



# VILLAGE OF FAIRPORT, NY

## FINANCIAL REPORT

March 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.....	6-7
Changes in Fund Balance.....	8
CAPITAL PROJECTS FUND	
Monthly Analysis.....	9
Balance Sheet.....	10
Revenues & Expenditures .....	11
Changes in Fund Balance.....	12
CAPITAL RESERVES FUND	
Monthly Analysis.....	13
Balance Sheet .....	14
Revenues & Expenditures .....	15
Changes in Fund Balance.....	16
Reconciliation of Reserve Balances.....	17-19
SEWER FUND	
Monthly Analysis.....	20
Balance Sheet .....	21
Revenues & Expenditures .....	22
Changes in Fund Balance.....	23
DEBT SERVICE FUND	
Monthly Analysis.....	24
Balance Sheet .....	25
Revenues & Expenditures .....	26
Changes in Fund Balance.....	27
OTHER	
Monthly Bank Reconciliation.....	28

Megan C. Anderson, CPA  
Clerk-Treasurer



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

April 13, 2020

To the Board of Trustees,

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

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

Sincerely,

A handwritten signature in black ink that reads "Megan C. Anderson".

Megan C. Anderson, CPA  
Clerk-Treasurer

# GENERAL FUND ANALYSIS

## MARCH 2020

---

### BALANCE SHEET

The General Fund ended the month with a fund balance of **\$3,717,016.51** of which \$3,292,485.56 is unassigned. The majority of fund balance is equal to cash in the bank of \$3,589,651.93. The remainder of the fund balance is related to \$28,007.81 in invoices billed but not yet received in cash, \$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 March 31, 2020, 85% of budgeted revenues have been earned and recorded compared to 69% through February 29, 2020.

#### Current Monthly Activity

During the month of March, the Village earned and recorded \$1,120,677.69 in revenues. The majority of this revenue is related to the receipt of the second semi-annual franchise fee in the amount of \$34,089.30, receipt of the annual Fire Protection payment from the Town of Perinton in the amount of \$810,850, and receipt of the Workers Compensation reimbursement check in the amount of \$237,901.

#### Year – to - Date Activity

As of March 31, 2020, the Village should expect that between 75% and 83% of revenues have been earned as recorded as 10 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 62% because the Village has only received proceeds for the months of June – December. The Village will receive its Sales Tax check for the months of January – March on May 15, 2020 and April – June on August 15, 2020.
- **Franchise Fees** are at 95% because the Village has only received both of the semi-annual payments. The Village will not receive any more franchise fees for the fiscal year.
- **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 138% due to significant planning board fees collected for larger projects.
- **Interest and Earnings** is already at 136% as the NYCLASS funds are performing better than anticipated.
- **Misc. revenues** are at 103% noting that the majority of this revenue was received in March through a Workers Compensation reimbursement. The Village is still expected to receive AIM funding to this line items in the amount of \$140,035 in May 2020.
- **Fire Protection** is at 97% as this is an annual amount received from the Town in March each year. The check was received on March 3, 2020. The Village will not receive any more to this budget line in the current fiscal 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)

## MARCH 2020

---

### EXPENDITURES

Through March 31, 2020, 82% of budgeted appropriations have been spent or encumbered compared to 77% through February 29, 2020.

#### Current Monthly Activity

During the month of March, the Village incurred and recorded \$358,596.661 in expenditures. Significant expenditures incurred in March were as follows:

- The Village recorded payroll expenses in the amount of \$100,361.33 for pay period ending February 29, 2020, check date March 5, 2020.
- The Village recorded payroll expenses in the amount of \$102,288.14 for pay period ending March 14, 2020 check date March 19, 2020.
- The Village paid its monthly electric bill of \$14,382.24.
- The Village paid its monthly Central Garage Bill of \$13,705.22.
- The Village paid its monthly IT bill of \$12,554.45.
- The Village made a payment to the Town of Perinton for Salt usage for November 2019 – January 2020 in the amount of \$23,119.92.

#### Year – to - Date Activity

As of March 31, 2020, the Village should expect that between 75% and 83% of expenditures have been incurred and recorded as 10 of the 12 months of the fiscal year have passed. Significant variations from this expectation are noted below:

- Information technology expenditures are already at 97% 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 98% 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 89%. 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 92%. This is reasonable noting that the majority of the budget relates to the House assessment performed by Labella which has already been paid.
- Planning Board costs are at 137%. 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 109% 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.

