



VILLAGE OF FAIRPORT, NY

FINANCIAL REPORT

JANUARY 2020

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

Table of Contents

REPORT TO BOARD OF TRUSTEES.....	1
GENERAL FUND	
Monthly Analysis.....	2-3
Balance Sheet	4
Revenues.....	5
Expenditures.....	6
Changes in Fund Balance.....	7
CAPITAL PROJECTS FUND	
Monthly Analysis.....	8
Balance Sheet.....	9
Revenues & Expenditures	10
Changes in Fund Balance... ..	11
CAPITAL RESERVES FUND	
Monthly Analysis.....	12
Balance Sheet	13
Revenues & Expenditures	14
Changes in Fund Balance.....	15
Reconciliation of Reserve Balances.....	16-18
SEWER FUND	
Monthly Analysis.....	19
Balance Sheet	20
Revenues & Expenditures	21
Changes in Fund Balance.....	22
DEBT SERVICE FUND	
Monthly Analysis.....	23
Balance Sheet	24
Revenues & Expenditures	25
Changes in Fund Balance.....	26
OTHER	
Monthly Bank Reconciliation.....	27

Megan C. Anderson, CPA
Clerk-Treasurer



31 S. Main Street, Fairport, NY 14450
Office: (585) 421-3202
Email: mca@fairportny.com

February 10, 2020

To the Board of Trustees,

I have compiled this Financial Report for the month of January 2020.

This report includes and analysis of the General Fund, Capital Projects Fund, Reserves Fund, Sewer Fund, and Debt Service Fund through January 31, 2020. 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 January Bank Reconciliation.

Sincerely,

A handwritten signature in black ink that reads "Megan C. Anderson". The signature is written in a cursive style.

Megan C. Anderson, CPA
Clerk-Treasurer

GENERAL FUND ANALYSIS

JANUARY 2020

BALANCE SHEET

The General Fund ended the month with a fund balance of **\$3,221,340.29** of which \$2,797,334.27 is unassigned. The majority of this fund balance is equal to cash in the bank of \$2,811,332.55. The remainder of the fund balance is related to \$173,623.00 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, \$24,286.60 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 January 31, 2020, 62% of budgeted revenues have been earned and recorded compared to 58% through December 31, 2019.

Current Monthly Activity

During the month of January, the Village earned and recorded \$217,567.76 in revenues. The major revenues earned during January include a \$76,666.28 PILOT with FMC, management fee reimbursement from FMC in the amount of \$62,846.41 for the period June 1, 2019 through December 31, 2019, and monthly rental income of \$23,710.64. During the month there was also significant planning board fees of \$12,141.36 mainly arising from the Corning Tropel expansion project and the recognition of plan review reimbursements for the Cannery Project in the amount of \$9,016.

Year – to – Date Activity

As of January 31, 2020, the Village should expect that between 58% and 66% of revenues have been earned as recorded as 8 of the 12 months of the fiscal year have passed. Significant variations from this expectation are noted below:

- **Real Property Taxes** is at 99% as all taxes have been earned as recorded.
- **PILOTS** are at 106% as all PILOTs have been billed for the current fiscal year.
- **Sales Tax** is only at 35% 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.
- **Franchise Fees** is only at 46% because the Village has only received one of the semi-annual payments. The second payment is expected in March 2020.
- **Departmental income- transportation** is only at 13.43% because a significant amount of this budget will not be collected during the year related to OCED.
- **Departmental income – home & community** is already at 127% due to significant planning board fees collected for larger projects.
- **Interest and Earnings** is already at 120% as the NYCLASS funds are performing better than anticipated.
- **Misc. revenues** are at 8% noting that the majority of this revenue is received in the Spring related to the Workers Compensation Plan refund and AIM related payments.
- **Fire Protection** is at 0% as this is an annual amount received from the Town in March each year.
- **Interfund revenues** is at 45% because the Village bills FMC for reimbursement of time on January 1 and May 31 of each year. Therefore, only half of the year has been recorded.
- **Transfers in** is at 0% because the Village transfers reimbursement from the Sewer Fund for personnel costs at the end of each year.

GENERAL FUND ANALYSIS (Continued)

JANUARY 2020

EXPENDITURES

Through January 31, 2020, 66% of budgeted appropriations have been spent or encumbered compared to 60% through December 31, 2019.

Current Monthly Activity

During the month of January, the Village incurred and recorded \$414,945.10 in expenditures. Significant expenditures incurred in January were as follows:

- The Village recorded payroll expenses in the amount of \$109,253.69 for pay period ending January 4, 2020, check date January 9, 2020.
- The Village recorded payroll expenses in the amount of \$106,231.26 for pay period ending January 18, 2020 check date January 23, 2020.
- The Village paid Central Garage costs in the amount of \$12,435.67.
- The Village paid Electric costs in the amount of \$13,183.95.
- The Village paid Waste Management costs in the amount of \$16,049.77

Year – to - Date Activity

As of January 31, 2020, the Village should expect that between 58% and 66% of expenditures have been incurred and recorded as 8 of the 12 months of the fiscal year have passed. Significant variations from this expectation are noted below:

- Information technology expenditures are already at 76% spent. This is due to the fact that there was a significant expense for the Microsoft 2019 Installation and Integration early in the fiscal year. This was a planned and budgeted purchase.
- 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 84%. 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 106%. 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

JANUARY 2020

BALANCE SHEET

The Capital Projects Fund ended the month with a fund balance of **\$155,083.17**. Most of the balance is equal to the cash in the bank that was generated from (1) unspent Bond proceeds, (2) "Local Share Payments" from CSX, the Fairport Merchants and the Rotary for the Train View Station project and (3) Marchiselli proceeds. 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 January, the Village incurred total capital costs of **\$74,734.05** as follows:

- \$2,526.93 for the Records room upgrade financed through General Capital Reserve funds.
- \$44,114.92 for SCBA Bottles financed through Bonds Proceeds.
- \$1,596 for the Fire department IT integration project financed through General Capital Reserve funds.
- \$3,893.70 for design costs related to the Train viewing Station project financed through proceeds received from local sources (CSX, Rotary, Merchants, OCED).
- \$2,812.50 for the Streetscape project financed through General Capital Reserve funds.
- \$19,790 for the Bicentennial Canal Gateway project financed through General Capital Reserve funds.

