by \$1,500 due to an unplanned purchase of boots. As discussed earlier there was an offsetting budget adjustment to State Aid with the receipt of a grant award from NYS DEC to finance this additional appropriation.
- There was a budget transfer from the Contingency Account to the Publicity Account in the amount of \$14,700 to finance the Website Redesign. Such use of Contingency was approved by the Board at the July 30, 2019 Work Session.
- There was a budget transfer from the Contingency Account to the Potter Park Account in the amount of \$9,850 to finance the Potter House Building Condition Assessment. Such use of Contingency was approved by the Board at the July 30, 2019 Work Session.

VILLAGE OF  
**FAIRPORT**  
*on the Erie Canal*

**GENERAL FUND**

**Balance Sheet**

	<u>AUGUST 31, 2019</u>	<u>JULY 31, 2019</u>	<u>\$\$ VARIANCE</u>
<b>ASSETS:</b>			
Cash - Flexible Spending	12,181.49	12,288.84	(107.35)
Cash - Savings Account	2,860,141.27	3,064,168.23	(204,026.96)
Investments - NYCLASS	2,022,016.01	2,018,397.09	3,618.92
Cash - Accounts Payable	1.00	1.00	-
Cash - Petty	125.00	125.00	-
Cash - Departmental	177.50	177.50	-
Restricted Cash - Insurance Reserve	29,589.26	29,536.16	53.10
Restricted Cash - Workers Compensation	208,968.60	208,596.90	371.70
Restricted Cash - Asset Forfeiture	31,767.92	34,666.78	(2,898.86)
Taxes Receivable - Current	71,047.24	88,827.08	(17,779.84)
Accounts Receivable	11,296.52	23,870.20	(12,573.68)
Due from other funds	133,970.68	86,711.74	47,258.94
Due from Federal & State	-	-	-
Due from other governments	-	281,488.85	(281,488.85)
Prepaid Expense	156,623.24	156,623.24	-
<b>Total Assets</b>	<u>5,537,905.73</u>	<u>6,005,478.61</u>	<u>(467,572.88)</u>
<b>LIABILITIES:</b>			
Accounts Payable	26.95	26.95	-
Accrued Liabilities	-	-	-
Deposits for Flexible Spending	12,181.49	12,288.84	(107.35)
Due to other funds	-	-	-
Due to NYS Retirement Systems	68,496.55	68,496.55	-
Overpayments and clearing	2,944.00	14,387.60	(11,443.60)
<b>Total Liabilities</b>	<u>83,648.99</u>	<u>95,199.94</u>	<u>(11,550.95)</u>
<b>FUND BALANCE:</b>			
Non-Spendable	156,623.24	156,623.24	-
Assigned for Encumbrances			
Restricted:			
Insurance	29,589.26	29,536.16	53.10
Workers Compensation	208,968.60	208,596.90	371.70
Asset Forfeiture	31,767.92	34,666.78	(2,898.86)
Unassigned	5,027,307.72	5,480,855.59	(453,547.87)
<b>Total Fund Balance</b>	<u>5,454,256.74</u>	<u>5,910,278.67</u>	<u>(456,021.93)</u>
<b>Total Liabilities &amp; Fund Balance</b>	<u>5,537,905.73</u>	<u>6,005,478.61</u>	<u>(467,572.88)</u>

