



VILLAGE OF FAIRPORT, NY

FINANCIAL REPORT

NOVEMBER 2020

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

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Megan C. Anderson, CPA
Clerk-Treasurer



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

December 14, 2020

To the Board of Trustees,

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

This report includes an analysis of the General Fund, Capital Projects Fund, Reserves Fund, Sewer Fund, and Debt Service Fund through November 30, 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 November Bank Reconciliation.

Sincerely,

A handwritten signature in dark ink, appearing to read "Megan C. Anderson".

Megan C. Anderson, CPA
Clerk-Treasurer

GENERAL FUND ANALYSIS

NOVEMBER 2020

BALANCE SHEET

The General Fund ended the month with a fund balance of **\$4,047,954.70** of which \$3,318,714.37 is unassigned. The majority of fund balance is equal to cash in the bank of \$3,876,116.93. The remainder of the fund balance is related to \$17,518.85 in unpaid tax bills, \$36,144.72 in invoices billed but not yet received in cash, an amount of \$87,066.17 owed from the Capital Projects Fund upon receipt of grant funding, a prepayment of the Workers Compensation Contract bill of \$122,876.25, offset by an amount owed to NYS Retirement system.

REVENUES

Through November 30, 2020, 58% of budgeted revenues have been earned and recorded compared to 51% through the prior month.

Current Monthly Activity

During the month of November, the Village earned and recorded \$489,875.73 in revenues. Significant revenues earned in November were as follows:

- The Village received \$446,997.37 in Sales Tax for the period July 1, 2020 through September 30, 2020. This was a slight decrease over the prior year of \$1,004.07.
- The Village received its monthly rental income of \$37,860.78 mainly related to the Cell Tower lease agreements.

Year – to - Date Activity

As of November 30, 2020, the Village should expect that between 42% and 50% of revenues have been earned and recorded as 6 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.
- Interest and penalties are at 127.58% noting such fees are due in July after the first tax payment deadline.
- Sales tax is at 37.37% noting the Village has only received the funds through September 30, 2020. October 1, 2020 through December 31, 2020 will be received on February 15, 2020.
- Fire Protection is at 0% as this is an annual amount received from the Town in March each year.
- Interest and earnings are only at 3.34% due to low interest rates.
- Interfund revenues is at 0% because the Village bills FMC for reimbursement of time on December 31 and May 31 of each year.
- Transfers in is at 0% because the Village transfers reimbursement from the Sewer Fund for personnel costs on May 31 of each year for the entire fiscal year.

GENERAL FUND ANALYSIS (Continued)

NOVEMBER 2020

EXPENDITURES

Through November 30, 2020 48% of budgeted appropriations have been spent or encumbered compared to 31% through the prior month.

Current Monthly Activity

During the month of November, the Village incurred and recorded \$1,219,846.97 in expenditures. Significant expenditures incurred in November were as follows:

- The Village recorded payroll expenses in the amount of \$109,169.70 for pay period ending November 7, 2020, check date November 12, 2020.
- The Village recorded payroll expenses in the amount of \$154,955.78 for pay period ending November 21, 2020 check date November 25, 2020. This payroll cycle was significantly higher than other pay periods noting this included the contractual Holiday Pay and Education Pay to Police officers in the amounts of \$43,522.08 and \$3,000.00, respectively.
- The Village recorded its quarterly transfers to the General Capital Reserve, Fire Rolling Stock Reserve, and Fire Equipment Reserve in the amounts of \$90,000.00, \$44,677.75, and \$17,500.00, respectively.
- The Village recorded its one-time transfer of \$583,000 to the General Capital Reserve from unassigned fund balance to ensure the 5/31/2020 unassigned fund balance was in accordance with the fund balance policy.
- The Village transferred \$92,414.75 to finance the November Debt Service payment made.
- The Village prepaid the December health insurance bills in the amount of \$40,802.48.

Year – to - Date Activity

As of November 30, 2020, the Village should expect that between 42% and 50% of expenditures have been incurred and recorded as 6 of the 12 months of the fiscal year have passed. Significant variations from this expectation are noted below:

- DPW Facility is only at 16% noting the majority of this account includes contractual repairs that have not occurred in the fiscal year to date.
- Information Technology costs are only at 22% as certain equipment purchases have not yet occurred. Monthly contractual amounts are on track through 11/30/2020.
- Insurance costs are already at 100% spent. The Village is billed for the annual service at the beginning of the fiscal year.
- Street Maintenance is only at 24% as the significant Slurry Seal project did not occur this past summer. Such costs will either be incurred in Spring 2021 or pushed to the next fiscal year.
- Snow Removal is at 0% as this is a seasonal account. There have been no costs to date, as the beginning of the season has been mild.
- Publicity and economic Development are already at 90% and 100% spent noting contract have been paid in full.
- Special Rec Dock, Shade Trees and Other Home & Comm Serv expenditures are already at 87%, 76% and 94%, respectively which is reasonable noting these to be seasonal accounts.
- Storm Sewer Drainage is already at 83% spent. This is reasonable noting the majority of the planned repairs and purchases included in the adopted budget were scheduled and completed early in the year.
- NYS retirement is at 0% as the Village is billed in December of each year. Such payment was made on 12/4/2020.
- Transfer out already has a planned budget overage due to the one-time transfer of \$583,000 to General Capital Reserve to comply with the unassigned fund balance policy as of 5/31/2020.