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

GENERAL FUND

Balance Sheet

	MAR 31, 2020	FEB 29, 2020	\$\$ VARIANCE
<b>ASSETS:</b>			
Cash - Flexible Spending	7,036.07	7,986.08	(950.01)
Cash - Savings Account	1,719,484.60	871,777.78	847,706.82
Investments - NYCLASS	1,594,920.05	1,593,381.36	1,538.69
Cash - Accounts Payable	1.00	1.00	-
Cash - Petty	125.00	125.00	-
Cash - Departmental	177.50	177.50	-
Restricted Cash - Insurance Reserve	29,870.75	29,842.09	28.66
Restricted Cash - Workers Compensation	210,948.22	210,745.81	202.41
Restricted Cash - Asset Forfeiture	27,088.74	27,085.19	3.55
Taxes Receivable - Current	24,286.60	24,286.60	-
Accounts Receivable	28,007.81	23,822.38	4,185.43
Due from other funds	-	93,766.53	(93,766.53)
Due from Federal & State	-	-	-
Due from other governments	-	-	-
Prepaid Expense	156,623.24	156,623.24	-
<b>Total Assets</b>	<b>3,798,569.58</b>	<b>3,039,620.56</b>	<b>758,949.02</b>
<b>LIABILITIES:</b>			
Accounts Payable	(43.05)	26.95	(70.00)
Accrued Liabilities	-	-	-
Deposits for Flexible Spending	6,996.07	7,946.08	(950.01)
Due to other funds	-	-	-
Due to NYS Retirement Systems	68,496.55	68,496.55	-
Overpayments and clearing	6,103.50	8,215.50	(2,112.00)
<b>Total Liabilities</b>	<b>81,553.07</b>	<b>84,685.08</b>	<b>(3,132.01)</b>
<b>FUND BALANCE:</b>			
Non-Spendable	156,623.24	156,623.24	-
Assigned for Encumbrances			
Restricted:			
Insurance	29,870.75	29,842.09	28.66
Workers Compensation	210,948.22	210,745.81	202.41
Asset Forfeiture	27,088.74	27,085.19	3.55
Unassigned	3,292,485.56	2,530,639.15	761,846.41
<b>Total Fund Balance</b>	<b>3,717,016.51</b>	<b>2,954,935.48</b>	<b>762,081.03</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>3,798,569.58</b>	<b>3,039,620.56</b>	<b>758,949.02</b>

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	2,919,645.74	(1,404.26)	99.95%
Special Assessments	-	3,893.00	-	3,893.00	3,893.02	0.02	100.00%
PILOTS	-	98,571.00	-	98,571.00	104,864.93	6,293.93	106.39%
Interest & Penalties	-	7,500.00	-	7,500.00	13,664.62	6,164.62	182.19%
Sales Tax	-	1,780,035.00	(140,035.00)	1,640,000.00	1,024,476.03	(615,523.97)	62.47%
Utilities Gross Receipts	525.32	25,000.00	-	25,000.00	22,286.58	(2,713.42)	89.15%
Franchise Fees	34,089.30	70,000.00	-	70,000.00	66,809.96	(3,190.04)	95.44%
Departmental Income - General Gov	197.00	5,250.00	-	5,250.00	3,085.50	(2,164.50)	58.77%
Departmental Income - Public Safety	50.00	4,100.00	-	4,100.00	2,825.75	(1,274.25)	68.92%
Departmental Income - Transportation	-	18,700.00	-	18,700.00	2,511.85	(16,188.15)	13.43%
Departmental Income - Culture & Rec	8,245.00	51,095.00	-	51,095.00	41,974.50	(9,120.50)	82.15%
Departmental Income - Home & Comm	11,854.50	55,860.00	-	55,860.00	77,158.35	21,298.35	138.13%
Fire Protection	810,850.00	892,859.00	(64,403.00)	828,456.00	810,850.00	(17,606.00)	97.87%
Intergovernmental Charges - Home & Comm	-	3,915.00	-	3,915.00	4,414.71	499.71	112.76%
Interest & Earnings	1,890.93	25,000.00	-	25,000.00	34,241.47	9,241.47	136.97%
Rental of Real Property	9,380.64	151,715.00	-	151,715.00	141,855.61	(9,859.39)	93.50%
Licenses & Permits	2,083.00	44,900.00	-	44,900.00	49,063.40	4,163.40	109.27%
Fines & Forfeitures	3,611.00	31,500.00	-	31,500.00	22,507.00	(8,993.00)	71.45%
Sale of Property	-	1,000.00	-	1,000.00	4,124.06	3,124.06	412.41%
Misc	237,901.00	100,500.00	150,035.00	250,535.00	259,886.98	9,351.98	103.73%
Interfund Revenues	-	139,147.00	-	139,147.00	62,846.41	(76,300.59)	45.17%
Mortgage Tax	-	50,000.00	-	50,000.00	69,296.45	19,296.45	138.59%
Stated Aid - Court Facilities	-	-	7,562.00	7,562.00	7,562.00	-	100.00%
State Aid - Public Safety	-	5,022.00	1,500.00	6,522.00	4,305.89	(2,216.11)	66.02%
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>1,120,677.69</b>	<b>6,755,388.00</b>	<b>4,659.00</b>	<b>6,760,047.00</b>	<b>5,754,150.81</b>	<b>(855,896.19)</b>	<b>85%</b>