VILLAGE OF  
**FAIRPORT**  
*on the Erie Canal*

**GENERAL FUND  
TOTAL REVENUES**

	MONTH - TO - DATE	ORIG. BUDGET	BUDGET ADJ	ADJUSTED BUDGET	YEAR - TO - DATE	BUDGET VARIANCE OVER (UNDER)	% OF BUDGET RECORDED
Real Property Taxes	-	2,921,050.00	-	2,921,050.00	2,919,645.76	(1,404.24)	99.95%
Special Assessments	-	3,893.00	-	3,893.00	3,893.00	-	100.00%
PILOTS	-	98,571.00	-	98,571.00	21,326.91	(77,244.09)	21.64%
Interest & Penalties	1,118.13	7,500.00	-	7,500.00	9,889.02	2,389.02	131.85%
Sales Tax	140,744.43	1,780,035.00	-	1,780,035.00	140,744.43	(1,639,290.57)	7.91%
Utilities Gross Receipts	292.84	25,000.00	-	25,000.00	5,121.96	(19,878.04)	20.49%
Franchise Fees	-	70,000.00	-	70,000.00	(1,432.19)	(71,432.19)	-2.05%
Departmental Income - General Gov	589.25	5,250.00	-	5,250.00	1,396.25	(3,853.75)	26.60%
Departmental Income - Public Safety	804.75	4,100.00	-	4,100.00	1,256.50	(2,843.50)	30.65%
Departmental Income - Transportation	-	18,700.00	-	18,700.00	356.81	(18,343.19)	1.91%
Departmental Income - Culture & Rec	7,329.00	51,095.00	-	51,095.00	22,720.00	(28,375.00)	44.47%
Departmental Income - Home & Comm	2,025.00	55,860.00	-	55,860.00	14,480.20	(41,379.80)	25.92%
Fire Protection	-	892,859.00	-	892,859.00	-	(892,859.00)	0.00%
Intergovernmental Charges - Home & Comm	-	3,915.00	-	3,915.00	-	(3,915.00)	0.00%
Interest & Earnings	4,438.44	25,000.00	-	25,000.00	13,439.54	(11,560.46)	53.76%
Rental of Real Property	570.00	151,715.00	-	151,715.00	33,024.99	(118,690.01)	21.77%
Licenses & Permits	1,560.60	44,900.00	-	44,900.00	5,437.40	(39,462.60)	12.11%
Fines & Forfeitures	3,728.00	31,500.00	-	31,500.00	6,507.00	(24,993.00)	20.66%
Sale of Property	-	1,000.00	-	1,000.00	30.00	(970.00)	3.00%
Misc	(41.93)	100,500.00	10,000.00	110,500.00	565.00	(109,935.00)	0.51%
Interfund Revenues	-	139,147.00	-	139,147.00	2,155.04	(136,991.96)	1.55%
Mortgage Tax	-	50,000.00	-	50,000.00	31,389.43	(18,610.57)	62.78%
Stated Aid - Court Facilities	7,418.10	-	-	-	7,562.00	7,562.00	
State Aid - Public Safety	-	5,022.00	1,500.00	6,522.00	-	(6,522.00)	0.00%
State Aid - Homeland Security	-	15,000.00	-	15,000.00	-	(15,000.00)	0.00%
Transfer - In	-	153,776.00	-	153,776.00	-	(153,776.00)	0.00%
Appropriated Fund Balance	-	100,000.00	50,000.00	150,000.00	-		
<b>Total Revenues</b>	<b>170,576.61</b>	<b>6,755,388.00</b>	<b>61,500.00</b>	<b>6,816,888.00</b>	<b>3,239,509.05</b>	<b>(3,427,378.95)</b>	<b>48%</b>



**GENERAL FUND**

**Total Expenditures**

	<b>MONTH</b>	<b>ORIGINAL</b>	<b>BUDGET</b>	<b>ADJUSTED</b>	<b>YEAR</b>		<b>BUDGET</b>	<b>% OF</b>
	<b>TO</b>	<b>BUDGET</b>	<b>ADJUSTMENTS</b>	<b>BUDGET</b>	<b>TO</b>	<b>ENCUM</b>	<b>AVAILABLE</b>	<b>BUDGET</b>
	<b>DATE</b>				<b>DATE</b>			<b>SPENT</b>
BOARD OF TRUSTEES	3,273.22	85,052.00	-	85,052.00	8,720.59	-	76,331.41	<b>10%</b>
VILLAGE JUSTICE	12,126.90	67,376.00	2,720.00	70,096.00	20,337.02	-	49,758.98	<b>29%</b>
MAYOR	1,246.00	18,922.00	-	18,922.00	3,901.73	-	15,020.27	<b>21%</b>
MANAGER	10,463.52	135,395.00	-	135,395.00	28,341.13	-	107,053.87	<b>21%</b>
TREASURER	16,163.59	251,816.00	-	251,816.00	44,193.12	-	207,622.88	<b>18%</b>
RECORD ARCHIVE	-	1,270.00	-	1,270.00	20.00	-	1,250.00	<b>2%</b>
VILLAGE ATTORNEY	1,178.25	29,000.00	-	29,000.00	2,884.50	-	26,115.50	<b>10%</b>
PERSONNEL	1,083.80	11,235.00	-	11,235.00	1,403.22	-	9,831.78	<b>12%</b>
ENGINEER	-	2,500.00	-	2,500.00	-	-	2,500.00	<b>0%</b>
VILLAGE HALL	1,464.13	19,735.00	-	19,735.00	2,305.06	-	17,429.94	<b>12%</b>
CENTRAL GARAGE	20,254.99	155,707.00	-	155,707.00	20,254.99	-	135,452.01	<b>13%</b>
DPW FACILITY	1,135.06	23,840.00	-	23,840.00	2,168.90	-	21,671.10	<b>9%</b>
CENTRAL COMMUNICATIONS	2,254.12	22,900.00	-	22,900.00	2,563.04	-	20,336.96	<b>11%</b>
INFORMATION TECHNOLOGY	16,787.68	107,283.00	-	107,283.00	16,787.68	-	90,495.32	<b>16%</b>
UNALLOCATED INSURANCE	-	70,000.00	-	70,000.00	63,802.29	-	6,197.71	<b>91%</b>
MUNICIPAL ASSN DUES	-	3,650.00	-	3,650.00	3,545.00	-	105.00	<b>97%</b>
TAXES & ASSESS	-	3,600.00	-	3,600.00	-	-	3,600.00	<b>0%</b>
MISC	-	400.00	-	400.00	-	-	400.00	<b>0%</b>
CONTINGENT ACCOUNT	-	40,000.00	(24,550.00)	15,450.00	-	-	15,450.00	<b>0%</b>
POLICE	83,729.30	1,175,836.00	-	1,175,836.00	239,030.51	-	936,805.49	<b>20%</b>
ASSET FORFEITURE	-	-	-	-	2,914.00	-	(2,914.00)	<b>0%</b>
FIRE	8,552.34	216,986.00	1,500.00	218,486.00	28,197.94	3,163.00	187,125.06	<b>13%</b>
FIRE FACILITY TRAINING	-	15,000.00	-	15,000.00	-	-	15,000.00	<b>0%</b>
CONTROL OF ANIMALS	100.00	-	-	-	100.00	-	(100.00)	<b>0%</b>
SAFETY INSPECTION	7,321.18	111,038.00	-	111,038.00	24,375.88	-	86,662.12	<b>22%</b>
DPW ADMINISTRATION	78,572.83	877,198.00	-	877,198.00	208,523.18	-	668,674.82	<b>24%</b>
STREETS MAINT. & CLEAN.	47,011.92	98,612.00	-	98,612.00	57,497.64	-	41,114.36	<b>58%</b>
SNOW REMOVAL	-	95,153.00	-	95,153.00	-	-	95,153.00	<b>0%</b>
STREET LIGHTING	11,407.01	193,536.00	-	193,536.00	11,407.01	-	182,128.99	<b>6%</b>



