

## Summary of Bills for 9/18/2019

Vendor	Description	Amount
<b>Pending approval</b>		
City of Canandaigua	August Fuel usage	\$210.86
Diana Thorn	Mileage reimbursement	\$49.76 Res #20190821-09
Wegman's Food Markets	ESC course refreshments	\$112.90
Verizon	Employee cell phones	\$122.10
First Light	New employees added to phone sys	\$67.50
NYACD	Megan reg for Oct 23rd w/ lunch	\$150.00
<b>MS4</b>		
BME	Various services	\$2,082.50 OWSC approved
Macedon Lumberjack Festival	Display table	\$20.00 OWSC approved
4imprint	Reusable bags	\$1,395.19 OWSC approved
OCSWCD	Hourly reimbursement AR DT	\$1,323.00 OWSC approved
<b>WI</b>		
City of Canandaigua	Fuel for WI vehicle	\$75.05
Verizon	WI cell phone	\$29.54
<b>HLWTF</b>		
Benefactor Funding Corp	Life Science Lab water testing	\$323.00 HLWTF Approved
Benefactor Funding Corp	Life Science Lab water testing	\$323.00 HLWTF Approved
<b>Post Audit/Pre Approved</b>		
The Hartford	Disability Ins	\$49.20 Pre-approved
Excellus BC/BS	Employee Med / Den benefit	\$2,292.16 Pre-approved Employer contrib
Chemung Canal Trust	Credit Card bill	\$686.15 Purch approved in Aug
Reedland Farms	CAFO grant reimbursement	\$14,682.22 Res #20190821-06
Zimmerman Construction	CAFO grant reimbursement	\$56,191.03 Res #20190821-06
Weiss Engineering, PLLC	CAFO grant reimbursement	\$7,560.00 Res #20190821-06
Tyler Ohle	HSA pro-rated contribution per policy	\$1,000.00 Emp Handbook policy
NYS Cons Dist Employee's Assoc	ESC course applic fee	\$150.00 Res #20190821-09
NYS Cons Dist Employee's Assoc	Con skills trng reg MW, TK, KL, AR	\$120.00 Res #20190821-09
NYS Cons Dist Employee's Assoc	Con Skills Trng reg - TO	\$30.00 Res #20190821-09
NACD	Annual Dues	\$775.00 Rec #20190821-10
	Total	\$89,820.16
	PR #18 & #19	\$33,065.01
	<b>Total</b>	<b>\$122,885.17</b>

Type	Date	Num	Name	Memo	Class	Amount
<b>Expense</b>						
<b>8730.1Personal Services</b>						
<b>.12 · Sec/Treasurer-Diana Thorn</b>						
General Journal	08/30/2019	JE # 1887		PR #18	OCSWCD:T...	1,538.46
General Journal	09/13/2019	JE # 1896		PR #19	OCSWCD:T...	1,538.46
Total .12 · Sec/Treasurer-Diana Thorn						3,076.92
<b>.13 · District Manager-Megan Webster</b>						
General Journal	08/30/2019	JE # 1887		PR #18	OCSWCD:...	2,294.23
General Journal	09/13/2019	JE # 1896		PR #19	OCSWCD:...	2,294.23
Total .13 · District Manager-Megan Webster						4,588.46
<b>.14 · Cons Dist Tech-Tad Gerace</b>						
General Journal	08/30/2019	JE # 1887		PR #18	OCSWCD:...	1,811.54
General Journal	09/13/2019	JE # 1896		PR #19	OCSWCD:...	1,811.54
Total .14 · Cons Dist Tech-Tad Gerace						3,623.08
<b>.141 · Water Res. Tech-T. Kautz</b>						
General Journal	08/30/2019	JE # 1887		PR #18	OCSWCD:...	1,923.08
General Journal	09/13/2019	JE # 1896		PR #19	OCSWCD:...	1,923.08
Total .141 · Water Res. Tech-T. Kautz						3,846.16
<b>.142 · Watershed Insp-Tyler Ohle</b>						
General Journal	08/30/2019	JE # 1887		PR #18 TO	WI BUDGE...	1,730.77
General Journal	08/30/2019	JE # 1887		PR #18 Last check	WI BUDGE...	2,476.08
General Journal	08/30/2019	JE # 1887		PR #18 Ann Leave payment	WI BUDGE...	2,063.40
General Journal	09/13/2019	JE # 1896		PR #19	WI BUDGE...	1,557.69
Total .142 · Watershed Insp-Tyler Ohle						7,827.94
<b>.143 · Water Res. Tech-Katie Lafler</b>						
General Journal	08/30/2019	JE # 1887		PR #18	OCSWCD:...	1,538.46
General Journal	09/13/2019	JE # 1896		PR #19	OCSWCD:...	1,538.46
Total .143 · Water Res. Tech-Katie Lafler						3,076.92
<b>.15 · Conserv Educator-Alaina Robarge</b>						
General Journal	08/30/2019	JE # 1887		PR #18	OCSWCD:...	1,576.92
General Journal	09/13/2019	JE # 1896		PR #19	OCSWCD:...	1,576.92
Total .15 · Conserv Educator-Alaina Robarge						3,153.84
<b>.15A · WI Secretary-Jamie Noga</b>						
General Journal	08/30/2019	JE # 1887		PR #18	WI BUDGE...	640.00
General Journal	09/13/2019	JE # 1896		PR #19	WI BUDGE...	640.00
Total .15A · WI Secretary-Jamie Noga						1,280.00
Total 8730.1Personal Services						30,473.32
<b>8730.2 · Equipment</b>						
<b>.22 · Office Equipment</b>						
Bill	08/30/2019	0542	Chemung Canal Trust ...	Adobe for Tyler	WI BUDGE...	127.50
Bill	08/30/2019	0542	Chemung Canal Trust ...	Adobe - errant charge - will ...	OCSWCD:...	56.30
Total .22 · Office Equipment						183.80
<b>.24 · Field Equipment</b>						
Bill	08/30/2019	0542	Chemung Canal Trust ...	Survey stakes	OCSWCD:F...	110.00
Bill	08/30/2019	0542	Chemung Canal Trust ...	Tyler - shovel	WI BUDGE...	27.98
Total .24 · Field Equipment						137.98
Total 8730.2 · Equipment						321.78
<b>8730.4 · Contractual</b>						
<b>.401 · Other Contractual</b>						
<b>Grant Expenses</b>						
<b>CAFO Reedland</b>						