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

**GENERAL FUND**  
Total Expenditures

	MONTH TO DATE	ORIGINAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	YEAR TO DATE	ENCUM	BUDGET AVAILABLE	% OF BUDGET SPENT
BOARD OF TRUSTEES	5,271.13	85,052.00	(9,000.00)	76,052.00	52,674.51	-	23,377.49	69%
VILLAGE JUSTICE	4,856.50	67,376.00	10,282.00	77,658.00	57,892.20	-	19,765.80	75%
MAYOR	1,635.08	18,922.00	-	18,922.00	15,307.57	-	3,614.43	81%
MANAGER	9,492.00	135,395.00	-	135,395.00	104,151.20	-	31,243.80	77%
TREASURER	17,927.72	251,816.00	(14,653.00)	237,163.00	180,382.55	-	56,780.45	76%
RECORD ARCHIVE	65.48	1,270.00	-	1,270.00	85.48	-	1,184.52	7%
VILLAGE ATTORNEY	2,143.75	29,000.00	-	29,000.00	18,461.79	-	10,538.21	64%
PERSONNEL	1,819.90	11,235.00	-	11,235.00	10,945.45	-	289.55	97%
ENGINEER	-	2,500.00	6,900.00	9,400.00	6,900.00	-	2,500.00	73%
VILLAGE HALL	1,836.38	19,735.00	-	19,735.00	7,855.49	-	11,879.51	40%
CENTRAL GARAGE	13,705.22	155,707.00	-	155,707.00	118,848.16	-	36,858.84	76%
DPW FACILITY	5,109.34	23,840.00	-	23,840.00	18,782.71	-	5,057.29	79%
CENTRAL COMMUNICATIONS	599.58	22,900.00	-	22,900.00	9,660.25	-	13,239.75	42%
INFORMATION TECHNOLOGY	12,554.45	107,283.00	-	107,283.00	103,665.58	-	3,617.42	97%
UNALLOCATED INSURANCE	194.00	70,000.00	-	70,000.00	68,583.79	-	1,416.21	98%
MUNICIPAL ASSN DUES	-	3,650.00	-	3,650.00	3,545.00	-	105.00	97%
TAXES & ASSESS	-	3,600.00	-	3,600.00	2,769.67	-	830.33	77%
MISC	-	400.00	-	400.00	119.46	-	280.54	30%
CONTINGENT ACCOUNT	-	40,000.00	(31,450.00)	8,550.00	-	-	8,550.00	0%
POLICE	83,220.69	1,175,836.00	-	1,175,836.00	932,851.89	-	242,984.11	79%
ASSET FORFEITURE	-	-	-	-	7,665.00	-	(7,665.00)	0%
FIRE	11,502.11	216,986.00	1,500.00	218,486.00	140,484.21	-	78,001.79	64%
FIRE FACILITY TRAINING	-	15,000.00	-	15,000.00	-	-	15,000.00	0%
CONTROL OF ANIMALS	-	-	-	-	100.00	-	(100.00)	0%
SAFETY INSPECTION	7,324.20	111,038.00	-	111,038.00	92,471.60	-	18,566.40	83%
DPW ADMINISTRATION	55,563.01	877,198.00	-	877,198.00	677,479.30	-	199,718.70	77%
STREETS MAINT. & CLEAN.	2,274.55	98,612.00	-	98,612.00	87,479.30	-	11,132.70	89%
SNOW REMOVAL	24,368.29	95,153.00	-	95,153.00	54,918.18	-	40,234.82	58%
STREET LIGHTING	14,382.24	193,536.00	-	193,536.00	100,244.69	-	93,291.31	52%



SIDEWALKS	-	-	-	-	49.20	-	(49.20)	#DIV/0!
OFF STREET PARKING	-	3,600.00	-	3,600.00	1,632.41	-	1,967.59	45%
PUBLICITY	-	25,200.00	74,700.00	99,900.00	49,046.43	7,350.00	43,503.57	49%
PROGRAMS FOR AGING	-	3,500.00	(1,750.00)	1,750.00	1,750.00	-	-	100%
ECONOMIC DEVELOPMENT	-	11,000.00	-	11,000.00	7,333.32	3,666.68	-	67%
PARKS	-	15,100.00	-	15,100.00	990.26	-	14,109.74	7%
POTTER	750.75	3,000.00	9,850.00	12,850.00	11,830.33	-	1,019.67	92%
SPECIAL REC DOCK FACILITIES	17.02	22,192.00	-	22,192.00	17,251.89	-	4,940.11	78%
MUSEUM	341.36	700.00	-	700.00	347.33	-	352.67	50%
CELEBRATIONS	-	3,040.00	-	3,040.00	2,887.48	-	152.52	95%
ZBA	7,024.80	30,804.00	-	30,804.00	31,449.51	-	(645.51)	102%
PLANNING BOARD	3,883.64	35,904.00	-	35,904.00	49,354.18	-	(13,450.18)	137%
HPC	589.95	18,778.00	-	18,778.00	11,324.84	-	7,453.16	60%
SANITARY SEWER	2,143.69	34,989.00	-	34,989.00	21,310.93	-	13,678.07	61%
REFUSE COLLECTION	9,421.77	134,336.00	-	134,336.00	93,844.25	-	40,491.75	70%
STREET CLEANING	-	2,500.00	-	2,500.00	118.54	-	2,381.46	5%
COMM. BEAUTIFICATION	-	2,736.00	-	2,736.00	1,916.72	-	819.28	70%
STORM SEWER DRAINAGE	-	22,100.00	3,249.00	25,349.00	21,200.87	3,249.00	899.13	84%
SHADE TREES	3,010.00	68,200.00	-	68,200.00	18,552.64	-	49,647.36	27%
OTHER HOME & COMM SERV	-	7,051.00	-	7,051.00	4,713.75	-	2,337.25	67%
NYS RETIREMENT	-	424,576.00	-	424,576.00	408,806.00	-	15,770.00	96%
EMPLOYEE BENEFITS	55,568.06	1,054,805.00	(4,000.00)	1,050,805.00	861,794.57	-	189,010.43	82%
TRANSFER-OUT	-	998,237.00	(35,000.00)	963,237.00	1,054,043.67	-	(90,806.67)	109%
<b>Total Expenditures</b>	<u>358,596.66</u>	<u>6,755,388.00</u>	<u>10,628.00</u>	<u>6,766,016.00</u>	<u>5,545,874.15</u>	<u>14,265.68</u>	<u>1,205,876.17</u>	<b>82%</b>