VILLAGE OF FAIRPORT

GENERAL FUND

Balance Sheet

| | NOVEMBER 30, 2020 | OCTOBER 31, 2020 | \$\$ VARIANCE |
|---|---------------------|---------------------|---------------------|
| ASSETS: | | | |
| Cash - Flexible Spending | 9,155.00 | 9,303.28 | (148.28) |
| Cash - Savings Account | 2,582,757.87 | 2,710,116.03 | (127,358.16) |
| Investments - NYCLASS | 1,014,579.82 | 1,597,496.03 | (582,916.21) |
| Cash - Accounts Payable | 4,846.73 | 5,896.41 | (1,049.68) |
| Cash - Petty | 125.00 | 125.00 | - |
| Cash - Departmental | 177.50 | 177.50 | - |
| Restricted Cash - Insurance Reserve | 29,921.17 | 29,918.74 | 2.43 |
| Restricted Cash - Workers Compensation | 211,304.51 | 211,287.10 | 17.41 |
| Restricted Cash - Asset Forfeiture | 23,249.33 | 23,248.74 | 0.59 |
| Taxes Receivable - Current | 17,518.85 | 17,518.85 | - |
| Accounts Receivable | 36,144.72 | 34,353.15 | 1,791.57 |
| Due from other funds | 87,066.17 | 109,182.04 | (22,115.87) |
| Due from Federal & State | - | - | - |
| Due from other governments | - | - | - |
| Prepaid Expense | 122,876.25 | 122,876.25 | - |
| Total Assets | 4,139,722.92 | 4,871,499.12 | (731,776.20) |
| LIABILITIES: | | | |
| Accounts Payable | 4,845.73 | 5,895.41 | (1,049.68) |
| Accrued Liabilities | - | - | - |
| Deposits for Flexible Spending | 9,115.00 | 9,263.28 | (148.28) |
| Due to other funds | (7.19) | (7.19) | - |
| Due to NYS Retirement Systems | 71,208.18 | 71,208.18 | - |
| Overpayments and clearing | 6,606.50 | 7,213.50 | (607.00) |
| Total Liabilities | 91,768.22 | 93,573.18 | (1,804.96) |
| FUND BALANCE: | | | |
| Non-Spendable | 122,876.25 | 122,876.25 | - |
| Assigned for Encumbrances | 104,889.07 | 104,889.07 | - |
| Appropriated for 2020-2021 Budget | 237,000.00 | 237,000.00 | - |
| Restricted: | | | |
| Insurance | 29,921.17 | 29,918.74 | 2.43 |
| Workers Compensation | 211,304.51 | 211,287.10 | 17.41 |
| Asset Forfeiture | 23,249.33 | 23,248.74 | 0.59 |
| Unassigned | 3,318,714.37 | 4,048,706.04 | (729,991.67) |
| Total Fund Balance | 4,047,954.70 | 4,777,925.94 | (729,971.24) |
| Total Liabilities & Fund Balance | 4,139,722.92 | 4,871,499.12 | (731,776.20) |



VILLAGE OF FAIRPORT

GENERAL FUND

TOTAL REVENUES

| | MONTH TO DATE | ORIGINAL BUDGET | BUDGET ADJUSTMENTS | ADJUSTED BUDGET | YEAR TO DATE | BUDGET VARIANCE OVER (UNDER) | % OF BUDGET RECORDED |
|---|---------------------|---------------------|-----------------------|---------------------|---------------------|------------------------------------|----------------------------|
| Real Property Taxes | - | 3,116,881.00 | - | 3,116,881.00 | 3,123,918.29 | 7,037.29 | 100.23% |
| Special Assessments | - | - | - | - | - | - | #DIV/0! |
| PILOTS | - | 140,324.00 | - | 140,324.00 | 61,949.99 | (78,374.01) | 44.15% |
| Interest & Penalties | - | 7,500.00 | - | 7,500.00 | 9,568.57 | 2,068.57 | 127.58% |
| Sales Tax | 446,997.37 | 1,502,966.00 | - | 1,502,966.00 | 561,586.97 | (941,379.03) | 37.37% |
| Utilities Gross Receipts | 167.91 | 25,000.00 | - | 25,000.00 | 5,804.72 | (19,195.28) | 23.22% |
| Franchise Fees | - | 60,000.00 | - | 60,000.00 | 31,288.91 | (28,711.09) | 52.15% |
| Departmental Income - General Gov | 242.00 | 4,500.00 | - | 4,500.00 | 1,784.75 | (2,715.25) | 39.66% |
| Departmental Income - Public Safety | - | 14,100.00 | - | 14,100.00 | 1,692.25 | (12,407.75) | 12.00% |
| Departmental Income - Transportation | - | 1,550.00 | - | 1,550.00 | - | (1,550.00) | 0.00% |
| Departmental Income - Culture & Rec | 137.50 | 39,470.00 | - | 39,470.00 | 21,574.08 | (17,895.92) | 54.66% |
| Departmental Income - Home & Comm | 2,160.00 | 86,805.00 | - | 86,805.00 | 31,871.50 | (54,933.50) | 36.72% |
| Fire Protection | - | 810,849.00 | - | 810,849.00 | - | (810,849.00) | 0.00% |
| Intergovernmental Charges - Home & Comm | - | 3,915.00 | - | 3,915.00 | - | (3,915.00) | 0.00% |
| Interest & Earnings | 104.22 | 40,000.00 | - | 40,000.00 | 1,337.70 | (38,662.30) | 3.34% |
| Rental of Real Property | 37,860.78 | 182,751.00 | - | 182,751.00 | 87,630.71 | (95,120.29) | 47.95% |
| Licenses & Permits | 427.60 | 37,600.00 | - | 37,600.00 | 11,851.70 | (25,748.30) | 31.52% |
| Fines & Forfeitures | 831.75 | 31,500.00 | - | 31,500.00 | 4,044.75 | (27,455.25) | 12.84% |
| Sale of Property | 296.60 | - | - | - | 1,749.40 | 1,749.40 | #DIV/0! |
| Misc | 650.00 | 240,535.00 | - | 240,535.00 | 2,214.80 | (238,320.20) | 0.92% |
| Interfund Revenues | - | 116,455.00 | - | 116,455.00 | - | (116,455.00) | 0.00% |
| Mortgage Tax | - | 50,000.00 | - | 50,000.00 | 31,220.77 | (18,779.23) | 62.44% |
| State Aid - Public Safety | - | 4,000.00 | - | 4,000.00 | 487.39 | (3,512.61) | 12.18% |
| Transfer - In | - | 155,193.00 | - | 155,193.00 | - | (155,193.00) | 0.00% |
| Appropriated Fund Balance | - | 237,000.00 | - | 237,000.00 | - | - | - |
| Total Revenues | 489,875.73 | 6,908,894.00 | - | 6,908,894.00 | 3,991,580.25 | (2,680,313.75) | 58% |