During the month of January, the Village earned total capital revenue of **\$126,890.31** as follows:

- \$10.88 in interest
- \$26,725.43 transferred over from the Reserve funds to finance the costs of the current month's expenditures.
- \$100,154 received from NYS through the Marchiselli program for 75% of the original 20% local share of the West Church Street resurfacing project.

YEAR TO DATE ACTIVITY

Through January, the Village has spent **\$1,504,891.28** on Capital Projects as follows:

- \$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.
- \$5,975.00 for a new HVAC unit in the Police Department financed through the General Capital Reserve.
- \$2,526.93 for the records room update financed through General Capital Reserve
- \$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.
- \$378,782.92 spent on SCBA Bottles financed through Bond Proceeds.
- \$412,620.34 spent on Fire Truck Portable Radios financed through Bond Proceeds.
- \$41,979.03 spent on Fire Department IT Integration financed through the Fire Equipment 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.
- \$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
- \$72,055.97 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.

CAPITAL RESERVES FUND ANALYSIS

JANUARY 2020

BALANCE SHEET

The Capital Reserves Fund ended the month with a fund balance of **\$1,531,377.82**. The entire balance is equal to the cash in the bank allocated to the three reserves as follows; (1) \$969,182.54 in General Capital, (2) \$92,027.50 in Fire Equipment, and (3) \$470,167.78 in Fire Rolling Stock.

CURRENT MONTH ACTIVITY

During the month of January, the Village utilized a total of \$26,725.73 from the reserve funds to finance ongoing projects. \$1,596.00 was utilized from the Fire Equipment Reserve to pay for equipment related to the new Fire Alarm System. \$25,129.43 was utilized from the General Capital Reserve to pay for the (1) Records room upgrade, (2) Streetscape project, and (3) Bicentennial Canal Gateway project.

During the month of January, interest income in the amount of \$1,978.46 was applied to the reserves, allocated based on account balances.

YEAR TO DATE ACTIVITY

Through January 31, 2020, the Village has utilized \$541,138.38 in capital reserve money to fund ongoing projects. \$463,103.94 relates to the General Capital Reserve and \$78,034.44 relates to the Fire Equipment Reserve.

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

SEWER FUND ANALYSIS

JANUARY 2020

BALANCE SHEET

The Sewer Fund ended the month with a fund balance of **\$310,076.60**. The Fund balance is equal to cash of \$280,677.04, outstanding Sewer Rents of \$1,980.00, and \$27,419.56 owed from the Federal Government related to CDBG for the Maple Street Sanitary Sewer CIPP project.

REVENUES

Through January 31, 2020, 96% of budgeted revenues have been earned and recorded.

Current Monthly Activity

During the month of January, the Village earned and recorded \$41.39 in revenues related to monthly interest.

Year – to – Date Activity

As of January 31, 2020, the Village should expect that between 58% and 66% of revenues have been earned and recorded as 8 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 January 31, 2020, 39% budgeted appropriations have been spent or encumbered.

Current Monthly Activity

During the month of January, the Village paid \$20,028.84 in contractual costs to the MRB group related to the ongoing Sanitary Sewer Analysis.

Year – to – Date Activity

Through January 31, 2020, the Village has spent \$83,480.87. Most of this amount relates to Phase I of the Sanitary Sewer System Analysis through MRB Group as well as the Maple Street Sanitary Sewer CIPP project. There remains \$74,589.63 encumbered through the contract with MRB Group for Sanitary Sewer Analysis project.

DEBT SERVICE FUND ANALYSIS

JANUARY 2020

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 January 31, 2020, 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

JANUARY 2020

BANK RECONCILIATIONS

Bank Reconciliations were performed by the Deputy Clerk and reviewed by the Clerk – Treasurer for the month ending January 31, 2020. A summary of the Bank Reconciliations is provided below:

BANK RECONCILIATIONS					
Bank Account	Bank Balance	O/S Checks	DIT	Other	Book Balance by Bank account
5307	-	-	-	-	-
8372	1,494.40	(1,493.40)	-	-	1.00
5420	1,224,995.33	-	222.32	-	1,225,217.65
5705	9,086.13	(750.60)	-	-	8,335.53
0547	9,857.11	-	-	-	9,857.11
5439	155,083.17	-	-	-	155,083.17
5005	27,076.89	-	-	-	27,076.89
2199	125,069.11	-	-	-	125,069.11
NYCLASS	<u>3,387,359.49</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,387,359.49</u>
	<u>4,940,021.63</u>	<u>(2,244.00)</u>	<u>222.32</u>	<u>-</u>	<u>\$ 4,937,999.95</u>

RECORDED IN GENERAL LEDGER BY FUND:

GENERAL FUND	2,811,332.55
CAPITAL RESERVES FUND	1,531,377.82
CAPITAL PROJECTS	155,083.17
SEWER	280,677.04
PERMANENT	24,905.65
TRUST & AGENCY	9,857.11
PERMANENT - MOUNT PLEASANT	125,069.11
DEBT SERVICE	-
Total Funds	<u>\$ 4,938,302.45</u>
DIFFERENCE	302.50
LESS: Petty Cash	<u>(302.50)</u>
DIFFERENCE	<u>-</u>