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

---

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

---

	3/1/2020 - 3/31/2020 MONTH - TO - DATE	6/1/2019 - 3/31/2020 YEAR - TO - DATE
FUND BALANCE	2,954,935.48	3,508,739.85
REVENUES	1,120,677.69	5,754,150.81
EXPENDITURES	(358,596.66)	(5,545,874.15)
FUND BALANCE - ending	<u>3,717,016.51</u>	<u>3,717,016.51</u>

# CAPITAL PROJECTS FUND ANALYSIS

## MARCH 2020

---

### BALANCE SHEET

The Capital Projects Fund ended the month with a fund balance of \$49,236.37. The entire balance is equal to the cash in the bank that was generated from (1) unspent Bond proceeds, and (2) "Local Share Payments" from CSX, the Fairport Merchants and the Rotary for the Train View Station project.

### CURRENT MONTH ACTIVITY

During the month of March, the Village incurred total capital costs of \$17,627.89 as follows:

- \$7,486.03 related to the Police Records room upgrade financed through General Capital Reserve funds.
- \$3,475.80 in costs related to the Fire Truck and Portable Radios project financed through Bond Proceeds.
- \$3,669.00 in costs related to the Fire Department's IT Integration project financed through Fire Equipment reserve funds.
- \$2,997.05 for the Bicentennial Canal Gateway project financed through General Capital Reserve funds.

During the month of March, the Village earned total capital revenue of \$14,155.95 as follows:

- \$3.86 in interest.
- \$14,152.95 transferred in from the General Capital Reserve and Fire Equipment Reserve.

### YEAR TO DATE ACTIVITY

Through March, the Village has spent \$1,660,773.47 on Capital Projects as follows:

- \$46,159.73 spent on Record Archiving financed through NYS Grant Money.
- \$855.59 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.
- \$10,012.96 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.
- \$418,263.69 spent on Fire Truck Portable Radios financed through Bond Proceeds.
- \$45,648.03 spent on Fire Department IT Integration financed through the Fire Equipment Reserve.
- \$7,280.78 spent on signage material financed through the General Capital Reserve.
- \$3,960.37 spent on the Train Viewing Platform financed through Local Share Payments (CSX, Merchants, Rotary).
- \$125,625.61 spent on Street Maintenance financed with CHIPs reimbursements.
- \$185,853.43 spent on Snow Removal Equipment originally financed through the General Capital Reserve, but now reimbursed through CHIPs.
- \$129,485.03 spent on the Sidewalk Improvement Project financed through the General Capital Reserve.
- \$80,813.46 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.
- \$126,474.25 transfer back to the General Fund as prior year projects financed from the general fund have been submitted through CHIPs reimbursements.

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

**CAPITAL PROJECTS FUND**  
**BALANCE SHEET**

	MAR 31, 2020	FEB 29, 2020	\$\$ VARIANCE
<b>TOTAL ASSETS:</b>			
<b>ASSETS</b>			
CHASE BANK	\$ 49,236.37	\$ 52,708.31	\$ (3,471.94)
ACCOUNTS RECEIVABLE	-	-	-
STATE & FEDERAL AID RECEIVABLE	-	312,874.33	(312,874.33)
DUE FROM OTHER FUNDS	-	-	-
<b>Total Assets</b>	<b>\$ 49,236.37</b>	<b>\$ 365,582.64</b>	<b>\$ (316,346.27)</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>			
<b>LIABILITIES:</b>			
ACCOUNTS PAYABLE	\$ -	-	-
DUE TO OTHER FUNDS	-	\$ 312,874.33	\$ (312,874.33)
<b>Total Liabilities</b>	-	312,874.33	(312,874.33)
<b>FUND BALANCE:</b>			
ASSIGNED FOR CAPITAL PROJECTS	49,236.37	52,708.31	(3,471.94)
<b>Total Fund Balance</b>	<b>49,236.37</b>	<b>52,708.31</b>	<b>(3,471.94)</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 49,236.37</b>	<b>\$ 365,582.64</b>	<b>\$ (316,346.27)</b>

