



VILLAGE OF FAIRPORT, NY

FINANCIAL REPORT

DECEMBER 2019

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

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Megan C. Anderson, CPA
Clerk-Treasurer



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January 13, 2020

To the Board of Trustees,

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

This report includes and analysis of the General Fund, Capital Projects Fund, Reserves Fund, Sewer Fund, and Debt Service Fund through December 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 December Bank Reconciliation.

Sincerely,

Megan C. Anderson, CPA
Clerk-Treasurer

GENERAL FUND ANALYSIS

DECEMBER 2019

BALANCE SHEET

The General Fund ended the month with a fund balance of **\$3,418,717.63** of which \$2,990,277.70 is unassigned. The majority of this fund balance is equal to cash in the bank of \$3,121,827.83. The remainder of the fund balance is related to \$25,626.10 in invoices billed but not yet received in cash, \$137,761.43 of amounts owed from the Capital Projects fund upon receipt of grant reimbursements, \$59,697.61 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.

REVENUES

Through December 31, 2019, 58% of budgeted revenues have been earned and recorded compared to 57% through November 30, 2019.

Current Monthly Activity

During the month of December, the Village earned and recorded \$78,888.10 in revenues. The majority of this activity relates to the receipt of the second semi-annual mortgage tax payment in the amount of \$37,907.02. In addition, the Village billed and recorded its third quarter Commercial Refuse Fees in the amount of \$10,020, and monthly rent in the amount of \$12,900.13 was earned and recorded.

Year – to - Date Activity

As of December 31 2019, the Village should expect that between 50% and 58% of revenues have been earned as recorded as 7 of the 12 months of the fiscal year have passed. Significant variations from this expectation are noted below:

- Real Property Taxes & Special Assessments are at 100% because the Village earns that revenue on the first day of the year when the Tax Bills are mailed out.
- PILOTS is only at 26.39%. This is reasonable noting that the FMC PILOT is a significant portion of this budget and is not billed until January of each year. On January 8, 2020, the Village billed FMC in the amount of \$76,666.28.
- Sales Tax is only at 33% because the Village has only received proceeds for the months of June – September. The Village will receive its Sales Tax check for the months of October – December on February 15, 2020.
- Departmental income is only at 13.43% because a significant amount of this budget will not be collected during the year related to OCED. Village management is continuing to monitor this anticipated budget gap.
- Interest and Earnings is already at 110.28% as the NYCLASS funds are performing better than anticipated.
- Misc. revenues is only at 19% noting that the majority of this revenue is received in the Spring related to the Workers Compensation Plan refund.
- Fire Protection is at 0% as this is an annual amount received from the Town in March each year.
- Interfund revenues is at 0% because the Village bills FMC for reimbursement of time on January 1 and May 31 of each year.
- Transfers in is at 0% because the Village transfers reimbursement from the Sewer Fund for personnel costs on January 1 and May 31 of each year.

GENERAL FUND ANALYSIS (Continued)

DECEMBER 2019

EXPENDITURES

Through December 31, 2019, 60% of budgeted appropriations have been spent or encumbered compared to 43% through November 30, 2019.

Current Monthly Activity

During the month of December, the Village incurred and recorded \$1,161,718.11 in expenditures. Significant expenditures incurred in December were as follows:

- The Village recorded payroll expenses in the amount of \$117,032.30 for pay period ending December 7, 2019, check date December 12, 2019.
- The Village recorded payroll expenses in the amount of \$106,239.86 for pay period ending December 21, 2019 check date December 26, 2019.
- The Village paid its annual ERS and PFRS bills for state year ending 3-31-2020 in the amounts of \$220,620.00 and \$188,186.00, respectively, for a total of \$408,806.00.
- The Village recorded a transfer to the General Capital reserve in the amount of \$444,144.00 as a one-time contribution in accordance with the 2019-2020 adopted Capital Plan.