VILLAGE OF FAIRPORT

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 | 10,604.87 | 77,052.00 | 43,048.00 | 120,100.00 | 47,554.20 | 25,945.00 | 46,600.80 | 61% |
| VILLAGE JUSTICE | 4,463.90 | 67,935.00 | - | 67,935.00 | 25,723.53 | - | 42,211.47 | 38% |
| MAYOR | 1,217.08 | 17,422.00 | - | 17,422.00 | 8,653.15 | - | 8,768.85 | 50% |
| MANAGER | 11,274.70 | 137,395.00 | - | 137,395.00 | 63,281.76 | - | 74,113.24 | 46% |
| TREASURER | 12,361.03 | 244,950.00 | (8,669.00) | 236,281.00 | 104,889.62 | - | 131,391.38 | 44% |
| RECORD ARCHIVE | 22.00 | 1,270.00 | - | 1,270.00 | 22.00 | - | 1,248.00 | 2% |
| VILLAGE ATTORNEY | 1,217.25 | 29,000.00 | - | 29,000.00 | 6,736.00 | - | 22,264.00 | 23% |
| PERSONNEL | 101.84 | 13,235.00 | - | 13,235.00 | 5,965.35 | - | 7,269.65 | 45% |
| ENGINEER | - | 2,500.00 | - | 2,500.00 | - | - | 2,500.00 | 0% |
| VILLAGE HALL | 529.95 | 20,497.00 | - | 20,497.00 | 9,241.43 | - | 11,255.57 | 45% |
| CENTRAL GARAGE | 10,663.19 | 143,447.00 | - | 143,447.00 | 68,823.02 | - | 74,623.98 | 48% |
| DPW FACILITY | 1,284.33 | 30,640.00 | - | 30,640.00 | 4,958.89 | - | 25,681.11 | 16% |
| CENTRAL COMMUNICATIONS | - | - | - | - | - | - | - | #DIV/0! |
| INFORMATION TECHNOLOGY | 8,011.26 | 132,198.00 | 8,669.00 | 140,867.00 | 31,660.32 | - | 109,206.68 | 22% |
| UNALLOCATED INSURANCE | 608.00 | 70,000.00 | - | 70,000.00 | 74,498.46 | - | (4,498.46) | 106% |
| MUNICIPAL ASSN DUES | - | 3,650.00 | - | 3,650.00 | 3,545.00 | - | 105.00 | 97% |
| TAXES & ASSESS | - | 3,600.00 | - | 3,600.00 | - | - | 3,600.00 | 0% |
| MISC | - | 400.00 | - | 400.00 | - | - | 400.00 | 0% |
| CONTINGENT ACCOUNT | - | 40,000.00 | - | 40,000.00 | - | - | 40,000.00 | 0% |
| POLICE | 134,088.90 | 1,215,944.00 | - | 1,215,944.00 | 597,200.16 | - | 618,743.84 | 49% |
| ASSET FORFEITURE | - | - | - | - | 2,385.00 | - | (2,385.00) | #DIV/0! |
| FIRE | 20,883.45 | 222,777.00 | - | 222,777.00 | 84,936.40 | 12,000.00 | 125,840.60 | 44% |
| FIRE FACILITY TRAINING | - | 15,000.00 | - | 15,000.00 | - | - | 15,000.00 | 0% |
| CONTROL OF ANIMALS | - | - | - | - | - | - | - | #DIV/0! |
| SAFETY INSPECTION | 8,072.04 | 123,791.00 | - | 123,791.00 | 53,619.02 | - | 70,171.98 | 43% |
| DPW ADMINISTRATION | 62,167.53 | 877,403.00 | - | 877,403.00 | 408,907.27 | - | 468,495.73 | 47% |
| STREETS MAINT. & CLEAN. | 698.75 | 98,700.00 | - | 98,700.00 | 23,621.51 | - | 75,078.49 | 24% |
| SNOW REMOVAL | - | 95,153.00 | - | 95,153.00 | - | - | 95,153.00 | 0% |
| STREET LIGHTING | 15,184.50 | 193,500.00 | - | 193,500.00 | 71,055.06 | - | 122,444.94 | 37% |
| SIDEWALKS | - | 500.00 | - | 500.00 | - | - | 500.00 | 0% |
| OFF STREET PARKING | 54.56 | 3,600.00 | - | 3,600.00 | 136.40 | - | 3,463.60 | 4% |
| PUBLICITY | 1,069.21 | 9,600.00 | - | 9,600.00 | 8,604.66 | - | 995.34 | 90% |
| PROGRAMS FOR AGING | - | - | - | - | - | - | - | #DIV/0! |
| ECONOMIC DEVELOPMENT | - | 8,250.00 | - | 8,250.00 | 3,666.66 | 8,250.00 | (3,666.66) | 144% |