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

**CAPITAL PROJECTS FUND**

**TOTAL REVENUES & EXPENDITURES**

	3/1/2020 - 3/31/2020 MONTH - TO - DATE	6/1/2019 - 3/31/2020 YEAR - TO - DATE
<b>REVENUES:</b>		
INTEREST	\$ 3.86	\$ 289.64
OTHER LOCAL GOVERNMENTS	-	42,500.00
STATE AID - RECORDS MANAGEMENT	-	46,159.73
STATE AID - CHIPS	0.01	297,409.12
STATE AID - HIGHWAY	-	100,154.00
FEDERAL AID - DOT	-	-
FEDERAL AID - CDBG	-	47,174.70
SERIAL BONDS	-	802,000.00
TRANSFER IN	14,152.08	368,868.94
	<hr/>	<hr/>
<b>Total Revenues</b>	<b>\$ 14,155.95</b>	<b>\$ 1,704,556.13</b>
<b>EXPENDITURES:</b>		
RECORD ARCHIVE.EQUIPMENT	\$ -	\$ 46,159.73
CARPET REPLACEMENT	-	-
CLOCKTOWER	-	-
PUBLIC RESTROOMS	-	855.59
POLICE EQUIPMENT	-	-
POLICE CAPITAL OUTLAY	-	5,975.00
POLICE RECORD ROOM UPGRADE	7,486.03	10,012.96
POLICE MOBILE SPEED SIGNS	-	7,270.00
FIRE BUILDING ALARM SYSTEM	-	36,055.41
FIRE SCBA BOTTLES	-	378,782.92
FIRE TRUCK & PORTABLE RADIOS	3,475.80	418,263.69
FIRE IT INTEGRATION & NETWORKING	3,669.00	45,648.03
DPW EQUIPMENT	-	7,280.78
TRAINVIEWING STATION	-	3,960.37
PARKING LOT SIGNAGE	-	-
BOAT RENTAL BUILDING REPAIRS	-	-
STREETS MAINT. & CLEAN.EQUIPMENT	-	125,625.61
STREETSCAPE	-	5,082.50
SNOW REMOVAL EQUIPMENT	-	185,853.43
SIDEWALKS	-	129,485.03
BICENTENNIAL CANAL GATEWAY PROJECT	2,997.05	80,813.46
STORM SEWER DRAINAGE EQUIPMENT	-	47,174.70
TRANSFER TO GENERAL FUND	0.01	126,474.26
	<hr/>	<hr/>
<b>Total Expenditures</b>	<b>\$ 17,627.89</b>	<b>\$ 1,660,773.47</b>

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

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

	3/1/2020 - 3/31/2020 MONTH - TO - DATE	6/1/2019 - 3/31/2020 YEAR - TO - DATE
FUND BALANCE - beginning	\$ 52,708.31	\$ 5,453.71
REVENUES	14,155.95	1,704,556.13
EXPENDITURES	<u>(17,627.89)</u>	<u>(1,660,773.47)</u>
FUND BALANCE - ending	<u>\$ 49,236.37</u>	<u>\$ 49,236.37</u>

# CAPITAL RESERVES FUND ANALYSIS

## MARCH 2020

---

### BALANCE SHEET

The Capital Reserves Fund ended the month with a fund balance of \$2,009,743.77. The balance is equal to the cash in the bank allocated to the three reserves as follows: (1) \$1,371,547.22 in General Capital, (2) \$93,560.31 in Fire Equipment, and (3) \$544,636.24 in Fire Rolling Stock.

### CURRENT MONTH ACTIVITY

During the month of March, the Village utilized a total of \$14,152.08 from the reserve funds to finance ongoing projects. \$3,669.00 was utilized from the Fire Equipment Reserve to pay for equipment related to the Fire Department IT Integration Project. \$10,483.08 was utilized from the General Capital Reserve to pay for the (1) Police Record Room Upgrade Project, and (2) Bicentennial Canal Gateway Project.

During the month of March, interest income in the amount of \$1,813.76 was applied to the reserves, allocated based on account balances.

### YEAR TO DATE ACTIVITY

Through March 31, 2020, the Village has utilized \$368,868.94 in capital reserve money to fund ongoing projects. \$287,165.50 relates to the General Capital Reserve and \$81,703.44 relates to the Fire Equipment Reserve.

A YTD reconciliation of each reserve fund can be found on pages 17-19.