SIDEWALKS	-	-	-	-	-	-	-	#DIV/0!
OFF STREET PARKING	119.82	3,600.00	-	3,600.00	119.82	-	3,480.18	3%
PUBLICITY	12,252.50	25,200.00	74,700.00	99,900.00	14,452.50	10,752.50	74,695.00	14%
PROGRAMS FOR AGING	-	3,500.00	-	3,500.00	-	-	3,500.00	0%
ECONOMIC DEVELOPMENT	-	11,000.00	-	11,000.00	3,666.66	-	7,333.34	33%
PARKS	313.96	15,100.00	-	15,100.00	313.96	-	14,786.04	2%
POTTER	120.11	3,000.00	9,850.00	12,850.00	143.75	-	12,706.25	1%
SPECIAL REC DOCK FACILITIES	2,829.20	22,192.00	-	22,192.00	10,893.16	-	11,298.84	49%
MUSEUM	-	700.00	-	700.00	-	-	700.00	0%
CELEBRATIONS	-	3,040.00	-	3,040.00	1,636.88	-	1,403.12	54%
ZBA	2,244.26	30,804.00	-	30,804.00	5,848.23	-	24,955.77	19%
PLANNING BOARD	5,748.10	35,904.00	-	35,904.00	9,415.30	-	26,488.70	26%
HPC	1,388.89	18,778.00	-	18,778.00	3,079.75	-	15,698.25	16%
SANITARY SEWER	2,326.86	34,989.00	-	34,989.00	4,930.37	-	30,058.63	14%
REFUSE COLLECTION	26,649.16	134,336.00	-	134,336.00	27,676.45	-	106,659.55	21%
STREET CLEANING	1,051.34	2,500.00	-	2,500.00	1,132.16	-	1,367.84	45%
COMM. BEAUTIFICATION	434.40	2,736.00	-	2,736.00	1,347.20	-	1,388.80	49%
STORM SEWER DRAINAGE	14,125.41	22,100.00	3,249.00	25,349.00	14,125.41	3,249.00	7,974.59	56%
SHADE TREES	5,781.95	68,200.00	-	68,200.00	6,261.95	-	61,938.05	9%
OTHER HOME & COMM SERV	750.00	7,051.00	-	7,051.00	2,088.75	-	4,962.25	30%
NYS RETIREMENT	-	424,576.00	-	424,576.00	-	-	424,576.00	0%
EMPLOYEE BENEFITS	58,874.24	1,054,805.00	-	1,054,805.00	224,317.93	-	830,487.07	21%
TRANSFER-OUT	167,837.50	998,237.00	-	998,237.00	169,267.50	-	828,969.50	17%
<b>Total Expenditures</b>	<b>626,973.54</b>	<b>6,755,388.00</b>	<b>67,469.00</b>	<b>6,822,857.00</b>	<b>1,293,992.16</b>	<b>17,164.50</b>	<b>5,511,700.34</b>	<b>19%</b>

VILLAGE OF  
**FAIRPORT**  
*on the Erie Canal*

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**GENERAL FUND**  
**CHANGE IN FUND BALANCE**

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	8/1/2019 - 8/31/2019 MONTH - TO - DATE	6/1/2019 - 8/31/2019 YEAR - TO - DATE
FUND BALANCE	5,910,653.67	3,508,739.85
REVENUES	170,576.61	3,239,509.05
EXPENDITURES	(626,973.54)	(1,293,992.16)
FUND BALANCE - ending	5,454,256.74	5,454,256.74

# CAPITAL PROJECTS FUND ANALYSIS

AUGUST 2019

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## BALANCE SHEET

The Capital Projects Fund ended the month with a fund balance of **\$82,985.75**. The entire balance is equal to the cash in the bank that was generated from the unspent Bond proceeds. There is **\$133,886.44** owed from NYS and Federal Grants related to CHIPs reimbursements and CDBG reimbursements, but there is an offsetting liability owed to the General fund. The General Fund provided the cash upfront for these cost reimbursement grants. Upon receipt of the grant money the capital fund will immediately repay the general fund for the advancement in cash.