| | | | | | | | | |
|-----------------------------|---------------------|---------------------|-------------------|---------------------|---------------------|------------------|---------------------|------------|
| PARKS | 54.10 | 15,000.00 | 8,967.00 | 23,967.00 | 9,730.32 | - | 14,236.68 | 41% |
| POTTER | 19.36 | - | - | - | 2,827.86 | - | (2,827.86) | #DIV/0! |
| SPECIAL REC DOCK FACILITIES | 720.17 | 24,266.00 | 21,307.44 | 45,573.44 | 18,366.05 | 21,307.44 | 5,899.95 | 87% |
| MUSEUM | - | 700.00 | - | 700.00 | - | - | 700.00 | 0% |
| CELEBRATIONS | - | 3,568.00 | - | 3,568.00 | - | - | 3,568.00 | 0% |
| ZBA | 1,811.68 | 44,727.00 | - | 44,727.00 | 12,825.37 | - | 31,901.63 | 29% |
| PLANNING BOARD | 2,716.68 | 64,827.00 | - | 64,827.00 | 17,488.68 | - | 47,338.32 | 27% |
| HPC | 580.20 | 17,092.00 | - | 17,092.00 | 5,025.55 | - | 12,066.45 | 29% |
| SANITARY SEWER | 1,902.25 | 33,114.00 | - | 33,114.00 | 13,681.55 | - | 19,432.45 | 41% |
| REFUSE COLLECTION | 15,766.67 | 133,417.00 | - | 133,417.00 | 79,464.99 | - | 53,952.01 | 60% |
| STREET CLEANING | - | 2,500.00 | - | 2,500.00 | 929.64 | - | 1,570.36 | 37% |
| COMM. BEAUTIFICATION | - | 2,850.00 | - | 2,850.00 | 499.01 | - | 2,350.99 | 18% |
| STORM SEWER DRAINAGE | 1,181.52 | 20,250.00 | 3,249.00 | 23,499.00 | 20,783.46 | - | 2,715.54 | 88% |
| SHADE TREES | 2,788.02 | 68,150.00 | 48,647.36 | 116,797.36 | 89,296.76 | - | 27,500.60 | 76% |
| OTHER HOME & COMM SERV | 923.08 | 7,051.00 | - | 7,051.00 | 6,598.78 | - | 452.22 | 94% |
| NYS RETIREMENT | - | 536,100.00 | - | 536,100.00 | - | - | 536,100.00 | 0% |
| EMPLOYEE BENEFITS | 59,212.40 | 1,072,780.00 | 169.71 | 1,072,949.71 | 398,288.97 | - | 674,660.74 | 37% |
| TRANSFER-OUT | 827,592.50 | 963,093.00 | (21,307.44) | 941,785.56 | 984,830.25 | - | (43,044.69) | 105% |
| Total Expenditures | <u>1,219,846.97</u> | <u>6,908,894.00</u> | <u>104,081.07</u> | <u>7,012,975.07</u> | <u>3,370,322.11</u> | <u>67,502.44</u> | <u>3,575,150.52</u> | 48% |



VILLAGE OF FAIRPORT

GENERAL FUND

Change in Fund Balance

| | 11/1/2020 - 11/30/2020 MONTH - TO - DATE | 6/1/2020 - 11/30/2020 YEAR - TO - DATE |
|-----------------------|---|---|
| FUND BALANCE | \$ 4,777,925.94 | \$ 3,426,696.56 |
| REVENUES | 489,875.73 | 3,991,580.25 |
| EXPENDITURES | (1,219,846.97) | (3,370,322.11) |
| FUND BALANCE - ending | \$ 4,047,954.70 | \$ 4,047,954.70 |

CAPITAL PROJECTS FUND ANALYSIS

NOVEMBER 2020

BALANCE SHEET

The Capital Projects Fund ended the month with a fund balance of \$(389,141.73). The negative fund balance is due to the fact that a significant project is financed through a short-term liability (BAN). On May 15, 2020, the Village received \$500,000 in short term financing all of which has been spent causing a fund deficit. Once the BAN is converted to a long-term bond, the Village will recognize revenue and the deficit will be eliminated.

CURRENT MONTH ACTIVITY

During the month of November, the Village incurred total capital costs of \$2,000 related to the installation of the Public Art for the Trainviewing Station. There were no other capital costs.

YEAR TO DATE ACTIVITY

Through November 30, 2020 the Village incurred total capital costs of \$771,802.74 as follows:

- \$3,220.18 spent on a new copier financed through General Capital Reserve Funds.
- \$40,767 spent on a new Police Vehicle financed through General Capital Reserve Funds.
- \$123,632.42 spent of Vehicles for the DPW financed through General Capital Reserve Funds.
- \$32,000 spent on the Trainviewing Station financed through General Capital Reserve Funds and a contribution from OCED.
- \$89,252.54 spent on Street Improvements financed through CHIPs funding and General Capital Reserve Funds.
- \$81,064.10 spent on Sidewalk Improvements on Parce Ave and Potter Place financed through CHIPs and General Capital Reserve Funds.
- \$400,065.63 spent on the Bicentennial Canal Gateway Project financed with the BAN (bond anticipation notes) proceeds, General Capital Reserve Funds and NYS Canal Corp Grant funding.
- \$1,800.87 of unspent bond proceeds were transferred to the Debt Service fund to finance future debt repayments.



VILLAGE OF FAIRPORT

CAPITAL PROJECTS FUND

BALANCE SHEET

| | NOVEMBER 30, 2020 | OCTOBER 31, 2020 | \$\$ VARIANCE |
|---|----------------------|----------------------|-----------------------|
| TOTAL ASSETS: | | | |
| ASSETS | | | |
| CHASE BANK | \$ 110,858.27 | \$ 134,974.14 | \$ (24,115.87) |
| ACCOUNTS RECEIVABLE | - | - | - |
| STATE & FEDERAL AID RECEIVABLE | 87,066.17 | 87,066.17 | - |
| DUE FROM OTHER FUNDS | - | - | - |
| Total Assets | \$ 197,924.44 | \$ 222,040.31 | \$ (24,115.87) |
| TOTAL LIABILITIES & FUND BALANCE | | | |
| LIABILITIES: | | | |
| ACCOUNTS PAYABLE | \$ - | - | - |
| BAN PAYABLE | 500,000.00 | 500,000.00 | |
| DUE TO OTHER FUNDS | 87,066.17 | \$ 109,182.04 | \$ (22,115.87) |
| Total Liabilities | 587,066.17 | 609,182.04 | (22,115.87) |
| FUND BALANCE: | | | |
| Unassigned | (389,141.73) | (387,141.73) | (2,000.00) |
| Total Fund Balance | (389,141.73) | (387,141.73) | (2,000.00) |
| Total Liabilities & Fund Balance | \$ 197,924.44 | \$ 222,040.31 | \$ (24,115.87) |