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

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

	Mar 31, 2020	Feb 29, 2020	\$\$ VARIANCE
<b>TOTAL ASSETS:</b>			
<b>ASSETS</b>			
CASH RESERVE - Capital	\$ 1,371,547.22	\$ 1,161,724.46	\$ 209,822.76
CASH RESERVE - Fire Rolling Stock	544,636.24	544,111.71	524.53
CASH RESERVE - Fire Equipment	93,560.31	97,138.11	(3,577.80)
DUE FROM OTHER FUNDS - Capital	-	219,107.80	(219,107.80)
<b>Total Assets</b>	<b>\$ 2,009,743.77</b>	<b>\$ 2,022,082.08</b>	<b>\$ (12,338.31)</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>			
<b>LIABILITIES:</b>			
DUE TO OTHER FUNDS - Capital	\$ -	\$ -	\$ -
<b>Total Liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUND BALANCE:</b>			
<b>RESTRICTED</b>			
Capital Plan	1,371,547.22	1,380,832.26	(9,285.04)
Fire Rolling Stock	544,636.24	544,111.71	524.53
Fire Equipment	93,560.31	97,138.11	(3,577.80)
<b>Total Fund Balance</b>	<b>2,009,743.77</b>	<b>2,022,082.08</b>	<b>(12,338.31)</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 2,009,743.77</b>	<b>\$ 2,022,082.08</b>	<b>\$ (12,338.31)</b>



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

**CAPITAL RESERVES FUND**

**TOTAL REVENUES & EXPENDITURES**

	3/1/2020 - 3/31/2020 MONTH - TO - DATE	6/1/2019 - 3/31/2020 YEAR - TO - DATE
<b>REVENUES:</b>		
INTEREST - General Capital	\$ 1,198.03	\$ 8,109.64
INTEREST - Fire Rolling Stock	524.53	4,431.13
INTEREST - Fire Equipment	91.20	1,110.30
SALE OF PROPERTY - General Capital	-	13,690.00
SALE OF PROPERTY - Fire Rolling Stock	-	-
SALE OF PROPERTY - Fire Equipment	-	-
TRANSFER IN - General Capital	0.01	843,143.38
TRANSFER IN - Fire Rolling Stock	-	220,072.50
TRANSFER IN- Fire Equipment	-	15,000.00
<b>Total Revenues</b>	<b>\$ 1,813.77</b>	<b>\$ 1,105,556.95</b>
<b>EXPENDITURES:</b>		
TRANSFER OUT - General Capital	10,483.08	287,165.50
TRANSFER OUT - Fire Rolling Stock	-	-
TRANSFER OUT - Fire Equipment	3,669.00	81,703.44
<b>Total Expenditures</b>	<b>\$ 14,152.08</b>	<b>\$ 368,868.94</b>

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

---

**CAPITAL RESERVES FUND**  
**CHANGE IN FUND BALANCE**

---

	3/1/2020 - 3/31/2020 MONTH - TO - DATE	6/1/2019 - 3/31/2020 YEAR - TO - DATE
FUND BALANCE - beginning	\$ 2,022,082.08	\$ 1,273,055.76
REVENUES	1,813.77	1,105,556.95
EXPENDITURES	(14,152.08)	(368,868.94)
FUND BALANCE - ending	<u>\$ 2,009,743.77</u>	<u>\$ 2,009,743.77</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			111,555.69		185,853.43		297,409.12
Street Resurfacing/Side Walk/Equipment			(111,555.69)		(185,853.43)		(297,409.12)
<b>Other Funding Sources</b>							
Trainviewing Station						42,500.00	
						(3,960.37)	
<b>CDBG</b>			47,174.70				47,174.70
Storm Sewer			(47,174.70)				(47,174.70)
<b>Records Management Grant</b>							
Payment 3						46,159.73	46,159.73
						(46,159.73)	(46,159.73)
West Church Street Marchiselli Funding			100,154.00				
Repay reserve			(100,154.00)				
<b>CAPITAL RESERVE TRANSACTIONS</b>							
Fund Capital Reserve from Unrestricted	706,644.00						
Transfer to H Fund from Cap Reserve	(287,165.50)	23,257.96	255,771.17	7,280.78	-	855.59	287,165.50
RECORD ARCHIVE.EQUIPMENT							-
CARPET REPLACEMENT							-
CLOCKTOWER							-
PUBLIC RESTROOMS						(855.59)	(855.59)
POLICE EQUIPMENT							-
POLICE CAPITAL OUTLAY		(13,461.03)					(13,461.03)
POLICE RECORD ROOM UPGRADE		(2,526.93)					(2,526.93)
POLICE MOBILE SPEED SIGNS		(7,270.00)					(7,270.00)
DPW EQUIPMENT				(7,280.78)			(7,280.78)
TRAINVIEWING STATION							-
PARKING LOT SIGNAGE							-
BOAT RENTAL BUILDING REPAIRS							-
STREETS MAINT. & CLEAN.EQUIPMENT			(40,390.18)				(40,390.18)
SNOW REMOVAL EQUIPMENT							-
SIDEWALKS			(129,485.03)				(129,485.03)
BICENTENNIAL CANAL GATEWAY PROJECT			(80,813.46)				(80,813.46)
STREETSCAPE			(5,082.50)				(5,082.50)
STORM SEWER DRAINAGE EQUIPMENT							-
<b>Additional Funding</b>							
Sale of Assets	13,690.00						
Dock Damage Insurance Proceeds	10,025.12						
Marchiselli Money	100,154.00						
CHIPs reimbursement	26,320.26						
Interest	8,109.64						
<b>CURRENT BALANCES</b>	<b>\$ 1,371,547.22</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 38,539.63</b>	<b>\$ 38,539.63</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		
BALANCE ON JUNE 01, 2019	\$ 159,153.45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>GRANT / BOND TRANSACTIONS</b>							
Bond Proceeds - \$380,000 SCBA			380,000.00 (378,782.92)				380,000.00 (378,782.92)
Bond Proceeds - \$427,000 Portable Radios				427,000.00 (418,263.69)			427,000.00 (418,263.69)
							-
							-
							-
<b>CAPITAL RESERVE TRANSACTIONS</b>							
Fund Capital Reserve from Unrestricted	15,000.00						
Transfer to H Fund from Cap Reserve	(81,703.44)	45,648.03	-	-	36,055.41	-	81,703.44 (45,648.03)
FIRE IT INTEGRATION & NETWORKING		(45,648.03)					(45,648.03)
FIRE BUILDING ALARM SYSTEM					(36,055.41)		(36,055.41)
FIRE PORTABLE RADIOS							-
<b>Additional Funding</b>							
Sale of Assets	-						
Interest	1,110.30						-
Additional Appropriation	-						-
							-
<b>CURRENT BALANCES</b>	<b>\$ 93,560.31</b>	<b>\$ -</b>	<b>\$ 1,217.08</b>	<b>\$ 8,736.31</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,953.39</b>