## CURRENT MONTH ACTIVITY

During the month of August, the Village incurred total capital costs of **\$118,467.72** as follows:

- \$8,810.18 for Bond Closing costs financed through Bond Proceeds.
- \$28,750 for the Fire IT Integration Project financed through the Fire Equipment Reserve.
- \$20,487.84 for the Bicentennial Canal Gateway Project design costs financed through the General Capital Reserve.
- \$47,174.70 for the DeLand Park B Storm Sewer CIPP project financed CDBG.
- \$5,975 for a new 1.5-ton HVAC System financed through the General Capital Reserve.
- \$7,270 for Police Mobile Speed signs financed through the General Capital Reserve.

## YEAR TO DATE ACTIVITY

Through August 31, 2019, the Village has spent **\$970,802.55** on Capital Projects as follows:

- \$334,668 spent on SCBA Bottles financed through Bond Proceeds
- \$390,008.68 spent on Fire Truck Portable Radios financed through Bond Proceeds
- \$42,919.01 spent on Record Archiving financed through NYS Grant Money
- \$6,794.78 spent on signage material financed through the General Capital Reserve
- \$75,121.51 spent on Street Maintenance financed through CHIPs
- \$40,383.03 spent on Fire Department IT Integration and Networking financed through the Fire Equipment Reserve.
- \$20,487.84 spent on the Bicentennial Canal Gateway project financed through General Capital Reserve.
- \$47,174.70 spent on the DeLand Park B Storm Sewer project financed through CDBG.
- \$7,270.00 spent on Mobile Speed Signs financed through the General Capital Reserve.
- \$5,975.00 spent on a new HVAC unit in the Police Department financed through the General Capital Reserve.

VILLAGE OF  
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**CAPITAL PROJECTS FUND**  
**BALANCE SHEET**

	AUGUST 31, 2019	JULY 31, 2019	\$\$ VARIANCE
<b>TOTAL ASSETS:</b>			
ASSETS			
CHASE BANK	\$ 82,985.75	\$ 91,693.69	\$ (8,707.94)
NYCLASS/FIRST NIAGARA BANK	-	-	-
ACCOUNTS RECEIVABLE	-	-	-
STATE & FEDERAL AID RECEIVABLE	133,886.44	86,711.74	47,174.70
DUE FROM OTHER FUNDS	-	-	-
	<hr/>	<hr/>	<hr/>
<b>Total Assets</b>	<b>\$ 216,872.19</b>	<b>\$ 178,405.43</b>	<b>\$ 38,466.76</b>
	<hr/>	<hr/>	<hr/>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>			
LIABILITIES:			
ACCOUNTS PAYABLE	\$ -	-	-
DUE TO OTHER FUNDS	133,886.44	86,711.74	47,174.70
	<hr/>	<hr/>	<hr/>
<b>Total Liabilities</b>	<b>133,886.44</b>	<b>86,711.74</b>	<b>47,174.70</b>
	<hr/>	<hr/>	<hr/>
FUND BALANCE:			
ASSIGNED FOR CAPITAL PROJECTS	82,985.75	91,693.69	(8,707.94)
	<hr/>	<hr/>	<hr/>
<b>Total Fund Balance</b>	<b>82,985.75</b>	<b>91,693.69</b>	<b>(8,707.94)</b>
	<hr/>	<hr/>	<hr/>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 216,872.19</b>	<b>\$ 178,405.43</b>	<b>\$ 38,466.76</b>

VILLAGE OF  
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**CAPITAL PROJECTS FUND**

**TOTAL REVENUES & EXPENDITURES**

	8/1/2019 - 8/31/2019 MONTH - TO - DATE	6/1/2019 - 8/31/2019 YEAR - TO - DATE
<b>REVENUES:</b>		
INTEREST	\$ 102.24	\$ 208.72
STATE AID - RECORDS MANAGEMENT	-	47,683.00
STATE AID - CHIPS	-	70,357.52
FEDERAL AID - DOT	-	-
FEDERAL AID - CDBG	47,174.70	47,174.70
SERIAL BONDS	-	802,000.00
TRANSFER IN	62,482.84	80,910.65
	<hr/>	<hr/>
<b>Total Revenues</b>	<b>\$ 109,759.78</b>	<b>\$ 1,048,334.59</b>
<b>EXPENDITURES:</b>		
RECORD ARCHIVE.EQUIPMENT	\$ -	\$ 42,919.01
CARPET REPLACEMENT	-	-
CLOCKTOWER	-	-
PUBLIC RESTROOMS	-	-
POLICE EQUIPMENT	-	-
POLICE CAPITAL OUTLAY	5,975.00	5,975.00
POLICE RECORD ROOM UPGRADE	-	-
POLICE MOBILE SPEED SIGNS	7,270.00	7,270.00
FIRE BUILDING ALARM SYSTEM	-	-
FIRE SCBA BOTTLES	-	334,668.00
FIRE TRUCK & PORTABLE RADIOS	8,810.18	390,008.68
FIRE IT INTEGRATION & NETWORKING	28,750.00	40,383.03
DPW EQUIPMENT	-	6,794.78
TRAINVIEWING STATION	-	-
PARKING LOT SIGNAGE	-	-
BOAT RENTAL BUILDING REPAIRS	-	-
STREETS MAINT. & CLEAN.EQUIPMENT	-	75,121.51
SNOW REMOVAL EQUIPMENT	-	-
SIDEWALKS	-	-
BICENTENNIAL CANAL GATEWAY PROJECT	20,487.84	20,487.84
STORM SEWER DRAINAGE EQUIPMENT	47,174.70	47,174.70
	<hr/>	<hr/>
<b>Total Expenditures</b>	<b>\$ 118,467.72</b>	<b>\$ 970,802.55</b>