VILLAGE OF FAIRPORT

CAPITAL PROJECTS FUND

TOTAL REVENUES & EXPENDITURES

| | 11/1/2020 - 11/30/2020 MONTH - TO - DATE | 6/1/2020- 11/30/2020 YEAR - TO - DATE |
|------------------------------------|---|--|
| REVENUES: | | |
| INTEREST | \$ - | \$ - |
| OTHER LOCAL GOVERNMENTS | - | 10,000.00 |
| STATE AID - RECORDS MANAGEMENT | - | - |
| STATE AID - CHIPS | - | 87,066.17 |
| STATE AID - HIGHWAY | - | - |
| STATE AID - CULTURE & RECREATION | - | 150,000.00 |
| FEDERAL AID - DOT | - | - |
| FEDERAL AID - CDBG | - | - |
| SERIAL BONDS | - | - |
| TRANSFER IN | - | 308,767.56 |
| | <hr/> | <hr/> |
| Total Revenues | \$ - | \$ 555,833.73 |
| EXPENDITURES: | | |
| VILLAGE HALL EQUIPMENT | \$ - | \$ 3,220.18 |
| CLOCKTOWER | - | - |
| POLICE EQUIPMENT | - | 40,767.00 |
| FIRE EQUIPMENT | - | - |
| FIRE IT INTEGRATION & NETWORKING | - | - |
| FIRE ROOF IMPROVEMENTS | - | - |
| DPW EQUIPMENT | - | 123,632.42 |
| TRAINVIEWING STATION | 2,000.00 | 32,000.00 |
| STREETS MAINT. & CLEAN.EQUIPMENT | - | 89,252.54 |
| STREETSCAPE | - | - |
| SIDEWALKS | - | 81,064.10 |
| BICENTENNIAL CANAL GATEWAY PROJECT | - | 400,065.63 |
| STORM SEWER DRAINAGE EQUIPMENT | - | - |
| TRANSFER TO GENERAL FUND | - | - |
| TRANSFER TO DEBT SERVICE | - | 1,800.87 |
| | <hr/> | <hr/> |
| Total Expenditures | \$ 2,000.00 | \$ 771,802.74 |



VILLAGE OF FAIRPORT

CAPITAL PROJECTS FUND

Change in Fund Balance

| | 11/1/2020 - 11/30/2020 MONTH - TO - DATE | 6/1/2020- 11/30/2020 YEAR - TO - DATE |
|--------------------------|---|--|
| FUND BALANCE - beginning | \$ (387,141.73) | \$ (173,172.72) |
| REVENUES | - | 555,833.73 |
| EXPENDITURES | (2,000.00) | (771,802.74) |
| FUND BALANCE - ending | \$ (389,141.73) | \$ (389,141.73) |

CAPITAL RESERVES FUND ANALYSIS

NOVEMBER 2020

BALANCE SHEET

The Capital Reserves Fund ended the month with a fund balance of \$2,586,494.88. The majority of the balance is equal to the cash in the bank allocated to the three reserves as follows: (1) \$1,738,070.43 in General Capital, (2) \$139,865.12 in Fire Equipment, and (3) \$708,351.00 in Fire Rolling Stock.

CURRENT MONTH ACTIVITY

During the month of November, the Village did not utilize any reserve funds for ongoing Capital Projects.

During the month of November, the following revenues were recorded:

- Interest income in the amount of \$188.37 was applied to the reserves, allocated based on account balances and
- The monthly donation of \$208.33 from the Colonial Belle was invested in the General Capital reserve to finance future dock repairs.
- The quarterly transfers into the reserve were made as follows: (1) \$90,000 to General Capital Reserve, (2) \$17,500 to Fire Equipment Reserve, and (3) \$44,677.75 to Fire Rolling Stock Reserve.
- Proceeds from the sale of a Police Car in the amount of \$6,960 were reinvested into the General Capital Reserve
- The Board approved one-time transfer to the General Capital Reserve was processed in the amount of \$583,000.

YEAR TO DATE ACTIVITY

Through November 30, 2020 the Village has utilized \$308,767.56 in capital reserve money to fund ongoing projects.

A YTD reconciliation of each reserve fund along with the Capital Projects can be found on pages 17-19.



VILLAGE OF FAIRPORT

CAPITAL RESERVES FUND

BALANCE SHEET

| | NOVEMBER 30, 2020 | OCTOBER 31, 2020 | \$\$ VARIANCE |
|---|------------------------|------------------------|----------------------|
| TOTAL ASSETS: | | | |
| ASSETS | | | |
| CASH RESERVE - Capital | \$ 1,738,070.43 | \$ 1,057,985.50 | \$ 680,084.93 |
| CASH RESERVE - Fire Rolling Stock | 708,351.00 | 663,619.99 | 44,731.01 |
| CASH RESERVE - Fire Equipment | 139,865.12 | 122,354.94 | 17,510.18 |
| ACCOUNTS RECEIVABLE - Capital | 208.33 | | |
| DUE FROM OTHER FUNDS - Capital | - | - | - |
| Total Assets | \$ 2,586,494.88 | \$ 1,843,960.43 | \$ 742,534.45 |
| TOTAL LIABILITIES & FUND BALANCE | | | |
| LIABILITIES: | | | |
| DUE TO OTHER FUNDS - Capital | \$ - | \$ - | \$ - |
| Total Liabilities | - | - | - |
| FUND BALANCE: | | | |
| RESTRICTED | | | |
| Capital Plan | 1,738,278.76 | 1,057,985.50 | 680,293.26 |
| Fire Rolling Stock | 708,351.00 | 663,619.99 | 44,731.01 |
| Fire Equipment | 139,865.12 | 122,354.94 | 17,510.18 |
| Total Fund Balance | 2,586,494.88 | 1,843,960.43 | 742,534.45 |
| Total Liabilities & Fund Balance | \$ 2,586,494.88 | \$ 1,843,960.43 | \$ 742,534.45 |