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

	FIRE ROLLING STOCK RESERVE BALANCE	CAPITAL FUND PROJECT	CAPITAL FUND PROJECT	CAPITAL FUND PROJECT	CAPITAL FUND PROJECT	CAPITAL FUND PROJECT	TOTAL CAPITAL FUND
BALANCE ON JUNE 01, 2019	\$ 320,132.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>GRANT TRANSACTIONS</b>							-
							-
							-
							-
							-
<b>CAPITAL RESERVE TRANSACTIONS</b>							-
Fund Capital Reserve from Unrestricted	220,072.50						-
Fund Capital Reserve from Unrestricted							-
Transfer to H Fund from Cap Reserve	-						-
							-
							-
<b>Additional Funding</b>							-
Sale of Assets							-
Interest	4,431.13						-
Additional Appropriation							-
							-
<b>CURRENT BALANCES</b>	<b>\$ 544,636.24</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# SEWER FUND ANALYSIS

## MARCH 2020

---

### BALANCE SHEET

The Sewer Fund ended the month with a fund balance of \$296,823.72. The Fund balance is equal to cash of \$267,424.16, 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 March 31, 2020, 96% of budgeted revenues have been earned and recorded.

#### Current Monthly Activity

During the month of March, the Village earned and recorded \$17.83 in revenues related to monthly interest.

#### Year - to - Date Activity

As of March 31, 2020, the Village should expect that between 65% and 83% of revenues have been earned and recorded as 10 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 March 31, 2020, 40% of budgeted appropriations have been spent or encumbered.

#### Current Monthly Activity

During the month of March, the Village paid \$2,906.25 in contractual costs to the MRB group related to the ongoing Sanitary Sewer Analysis.

#### Year - to - Date Activity

Through March 31, 2020, the Village has spent \$96,782.94. 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 \$62,133.27 encumbered through the contract with MRB Group for Sanitary Sewer Analysis project and Kenyon Pipeline Inspection, LLC for the Sanitary Sewer Lining Project.

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

**SEWER FUND**  
**Balance Sheet**

	MAR 31, 2020	FEB 29, 2020	\$\$ VARIANCE
<b>ASSETS:</b>			
CASH	267,424.16	270,312.58	(2,888.42)
TAXES REXCEIVABLE	1,980.00	1,980.00	-
DUE FROM STATE & FED	27,419.56	27,419.56	-
DUE FROM PERINTON	-	-	-
<b>Total Assets</b>	<u>296,823.72</u>	<u>299,712.14</u>	<u>(2,888.42)</u>
<b>LIABILITIES:</b>			
DUE TO OTHER FUNDS	-	-	-
ACCOUNTS PAYABLE	-	-	-
<b>Total Liabilities</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>FUND BALANCE:</b>			
ASSIGNED	<u>296,823.72</u>	<u>299,712.14</u>	<u>(2,888.42)</u>
<b>Total Fund Balance</b>	<u>296,823.72</u>	<u>299,712.14</u>	<u>(2,888.42)</u>
<b>Total Liabilities &amp; Fund Balance</b>	<u>296,823.72</u>	<u>299,712.14</u>	<u>(2,888.42)</u>