VILLAGE OF  
**FAIRPORT**  
*on the Erie Canal*

---

**CAPITAL PROJECTS FUND**  
**CHANGE IN FUND BALANCE**

---

	<b>8/1/2019 - 8/31/2019 MONTH - TO - DATE</b>	<b>6/1/2019 - 8/31/2019 YEAR - TO - DATE</b>
FUND BALANCE - beginning	<b>\$ 91,693.69</b>	\$ 5,453.71
REVENUES	<b>109,759.78</b>	1,048,334.59
EXPENDITURES	<b>(118,467.72)</b>	(970,802.55)
FUND BALANCE - ending	<b>\$ 82,985.75</b>	\$ 82,985.75

# **CAPITAL RESERVES FUND ANALYSIS**

## **AUGUST 2019**

---

### **BALANCE SHEET**

The Capital Reserves Fund ended the month with a fund balance of **\$1,359,192.55**. The entire balance is equal to the cash in the bank allocated to the three reserves as follows; (1) \$841,488.54 in General Capital, (2) \$123,926.63 in Fire Equipment, and (3) \$393,777.38 in Fire Rolling Stock.

### **CURRENT MONTH ACTIVITY**

During the month of August, the Village utilized a total of \$62,484.84 from the reserve funds to finance ongoing projects. \$28,750 was utilized from the Fire Equipment Reserve to pay for the Fire Department IT Integration Project. \$33,732.84 was utilized from the General Capital Reserve to pay for the (1) Mobile Speed signs, (2) Police Department HVAC replacement, and (3) Design costs for the Bicentennial Canal Gateway project.

During the month of August, interest income in the amount of \$859.57 was applied to the reserves, allocated based on account balances. Also, during the month of August, the Village transferred a quarter of the Board approved Capital Reserve funding from the General Operating fund in the amount of \$165,857.50 across all three reserve funds.

### **YEAR TO DATE ACTIVITY**

Through August 31, 2019, the Village has utilized \$62,482.84 in capital reserve money to fund ongoing projects. \$40,527.62 relates to the General Capital Reserve and \$40,383.03 relates to the Fire Equipment Reserve.

A YTD reconciliation of each reserve fund can be found on pages 16-18.

VILLAGE OF  
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*on the Erie Canal*

**CAPITAL RESERVES FUND**  
**BALANCE SHEET**

	<b>AUGUST 31, 2019</b>	<b>JULY 31, 2019</b>	<b>\$\$ VARIANCE</b>
<b>TOTAL ASSETS:</b>			
ASSETS			
CASH RESERVE - Capital	\$ 841,488.54	\$ 787,182.42	\$ 54,306.12
CASH RESERVE - Fire Rolling Stock	393,777.38	320,195.13	73,582.25
CASH RESERVE - Fire Equipment	123,926.63	147,580.77	(23,654.14)
DUE FROM OTHER FUNDS - Capital	-	-	-
<b>Total Assets</b>	<b>\$ 1,359,192.55</b>	<b>\$ 1,254,958.32</b>	<b>\$ 104,234.23</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>			
LIABILITIES:			
DUE TO OTHER FUNDS - Capital	\$ -	\$ -	\$ -
<b>Total Liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>
FUND BALANCE:			
RESTRICTED			
Capital Plan	841,488.54	787,182.42	54,306.12
Fire Rolling Stock	393,777.38	320,195.13	73,582.25
Fire Equipment	123,926.63	147,580.77	(23,654.14)
<b>Total Fund Balance</b>	<b>1,359,192.55</b>	<b>1,254,958.32</b>	<b>104,234.23</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 1,359,192.55</b>	<b>\$ 1,254,958.32</b>	<b>\$ 104,234.23</b>