VILLAGE OF FAIRPORT

CAPITAL RESERVES FUND

TOTAL REVENUES & EXPENDITURES

| | 11/1/2020 - 11/30/2020 MONTH - TO - DATE | 6/1/2020 - 11/30/2020 YEAR - TO - DATE |
|---------------------------------------|---|---|
| REVENUES: | | |
| INTEREST - General Capital | \$ 124.93 | \$ 967.94 |
| INTEREST - Fire Rolling Stock | 53.26 | 472.36 |
| INTEREST - Fire Equipment | 10.18 | 80.42 |
| SALE OF PROPERTY - General Capital | 6,960.00 | 6,960.00 |
| SALE OF PROPERTY - Fire Rolling Stock | - | - |
| SALE OF PROPERTY - Fire Equipment | - | 6,135.00 |
| GIFTS & DONATIONS - General Capital | 208.33 | 1,041.65 |
| TRANSFER IN - General Capital | 673,000.00 | 763,000.00 |
| TRANSFER IN - Fire Rolling Stock | 44,677.75 | 89,355.50 |
| TRANSFER IN- Fire Equipment | 17,500.00 | 35,000.00 |
| | <hr/> | <hr/> |
| Total Revenues | \$ 742,534.45 | \$ 903,012.87 |
| EXPENDITURES: | | |
| TRANSFER OUT - General Capital | - | 308,767.56 |
| TRANSFER OUT - Fire Rolling Stock | - | - |
| TRANSFER OUT - Fire Equipment | - | - |
| | <hr/> | <hr/> |
| Total Expenditures | \$ - | \$ 308,767.56 |



VILLAGE OF FAIRPORT

CAPITAL RESERVES FUND

CHANGE IN FUND BALANCE

| | 11/1/2020 - 11/30/2020 MONTH - TO - DATE | 6/1/2020 - 11/30/2020 YEAR - TO - DATE |
|--------------------------|---|---|
| FUND BALANCE - beginning | \$ 1,843,960.43 | \$ 1,992,249.57 |
| REVENUES | 742,534.45 | 903,012.87 |
| EXPENDITURES | - | (308,767.56) |
| FUND BALANCE - ending | \$ 2,586,494.88 | \$ 2,586,494.88 |

VILLAGE OF FAIRPORT
THE CURRENT STATE OF THE CAPITAL FUND
For the Period 6/1/2020 - 5/31/2021

| | 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 |
| BALANCE ON JUNE 01, 2020 | \$ 1,275,076.73 | \$ - | \$ 319,052.27 | \$ - | \$ - | \$ - | \$ 319,052.27 |
| GRANT/OTHER FUNDING SOURCES/BOND | | | | | | | |
| CHIPs | | | 87,066.17 | | | | 87,066.17 |
| Street Resurfacing/Side Walk/Equipment | | | (87,066.17) | | | | (87,066.17) |
| CDBG | | | | | | | - |
| Monroe St Resurfacing | | | | | | | - |
| Other Funding Souces | | | | 10,000.00 | | | 10,000.00 |
| Train Viewing Platform | | | | (8,000.00) | | | (8,000.00) |
| BAN | | | | | | | - |
| BOND | | | | | | | |
| Canal Development Grant | | | 150,000.00 | | | | 150,000.00 |
| Bicentennial Canal Gateway Projects | | | (366,168.14) | | | | (366,168.14) |
| CAPITAL RESERVE TRANSACTIONS | | | | | | | |
| Fund Capital Reserve from Unrestricted | 763,000.00 | | | | | | |
| Transfer to H Fund from Cap Reserve | (308,767.56) | 40,767.00 | 117,147.96 | 24,000.00 | 123,632.42 | 3,220.18 | 308,767.56 |
| VILLAGE HALL EQUIPMENT | | | | | | (3,220.18) | (3,220.18) |
| CLOCKTOWER | | | | | | | - |
| POLICE EQUIPMENT | | (40,767.00) | | | | | (40,767.00) |
| DPW EQUIPMENT | | | | | (123,632.42) | | (123,632.42) |
| TRAINVIEWING STATION | | | | (24,000.00) | | | (24,000.00) |
| STREETS MAINT. & CLEAN.EQUIPMENT | | | (5,036.37) | | | | (5,036.37) |
| STREETSCAPE | | | | | | | - |
| SIDEWALKS | | | (78,214.10) | | | | (78,214.10) |
| BICENTENNIAL CANAL GATEWAY PROJECT | | | (33,897.49) | | | | (33,897.49) |
| STORM SEWER DRAINAGE EQUIPMENT | | | | | | | - |
| Additional Funding | | | | | | | - |
| Sale of Assets | 6,960.00 | | | | | | - |
| Dock Damage Proceeds from Colonial Belle | 1,041.65 | | | | | | - |
| Interest | 967.94 | | | | | | - |
| CURRENT BALANCES | \$ 1,738,278.76 | \$ - | \$ 102,884.13 | \$ 2,000.00 | \$ - | \$ - | \$ 104,884.13 |