Year – to - Date Activity

As of December 31, 2019, the Village should expect that between 50% and 58% of expenditures have been incurred and recorded as 7 of the 12 months of the fiscal year have passed. Significant variations from this expectation are noted below:

- Information technology
- Insurance costs are already at 97% spent. The Village is billed for the annual service at the beginning of the fiscal year. There are no more significant anticipated expenditures.
- Street Maintenance and Cleaning expenditures are already at 81%. This is not cause for concern as this is a seasonal account. The majority of the contractual budget relates to the Slurry Seal Project and Crack Seal projects which have already been completed.
- Potter expenditures is already at 83%. This is reasonable noting that the majority of the budget relates to the House assessment performed by Labella which has already been paid.
- Special Rec Dock expenditures, Community Beautification expenditures Other Home and Community Services and Storm Sewer Drainage expenditures are already at 69%, 70%, 67% and 91%. This is reasonable noting these to be seasonal accounts.
- Planning Board costs are at 82%. This is reasonable noting the significant projects in progress, however, much of the cost is being billed back to the applicants and recorded in Department Income – Home & Community which is also exceeding budget expectations to date.
- NYS retirement is at 96% as the Village is billed one time in December of each year.
- Transfers is at 91% noting the Village made a one-time contribution to the General Capital Reserve fund in the amount of \$444,144 in accordance of the adopted 2019-2020 Capital Plan and assessment of unassigned fund balance at June 1, 2019.

CAPITAL PROJECTS FUND ANALYSIS

DECEMBER 2019

BALANCE SHEET

The Capital Projects Fund ended the month with a fund balance of **\$102,926.91**. Most of the balance is equal to the cash in the bank that was generated from the unspent Bond proceeds, and "Local Share Payments" from the Fairport Merchants and Rotary for the Train View Station project. There is **\$137,761.43** 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 December, the Village incurred total capital costs of **\$38,449.54** as follows:

- \$13,493.67 for the Fire Building Alarm System upgrade project financed through Fire Equipment Reserve funds.
- \$18,600.51 for the Fire Truck and Portable Radios project financed through Bond Proceeds.
- \$761.15 for the Sidewalk Improvement Project financed through General Capital Reserve funds.
- \$5,594.21 for planning costs related to the Bicentennial Canal Gateway Project financed through General Capital Reserve funds.

During the month of December, the Village earned total capital revenue of **\$29,862.28** as follows:

- \$13.25 in interest
- \$13,849.03 transferred over from the Reserve funds to finance the costs of the current month's expenditures.
- \$10,000 received from CSX through the Fairport-Perinton Partnership to finance the Train Viewing Station.

YEAR TO DATE ACTIVITY

Through December, the Village has spent **\$1,430,157.23** on Capital Projects as follows:

- \$334,668.00 spent on SCBA Bottles financed through Bond Proceeds.
- \$412,620.34 spent on Fire Truck Portable Radios financed through Bond Proceeds.
- \$46,159.73 spent on Record Archiving financed through NYS Grant Money.
- \$736.00 spent on the Public Restroom Project financed through the General Capital Reserve.
- \$6,794.78 spent on signage material financed through the General Capital Reserve.
- \$122,445.81 spent on Street Maintenance with \$75,121.51 financed through CHIPs and \$47,324.30 financed through the General Capital Reserve.
- \$40,383.03 spent on Fire Department IT Integration and Networking financed through the Fire Equipment Reserve.
- \$52,265.97 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.
- \$36,055.41 spent on a new Fire Building Alarm system financed through the Fire Equipment Reserve.
- \$5,975.00 spent on a new HVAC unit in the Police Department financed through the General Capital Reserve.
- \$185,853.43 spent on Snow Removal Equipment financed through the General Capital Reserve.
- \$129,485.03 spent on the Sidewalk Improvement Project financed through the General Capital Reserve.

CAPITAL RESERVES FUND ANALYSIS

DECEMBER 2019

BALANCE SHEET

The Capital Reserves Fund ended the month with a fund balance of **\$1,556,124.79**. The entire balance is equal to the cash in the bank allocated to the three reserves as follows; (1) \$993,055.72 in General Capital, (2) \$93,504.63 in Fire Equipment, and (3) \$469,564.44 in Fire Rolling Stock.

CURRENT MONTH ACTIVITY

During the month of December, the Village utilized a total of \$19,849.03 from the reserve funds to finance ongoing projects. \$13,493.67 was utilized from the Fire Equipment Reserve to pay for equipment related to the new Fire Alarm System. \$6,355.36 was utilized from the General Capital Reserve to pay for the (1) Bicentennial Canal Gateway Project, and (2) Sidewalk Improvement Project.