VILLAGE OF  
**FAIRPORT**  
*on the Erie Canal*

**CAPITAL RESERVES FUND**

**TOTAL REVENUES & EXPENDITURES**

	8/1/2019 - 8/31/2019 MONTH - TO - DATE	6/1/2019 - 8/31/2019 YEAR - TO - DATE
<b>REVENUES:</b>		
INTEREST - General Capital	\$ 538.96	\$ 746.46
INTEREST - Fire Rolling Stock	224.75	287.27
INTEREST - Fire Equipment	95.86	156.21
TRANSFER IN - General Capital	87,500.00	87,500.00
TRANSFER IN - Fire Rolling Stock	73,357.50	73,357.50
TRANSFER IN- Fire Equipment	5,000.00	5,000.00
<b>Total Revenues</b>	<b>\$ 166,717.07</b>	<b>\$ 167,047.44</b>
<b>EXPENDITURES:</b>		
TRANSFER OUT - General Capital	33,732.84	40,527.62
TRANSFER OUT - Fire Rolling Stock	-	-
TRANSFER OUT - Fire Equipment	28,750.00	40,383.03
<b>Total Expenditures</b>	<b>\$ 62,482.84</b>	<b>\$ 80,910.65</b>

VILLAGE OF  
**FAIRPORT**  
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**CAPITAL RESERVES FUND**  
**CHANGE IN FUND BALANCE**

	8/1/2019 - 8/31/2019 MONTH - TO - DATE	6/1/2019 - 8/31/2019 YEAR - TO - DATE
FUND BALANCE - beginning	\$ 1,254,958.32	\$ 1,273,055.76
REVENUES	166,717.07	167,047.44
EXPENDITURES	(62,482.84)	(80,910.65)
FUND BALANCE - ending	<u>\$ 1,359,192.55</u>	<u>\$ 1,359,192.55</u>

**VILLAGE OF FAIRPORT**  
**THE CURRENT STATE OF THE CAPITAL FUND**  
For the Period 6/1/2019 - 5/31/2020

	CAPITAL RESERVE	CAPITAL FUND PROJECT	CAPITAL FUND PROJECT	CAPITAL FUND PROJECT	CAPITAL FUND PROJECT	CAPITAL FUND PROJECT	TOTAL CAPITAL
	BALANCE	Police	DPW Infrastructure	DPW Buildings & Grounds	DPW Vehicles	Village Hall	FUND
<b>BALANCE ON JUNE 01, 2019</b>	\$ 793,769.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>GRANT TRANSACTIONS</b>							
CHIPs			70,357.52				70,357.52
Street Resurfacing			(70,357.52)				(70,357.52)
Other Funding Sources							
Trainviewing Station							
CDBG			47,174.70				47,174.70
Storm Sewer			(47,174.70)				(47,174.70)
Records Management Grant						42,919.01	42,919.01
Payment 3						(42,919.01)	(42,919.01)
<b>CAPITAL RESERVE TRANSACTIONS</b>							
Fund Capital Reserve from Unrestricted	87,500.00						
Transfer to H Fund from Cap Reserve	(40,527.62)	40,527.62	-	-	-	-	40,527.62
RECORD ARCHIVE.EQUIPMENT							-
CARPET REPLACEMENT							-
CLOCKTOWER							-
PUBLIC RESTROOMS							-
POLICE EQUIPMENT							-
POLICE CAPITAL OUTLAY		(5,975.00)					(5,975.00)
POLICE RECORD ROOM UPGRADE							-
POLICE MOBILE SPEED SIGNS		(7,270.00)					(7,270.00)
DPW EQUIPMENT		(6,794.78)					(6,794.78)
TRAINVIEWING STATION							-
PARKING LOT SIGNAGE							-
BOAT RENTAL BUILDING REPAIRS							-
STREETS MAINT. & CLEAN.EQUIPMENT							-
SNOW REMOVAL EQUIPMENT							-
SIDEWALKS							-
BICENTENNIAL CANAL GATEWAY PROJECT		(20,487.84)					(20,487.84)
STORM SEWER DRAINAGE EQUIPMENT							-
<b>Additional Funding</b>							
Sale of Assets							-
Interest	746.46						-
<b>CURRENT BALANCES</b>	<b>\$ 841,488.54</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**VILLAGE OF FAIRPORT**  
**THE CURRENT STATE OF THE CAPITAL FUND**  
For the Period 6/1/2019 - 5/31/2020

	Fire Equipment RESERVE	CAPITAL FUND PROJECT	CAPITAL FUND PROJECT	CAPITAL FUND PROJECT	CAPITAL FUND PROJECT	CAPITAL FUND PROJECT	TOTAL CAPITAL FUND
	BALANCE	IT Integration	SCBA	Portable Radios	Fire Alarm System		FUND
<b>BALANCE ON JUNE 01, 2019</b>	\$ 159,153.45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>GRANT / BOND TRANSACTIONS</b>							
Bond Proceeds - \$380,000 SCBA			380,000.00 (334,668.00)				- 380,000.00
Bond Proceeds - \$427,000 Portable Radios				427,000.00 (390,008.68)			- 427,000.00 (390,008.68)
							-
							-
<b>CAPITAL RESERVE TRANSACTIONS</b>							
Fund Capital Reserve from Unrestricted	5,000.00						
Transfer to H Fund from Cap Reserve FIRE IT INTEGRATION & NETWORKING FIRE BUILDING ALARM SYSTEM	(40,383.03)	40,383.03 (40,383.03)					40,383.03 (40,383.03)
<b>Additional Funding</b>							
Sale of Assets	-						-
Interest	156.21						-
Additional Appropriation							-
<b>CURRENT BALANCES</b>	<b>\$ 123,926.63</b>	<b>\$ -</b>	<b>\$ 45,332</b>	<b>\$ 36,991</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 82,323</b>