VILLAGE OF FAIRPORT
THE CURRENT STATE OF THE CAPITAL FUND
For the Period 6/1/2020 - 5/31/2021

| | 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 | Roof Improvements | | FUND |
| BALANCE ON JUNE 01, 2020 | \$ 98,649.70 | \$ - | \$ 1,800.87 | \$ 5,974.14 | \$ - | \$ - | \$ 7,775.01 |
| GRANT/OTHER FUNDING SOURCES/BOND | | | | | | | |
| Transfer to Debt Service - Close out Bond | | | (1,800.87) | | | | (1,800.87) |
| CAPITAL RESERVE TRANSACTIONS | | | | | | | |
| Fund Capital Reserve from Unrestricted | 35,000.00 | | | | | | |
| Transfer to H Fund from Cap Reserve | - | - | - | - | - | - | - |
| FIRE IT INTEGRATION & NETWORKING | | | | | | | - |
| FIRE ROOF IMPROVEMENTS | | | | | | | - |
| Additional Funding | | | | | | | |
| Sale of Assets | 6,135.00 | | | | | | - |
| Interest | 80.42 | | | | | | - |
| Additional Appropriation | - | | | | | | - |
| CURRENT BALANCES | \$ 139,865.12 | \$ - | \$ - | \$ 5,974.14 | \$ - | \$ - | \$ 5,974.14 |

VILLAGE OF FAIRPORT
THE CURRENT STATE OF THE CAPITAL FUND
For the Period 6/1/2020 - 5/31/2021

| | FIRE ROLLING STOCK RESERVE BALANCE | CAPITAL FUND PROJECT Fire Truck | CAPITAL FUND PROJECT | CAPITAL FUND PROJECT | CAPITAL FUND PROJECT | CAPITAL FUND PROJECT | TOTAL CAPITAL FUND |
|--|---|---------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|--------------------------|
| BALANCE ON JUNE 01, 2020 | \$ 618,523.14 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| GRANT TRANSACTIONS | | | | | | | - |
| | | | | | | | - |
| | | | | | | | - |
| | | | | | | | - |
| | | | | | | | - |
| CAPITAL RESERVE TRANSACTIONS | | | | | | | |
| Fund Capital Reserve from Unrestricted | 89,355.50 | | | | | | |
| Transfer to H Fund from Cap Reserve | - | | | | | | - |
| FIRE EQUIPMENT | | | | | | | - |
| Additional Funding | | | | | | | |
| Sale of Assets | | | | | | | - |
| Interest | 472.36 | | | | | | - |
| Additional Appropriation | | | | | | | - |
| CURRENT BALANCES | \$ 708,351.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

SEWER FUND ANALYSIS

NOVEMBER 2020

BALANCE SHEET

The Sewer Fund ended the month with a fund balance of \$519,544.01. The Fund balance is equal to cash of \$489,849.45, \$2,275 in unpaid sewer rents, and \$27,419.56 owed from the Federal Government related to CDBG for the Maple Street Sanitary Sewer CIPP project.

REVENUES

Through November 30, 2020, 92% of budgeted revenues have been earned and recorded.

There was no revenue activity during the month of November.

EXPENDITURES

Through November 30, 2020, the Village has spent and encumbered 13% of the budget or \$32,569.43 spent and \$27,753.48 encumbered for ongoing contracts.

During the month of November, the Village paid \$3,555.00 on its existing contract to MRB group for the on-going Sanitary Sewer Phase I Analysis. Additionally, the Village paid \$10,476.82 for an emergency repair of a Sanitary Sewer leak on North Main Street.



VILLAGE OF FAIRPORT

SEWER FUND

BALANCE SHEET

| | NOVEMBER 30 2020 | OCTOBER 31, 2020 | \$\$ VARIANCE |
|----------------------------------|------------------|------------------|---------------|
| ASSETS: | | | |
| CASH | 489,849.45 | 501,327.12 | (11,477.67) |
| TAXES REXCEIVABLE | 2,275.00 | 2,275.00 | - |
| DUE FROM OTHER FUNDS | - | - | - |
| DUE FROM STATE & FED | 27,419.56 | 27,419.56 | - |
| DUE FROM PERINTON | - | - | - |
| Total Assets | 519,544.01 | 531,021.68 | (11,477.67) |
| LIABILITIES: | | | |
| DUE TO OTHER FUNDS | - | - | - |
| ACCOUNTS PAYABLE | - | - | - |
| Total Liabilities | - | - | - |
| FUND BALANCE: | | | |
| ASSIGNED | 519,544.01 | 531,021.68 | (11,477.67) |
| Total Fund Balance | 519,544.01 | 531,021.68 | (11,477.67) |
| Total Liabilities & Fund Balance | 519,544.01 | 531,021.68 | (11,477.67) |



VILLAGE OF FAIRPORT

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 | - | 377,300.00 | - | 377,300.00 | - | 378,525.00 | 1,225.00 | 100.32% |
| INTEREST | - | - | - | - | - | - | - | |
| INTERGOVERNMENTAL | - | 34,205.00 | - | 34,205.00 | - | - | (34,205.00) | 0.00% |
| FEDERAL AID - CDBG | - | - | - | - | - | - | - | |
| TRANSFER IN | - | - | - | - | - | - | - | |
| Total Revenues | - | 411,505.00 | - | 411,505.00 | - | 378,525.00 | (32,980.00) | 92% |
| EXPENDITURES: | | | | | | | | |
| EQUIPMENT | - | 11,000.00 | - | 11,000.00 | - | - | 11,000.00 | 0% |
| CONTRACTUAL | 11,477.67 | 236,090.00 | 37,975.83 | 274,065.83 | 27,753.48 | 32,569.43 | 213,742.92 | 22% |
| MAINTENANCE | - | 8,300.00 | - | 8,300.00 | - | - | 8,300.00 | 0% |
| TRANSFER OUT | - | 156,115.00 | - | 156,115.00 | - | - | 156,115.00 | 0% |
| Total Expenditures | 11,477.67 | 411,505.00 | 37,975.83 | 449,480.83 | 27,753.48 | 32,569.43 | 389,157.92 | 13% |