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

**SEWER FUND**  
**TOTAL REVENUES & EXPENDITURES**

	MONTH TO DATE	ORIGINAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	ENCUM	YEAR TO DATE	BUDGET VARIANCE OVER (UNDER)	% OF BUDGET COLLECTED
REVENUES:								
SEWER RENT	-	240,680.00	-	240,680.00	-	237,160.00	(3,520.00)	98.54%
INTEREST	17.83	-	-	-	-	363.98	363.98	
INTERGOVERNMENTAL	-	34,205.00	-	34,205.00	-	-	(34,205.00)	0.00%
FEDERAL AID - CDBG	-	-	-	-	-	27,419.56	27,419.56	
TRANSFER IN	-	-	-	-	-	110.00	110.00	
<b>Total Revenues</b>	<b>17.83</b>	<b>274,885.00</b>	<b>-</b>	<b>274,885.00</b>	<b>-</b>	<b>265,053.54</b>	<b>(9,831.46)</b>	<b>96%</b>
EXPENDITURES:								
EQUIPMENT	-	7,500.00	1,410.00	8,910.00	-	1,410.00	7,500.00	16%
CONTRACTUAL	2,906.25	73,554.00	153,720.00	227,274.00	62,133.27	94,872.94	70,267.79	69%
MAINTENANCE	-	10,300.00	-	10,300.00	-	500.00	9,800.00	5%
TRANSFER OUT	-	153,776.00	-	153,776.00	-	-	153,776.00	0%
<b>Total Expenditures</b>	<b>2,906.25</b>	<b>245,130.00</b>	<b>155,130.00</b>	<b>400,260.00</b>	<b>62,133.27</b>	<b>96,782.94</b>	<b>241,343.79</b>	<b>40%</b>



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

**SEWER FUND**

**CHANGE IN FUND BALANCE**

	3/1/2020 - 3/31/2020 MONTH - TO - DATE	6/1/2019 - 3/31/2020 YEAR - TO - DATE
FUND BALANCE - beginning, restated	299,712.14	128,553.12
REVENUES	17.83	265,053.54
EXPENDITURES	(2,906.25)	(96,782.94)
FUND BALANCE - ending	296,823.72	296,823.72

## DEBT SERVICE FUND ANALYSIS

### MARCH 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 March 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.

VILLAGE OF  
**FAIRPORT**  
*on the Eric Canal*

**DEBT SERVICE FUND**  
**BALANCE SHEET**

	MAR 31, 2020	JAN 31, 2020	\$\$ VARIANCE
<b>TOTAL ASSETS:</b>			
<b>ASSETS</b>			
CASH	\$ -	\$ -	\$ -
<b>Total Assets</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>			
<b>FUND BALANCE:</b>			
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**

	3/1/2020 - 3/31/2020 MONTH - TO - DATE	6/1/2019 - 3/31/2020 YEAR - TO - DATE
<b>REVENUES:</b>		
INTEREST	\$ -	\$ 4.28
SERIAL BONDS	-	39,534.38
TRANSFER IN	-	96,252.05
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ 135,790.71</b>
<b>EXPENDITURES:</b>		
PRINCIPAL	-	107,500.00
INTEREST	-	28,290.71
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 135,790.71</b>

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

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

	3/1/2020 - 3/31/2020 MONTH - TO - DATE	6/1/2019 - 3/31/2020 YEAR - TO - DATE
FUND BALANCE - beginning	\$ -	\$ -
REVENUES	-	135,790.71
EXPENDITURES	-	(135,790.71)
FUND BALANCE - ending	\$ -	\$ -

# BANK RECONCILIATIONS

## MARCH 2020

### BANK RECONCILIATIONS

Bank Reconciliations were performed by the Deputy Clerk and reviewed by the Clerk – Treasurer for the month ending March 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	104,372.36	(540.09)		103,831.27	207,663.54
5420	1,879,983.42	-	3.00	(107,655.88)	1,772,330.54
5705	7,036.07	-	-	127.69	7,163.76
0547	16,611.45	-	-	3,696.92	20,308.37
5439	49,236.37	-	-	-	49,236.37
5005	27,088.74	-	-	-	27,088.74
2199	125,131.41	-	-	-	125,131.41
NYCLASS	3,869,702.77	-	-	-	3,869,702.77
	6,079,162.59	(540.09)	3.00	-	\$ 6,078,625.50

### RECORDED IN GENERAL LEDGER BY FUND:

GENERAL FUND	3,589,651.93
CAPITAL RESERVES FUND	2,009,743.77
CAPITAL PROJECTS	49,236.37
SEWER	267,424.16
PERMANENT	24,953.52
TRUST & AGENCY	12,786.84
PERMANENT - MOUNT PLEASANT	125,131.41
DEBT SERVICE	-
Total Funds	\$ 6,078,928.00
DIFFERENCE	302.50
LESS: Petty Cash	(302.50)
DIFFERENCE	-