**VILLAGE OF FAIRPORT**  
**THE CURRENT STATE OF THE CAPITAL FUND**  
For the Period 6/1/2019 - 5/31/2020

	FIRE ROLLING STOCK RESERVE	CAPITAL FUND PROJECT	CAPITAL FUND PROJECT	CAPITAL FUND PROJECT	CAPITAL FUND PROJECT	CAPITAL FUND PROJECT	TOTAL CAPITAL FUND
	BALANCE						
<b>BALANCE ON JUNE 01, 2019</b>	\$ 320,132.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>GRANT TRANSACTIONS</b>							-
							-
							-
							-
							-
							-
<b>CAPITAL RESERVE TRANSACTIONS</b>							
Fund Capital Reserve from Unrestricted	73,357.50						
Fund Capital Reserve from Unrestricted							
Transfer to H Fund from Cap Reserve	-						-
							-
<b>Additional Funding</b>							
Sale of Assets							
Interest	287.27						-
Additional Appropriation							-
							-
<b>CURRENT BALANCES</b>	<b>\$ 393,777.38</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## **SEWER FUND ANALYSIS**

### **AUGUST 2019**

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#### **BALANCE SHEET**

The Sewer Fund ended the month with a fund balance of **\$359,217.41**. The Fund balance is equal to cash of \$328,387.85, outstanding Sewer Rents of \$3,410, and \$27,419.56 owed from the Federal Government related to CDBG for the Maple Street Sanitary Sewer CIPP project.

#### **REVENUES**

Through August 31, 2019, 96% of budgeted revenues have been earned and recorded. During the month of August, the Village accrued the amount owed from the Federal government related to CDBG. There were no other significant revenues earned and recorded in August.

#### **EXPENDITURES**

Through August 31, 2019, 39% of budgeted appropriations have been spent or encumbered. The majority of this amount relates to encumbered funds for Phase I of the Sanitary Sewer System Analysis through MRB Group as well as the Maple Street Sanitary Sewer CIPP project.

#### **BUDGET ADJUSTMENTS**

There were no new budget amendments or transfers in the month of August.

Total budget adjustments for the Sewer Fund continue to total **\$155,130**. With the close out of Fiscal Year 2018-2019, open purchase orders totaling \$155,130 were rolled into the 2019-2020 Budget related to:

- \$1,410 open on a Purchase Order for Fiora Drive Pump Station Pump and Controller Upgrades.
- \$45,000 open on a Purchase order for Maple Street Sanitary Sewer System CIPP Repair.
- \$153,720 open on a Purchase order for the Sanitary Sewer System Engineering Analysis Contract.

VILLAGE OF  
**FAIRPORT**  
*on the Erie Canal*

**SEWER FUND**

**Balance Sheet**

	AUGUST 31, 2019	JULY 31, 2019	\$\$ VARIANCE
<b>ASSETS:</b>			
CASH	328,387.85	355,497.22	(27,109.37)
TAXES RECEIVABLE	3,410.00	4,840.00	(1,430.00)
DUE FROM STATE & FED	27,419.56	-	27,419.56
DUE FROM PERINTON	-	-	-
<b>Total Assets</b>	<b>359,217.41</b>	<b>360,337.22</b>	<b>(1,119.81)</b>
<b>LIABILITIES:</b>			
DUE TO OTHER FUNDS	-	-	-
ACCOUNTS PAYABLE	-	-	-
<b>Total Liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUND BALANCE:</b>			
ASSIGNED	359,217.41	360,337.22	(1,119.81)
<b>Total Fund Balance</b>	<b>359,217.41</b>	<b>360,337.22</b>	<b>(1,119.81)</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>359,217.41</b>	<b>360,337.22</b>	<b>(1,119.81)</b>



**SEWER FUND**

**TOTAL REVENUES & EXPENDITURES**

	<b>MONTH TO DATE</b>	<b>ORIGINAL BUDGET</b>	<b>BUDGET ADJUSTMENTS</b>	<b>ADJUSTED BUDGET</b>	<b>ENCUM</b>	<b>YEAR TO DATE</b>	<b>BUDGET VARIANCE OVER (UNDER)</b>	<b>% OF BUDGET COLLECTED</b>
REVENUES:								
SEWER RENT	-	240,680.00	-	240,680.00	-	237,160.00	(3,520.00)	98.54%
INTEREST	42.19	-	-	-	-	107.29	107.29	
INTERGOVERNMENTAL	-	34,205.00	-	34,205.00	-	-	(34,205.00)	0.00%
FEDERAL AID - CDBG	27,419.56	-	-	-	-	27,419.56	27,419.56	
TRANSFER IN	-	-	-	-	-	110.00	110.00	
<b>Total Revenues</b>	<u>27,461.75</u>	<u>274,885.00</u>	<u>-</u>	<u>274,885.00</u>	<u>-</u>	<u>264,796.85</u>	<u>(10,088.15)</u>	<u>96%</u>
EXPENDITURES:								
EQUIPMENT	-	7,500.00	1,410.00	8,910.00	1,410.00	-	7,500.00	16%
CONTRACTUAL	28,581.56	73,554.00	153,720.00	227,274.00	119,587.44	34,132.56	73,554.00	68%
MAINTENANCE	-	10,300.00	-	10,300.00	-	-	10,300.00	0%
TRANSFER OUT	-	153,776.00	-	153,776.00	-	-	153,776.00	0%
<b>Total Expenditures</b>	<u>28,581.56</u>	<u>245,130.00</u>	<u>155,130.00</u>	<u>400,260.00</u>	<u>120,997.44</u>	<u>34,132.56</u>	<u>245,130.00</u>	<u>39%</u>