During the month of December interest income in the amount of \$1,617.56 was applied to the reserves, allocated based on account balances. Also, during the month of December, the Village made a one-time contribution to the General Capital Reserve fund in the amount of \$444,144 in accordance of the adopted 2019-2020 Capital Plan and assessment of unassigned fund balance at June 1, 2019.

YEAR TO DATE ACTIVITY

Through December 31, 2019, the Village has utilized \$514,412.95 in capital reserve money to fund ongoing projects. \$437,974.51 relates to the General Capital Reserve and \$76,438.44 relates to the Fire Equipment Reserve.

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

SEWER FUND ANALYSIS

DECEMBER 2019

BALANCE SHEET

The Sewer Fund ended the month with a fund balance of **\$330,064.05**. The Fund balance is equal to cash of \$300,444.49, outstanding Sewer Rents of \$2,200.00, and \$27,419.56 owed from the Federal Government related to CDBG for the Maple Street Sanitary Sewer CIPP project.

REVENUES

Through December 31, 2019, 96% of budgeted revenues have been earned and recorded.

Current Monthly Activity

During the month of December, the Village earned and recorded \$41.15 in revenues related to monthly interest.

Year – to - Date Activity

As of December 31, 2019, the Village should expect that between 50% and 58% of revenues have been earned and recorded as 7 of the 12 months of the fiscal year have passed. Significant variations from this expectation are noted below:

- Sewer Rent is at 98% as the Village earns and records this revenue on the first day of the Fiscal year when the bills are mailed.
- Intergovernmental Charges are at 0% because the Village receives this payment from the Town in May of each year.
- There is un-budgeted Federal Aid recorded in the amount of \$27,419.56 related to a Sanitary Sewer Lining project that was budgeted in the previous fiscal year but has occurred in the current fiscal year.

EXPENDITURES

Through December 31, 2019, 39% budgeted appropriations have been spent or encumbered.

Current Monthly Activity

During the month of December, the Village paid \$4,431.00 in contractual costs to the MRB group related to the ongoing Sanitary Sewer Analysis.

Year – to - Date Activity

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. Only \$62,042.03 has actually occurred and been spent by the Village, however, we expect a significant bill in January from the MRB Group as they complete the Sanitary Sewer Analysis.

DEBT SERVICE FUND ANALYSIS

DECEMBER 2019

BALANCE SHEET

The Debt Service Fund ended the month with a fund balance of **\$0**.

CURRENT MONTH ACTIVITY

No current month activity.

YEAR TO DATE ACTIVITY

Through December 31, 2019, the Village received \$39,534.38 from the MCWA and \$96,252.05 from the General fund. These proceeds plus interest of \$4.28 was used to make the required November Debt Service payment of \$135,790.71. The Village does not anticipate any further activity in the fund until the required May 15 debt service payment.

BANK RECONCILIATIONS

DECEMBER 2019

BANK RECONCILIATIONS

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

BANK RECONCILIATIONS					
<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	316.31	(315.31)	-	-	1.00
5420	1,550,437.80	-	13.33	-	1,550,451.13
5705	11,250.78	(274.20)	-	-	10,976.58
0547	17,580.75	-	-	-	17,580.75
5439	102,926.91	-	-	-	102,926.91
5005	31,818.03	-	-	-	31,818.03
2199	124,521.40	-	-	-	124,521.40
NYCLASS	<u>3,409,724.83</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,409,724.83</u>
	<u><u>5,248,576.81</u></u>	<u><u>(589.51)</u></u>	<u><u>13.33</u></u>	<u><u>-</u></u>	<u><u>\$ 5,248,000.63</u></u>

RECORDED IN GENERAL LEDGER BY FUND:

GENERAL FUND	3,121,827.83
CAPITAL RESERVES FUND	1,556,124.79
CAPITAL PROJECTS	102,926.91
SEWER	300,444.49
PERMANENT	24,876.96
TRUST & AGENCY	17,580.75
PERMANENT - MOUNT PLEASANT	124,521.40
DEBT SERVICE	-
Total Funds	<u><u>\$ 5,248,303.13</u></u>
DIFFERENCE	302.50
LESS: Petty Cash	<u><u>(302.50)</u></u>
DIFFERENCE	<u><u>-</u></u>