VILLAGE OF FAIRPORT

SEWER FUND

CHANGE IN FUND BALANCE

| | 11/1/2020 - 11/30/2020 MONTH - TO - DATE | 6/1/2020 - 11/30/2020 YEAR - TO - DATE |
|--------------------------|---|---|
| FUND BALANCE - beginning | 531,021.68 | 173,588.44 |
| REVENUES | - | 378,525.00 |
| EXPENDITURES | (11,477.67) | (32,569.43) |
| FUND BALANCE - ending | 519,544.01 | 519,544.01 |

DEBT SERVICE FUND ANALYSIS

NOVEMBER 2020

BALANCE SHEET

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

CURRENT MONTH ACTIVITY

During the month of November, the Village paid its scheduled principal payment of \$107,500.00 and its scheduled interest payment of \$25,687.50. Such payments were broken down as follows:

11-15-2020 PAYMENT

| | VILLAGE | |
|--|-------------------|------------------|
| | Principal | Interest |
| \$688,000 Public Improvement Bonds; 2011 | - | 5,456.25 |
| \$4,100,000 Pubic Improvement Bonds Refunding; 2011 | 107,500.00 | 3,334.37 |
| \$1,055,000 Public Improvement Bonds Refudning; 2016 | - | 7,550.00 |
| \$3,935,000 Public Improvement Bonds; 2011 | - | - |
| \$5,850,000 Public Improvement Bonds; 2018 | - | - |
| \$802,000 Public Improvement Bonds; 2019 | - | 9,346.88 |
| | <hr/> | <hr/> |
| Total Debt Service Payment | <u>107,500.00</u> | <u>25,687.50</u> |

The Village does not anticipate any activity until the schedule principal and interest payment in May 2021.



VILLAGE OF FAIRPORT

DEBT SERVICE FUND

BALANCE SHEET

| | NOVEMBER 30, 2020 | OCTOBER 31, 2020 | \$\$ VARIANCE |
|----------------------------------|-------------------|------------------|----------------|
| TOTAL ASSETS: | | | |
| ASSETS | | | |
| CASH | \$ - | \$ 40,772.75 | \$ (40,772.75) |
| Total Assets | \$ - | \$ 40,772.75 | \$ (40,772.75) |
| TOTAL LIABILITIES & FUND BALANCE | | | |
| FUND BALANCE: | | | |
| RESTRICTED | - | 40,772.75 | (40,772.75) |
| Total Fund Balance | - | 40,772.75 | (40,772.75) |
| Total Liabilities & Fund Balance | \$ - | \$ 40,772.75 | \$ (40,772.75) |



VILLAGE OF FAIRPORT

DEBT SERVICE FUND

TOTAL REVENUES & EXPENDITURES

| | 11/1/2020 - 11/30/2020 MONTH - TO - DATE | 6/1/2020 - 11/30/2020 YEAR - TO - DATE |
|--------------------|---|---|
| REVENUES: | | |
| INTEREST | \$ - | \$ - |
| SERIAL BONDS | - | 38,971.88 |
| TRANSFER IN | 92,414.75 | 94,215.62 |
| Total Revenues | \$ 92,414.75 | \$ 133,187.50 |
| EXPENDITURES: | | |
| PRINCIPAL | 107,500.00 | 107,500.00 |
| INTEREST | 25,687.50 | 25,687.50 |
| Total Expenditures | \$ 133,187.50 | \$ 133,187.50 |



VILLAGE OF FAIRPORT

DEBT SERVICE FUND CHANGE IN FUND BALANCE

| | 11/1/2020 - 11/30/2020 MONTH - TO - DATE | 6/1/2020 - 11/30/2020 YEAR - TO - DATE |
|--------------------------|---|---|
| FUND BALANCE - beginning | \$ 40,772.75 | \$ - |
| REVENUES | 92,414.75 | 133,187.50 |
| EXPENDITURES | <u>(133,187.50)</u> | <u>(133,187.50)</u> |
| FUND BALANCE - ending | <u>\$ -</u> | <u>\$ -</u> |

BANK RECONCILIATIONS

NOVEMBER 2020

BANK RECONCILIATIONS

Bank Reconciliations were performed by the Clerk – Treasurer for the month ending November 30, 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 | 1.00 | (1.00) | - | - | - |
| 8372 | 47,635.52 | (42,788.79) | | | 4,846.73 |
| 5420 | 3,073,390.86 | - | - | - | 3,073,390.86 |
| 5705 | 9,169.00 | (14.00) | | | 9,155.00 |
| 0547 | 11,614.17 | | | | 11,614.17 |
| 5439 | 110,858.27 | | | | 110,858.27 |
| 5005 | 23,249.33 | | | | 23,249.33 |
| 2199 | 118,208.25 | | | | 118,208.25 |
| NYCLASS | 3,866,349.93 | | | | 3,866,349.93 |
| | <u>7,260,476.33</u> | <u>(42,803.79)</u> | <u>-</u> | <u>-</u> | <u>\$ 7,217,672.54</u> |

RECORDED IN GENERAL LEDGER BY FUND:

| | |
|----------------------------|------------------------|
| GENERAL FUND | 3,876,116.93 |
| CAPITAL RESERVES FUND | 2,586,286.55 |
| CAPITAL PROJECTS | 110,858.27 |
| SEWER | 489,849.45 |
| PERMANENT | 25,041.42 |
| TRUST & AGENCY | 11,614.17 |
| PERMANENT - MOUNT PLEASANT | 118,208.25 |
| DEBT SERVICE | - |
| Total Funds | <u>\$ 7,217,975.04</u> |
| DIFFERENCE | 302.50 |
| LESS: Petty Cash | <u>(302.50)</u> |
| DIFFERENCE | <u>-</u> |