VILLAGE OF  
**FAIRPORT**  
*on the Erie Canal*

**SEWER FUND**

**CHANGE IN FUND BALANCE**

	8/1/2019 - 8/31/2019 MONTH - TO - DATE	6/1/2019 - 8/31/2019 YEAR - TO - DATE
FUND BALANCE - beginning, restated	360,337.22	128,553.12
REVENUES	27,461.75	264,796.85
EXPENDITURES	(28,581.56)	(34,132.56)
FUND BALANCE - ending	359,217.41	359,217.41

## **DEBT SERVICE FUND ANALYSIS**

### **AUGUST 2019**

---

#### **BALANCE SHEET**

The Debt Service Fund ended the month with a fund balance of \$0.00.

#### **CURRENT MONTH ACTIVITY**

There was no debt service activity in the month of June. The next debt service payment is due *November 15, 2019*. The Village does not anticipate any activity until this time.

#### **YEAR TO DATE ACTIVITY**

As this is the first month of the new fiscal year, the Year to Date Activity is equal to the Current Month Activity.

VILLAGE OF  
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**DEBT SERVICE FUND  
 BALANCE SHEET**

	AUGUST 31, 2019	JULY 31, 2019	\$\$ VARIANCE
<b>TOTAL ASSETS:</b>			
ASSETS			
CASH	\$ -	\$ -	\$ -
<b>Total Assets</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>			
FUND BALANCE:			
RESTRICTED	-	-	-
<b>Total Fund Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

VILLAGE OF  
**FAIRPORT**  
*on the Erie Canal*

**DEBT SERVICE FUND**

**TOTAL REVENUES & EXPENDITURES**

	8/1/2019 - 8/31/2019 MONTH - TO - DATE	6/1/2019 - 8/31/2019 YEAR - TO - DATE
<b>REVENUES:</b>		
INTEREST	\$ -	\$ -
SERIAL BONDS	-	-
TRANSFER IN	-	-
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENDITURES:</b>		
PRINCIPAL	-	-
INTEREST	-	-
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>

VILLAGE OF  
**FAIRPORT**  
*on the Erie Canal*

**DEBT SERVICE FUND**  
**CHANGE IN FUND BALANCE**

	8/1/2019 - 8/31/2019 MONTH - TO - DATE	6/1/2019 - 8/31/2019 YEAR - TO - DATE
FUND BALANCE - beginning	\$ -	\$ -
REVENUES	-	-
EXPENDITURES	-	-
FUND BALANCE - ending	\$ -	\$ -

# BANK RECONCILIATIONS

## AUGUST 2019

### BANK RECONCILIATIONS

Bank Reconciliations were performed by the Deputy Clerk and reviewed by the Clerk – Treasurer for the month ending August 31, 2019. A summary of the Bank Reconciliations are provided below:

<b>BANK RECONCILIATIONS</b>					
<u>Bank Account</u>	<u>Bank Balance</u>	<u>O/S Checks</u>	<u>DIT</u>	<u>Other</u>	<u>Book Balance by Bank account</u>
5307	-	-	-	-	-
8372	10,092.61	(10,091.61)	-	-	1.00
5420	3,189,506.39	(353.05)	108.69	-	3,189,262.03
5705	12,156.49	(15.00)	40.00	-	12,181.49
0547	10,646.71	-	437.29	-	11,084.00
5439	82,985.75	-	-	-	82,985.75
5005	31,767.92	-	-	-	31,767.92
2199	123,941.24	-	-	-	123,941.24
NYCLASS	<u>3,643,772.70</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,643,772.70</u>
	<u>7,104,869.81</u>	<u>(10,459.66)</u>	<u>585.98</u>	<u>-</u>	<u>\$ 7,094,996.13</u>

### RECORDED IN GENERAL LEDGER BY FUND:

GENERAL FUND	5,164,968.05
CAPITAL RESERVES FUND	1,359,192.55
CAPITAL PROJECTS	82,985.75
SEWER	328,387.85
PERMANENT	24,739.19
TRUST & AGENCY	11,084.00
PERMANENT - MOUNT PLEASANT	123,941.24
DEBT SERVICE	-
Total Funds	<u>\$ 7,095,298.63</u>
DIFFERENCE	302.50
LESS: Petty Cash	<u>(302.50)</u>
DIFFERENCE	<u>-</u>