Type	Date	Num	Name	Memo	Class	Amount
Bill	08/30/2019	0539	Weiss Engineering, PLLC	Assign of Pay CAFO Reedla...	GRANTS:C...	7,560.00
Bill	08/30/2019	0540	Zimmerman Construction	Assign of Pay CAFO Reedla...	GRANTS:C...	56,191.03
Bill	08/30/2019	0541	REEDLAND FARMS LLC	Reimbursement CAFO Ree...	GRANTS:C...	14,682.22
Total CAFO Reedland						78,433.25
<b>HLWTF Expense</b>						
Bill	08/26/2019	0535	Benefactor Funding Corp.	Inv # 1912146 Client # 5054	GRANTS:H...	323.00
Bill	09/10/2019	0552	Benefactor Funding Corp.	Inv # 1913160 Client # 5054	GRANTS:H...	323.00
Total HLWTF Expense						646.00
<b>WRC Rain Barrel</b>						
Bill	08/30/2019	0542	Chemung Canal Trust ...	Rain barrel workshop supplies	OCSWCD:...	10.46
Total WRC Rain Barrel						10.46
Total Grant Expenses						79,089.71
Total .401 - Other Contractual						79,089.71
<b>.401A - MS 4 Expenses</b>						
<b>Admin-OCSWCD-minutes, etc.</b>						
General Journal	08/26/2019	JE # 1886		5.5 hours for July	MS4 Storm...	231.00
Total Admin-OCSWCD-minutes, etc.						231.00
<b>Annual Report-BME</b>						
Bill	09/10/2019	0546	BME Associates	Annual report 2019	MS4 Storm...	0.00
Total Annual Report-BME						0.00
<b>Consultant Meeting Attend-BME</b>						
Bill	09/10/2019	0546	BME Associates	coalition meetings-2019	MS4 Storm...	105.00
Total Consultant Meeting Attend-BME						105.00
<b>DEC permit assistance-BME</b>						
Bill	09/10/2019	0546	BME Associates	DEC Permit assistance	MS4 Storm...	630.00
Total DEC permit assistance-BME						630.00
<b>Municipal Meetings-BME</b>						
Bill	09/10/2019	0546	BME Associates	municipal meetings-2019	MS4 Storm...	0.00
Total Municipal Meetings-BME						0.00
<b>Promotional Material</b>						
Bill	09/03/2019	0544	Macedon Center Lumb...	Display table for Ontario Wa...	MS4 Storm...	20.00
Bill	09/10/2019	0547	4Imprint	Inv # 7648093 Acct #2708261	MS4 Storm...	1,395.19
Total Promotional Material						1,415.19
<b>Public Education &amp; Out-Educator</b>						
General Journal	08/26/2019	JE # 1886		26 hours for July	MS4 Storm...	1,092.00
Total Public Education & Out-Educator						1,092.00
<b>Public Education &amp; Outreach-BME</b>						
Bill	09/10/2019	0546	BME Associates	Public Educ / Outreach	MS4 Storm...	0.00
Total Public Education & Outreach-BME						0.00
<b>Technical Assistance-BME</b>						
Bill	09/10/2019	0546	BME Associates	technical assistance-2019	MS4 Storm...	70.00
Total Technical Assistance-BME						70.00
<b>Three Year Strategic Planning</b>						
Bill	09/10/2019	0546	BME Associates	Strategic Plan 2019	MS4 Storm...	1,277.50
Total Three Year Strategic Planning						1,277.50

Type	Date	Num	Name	Memo	Class	Amount
Total .401A · MS 4 Expenses						4,820.69
<b>.431 · Employee Travel</b>						
Bill	08/30/2019	0542	Chemung Canal Trust ...	TK & KL meal during training	OCSWCD:...	15.45
Bill	08/30/2019	0542	Chemung Canal Trust ...	TK & KL meal during training	OCSWCD:...	50.67
Bill	08/30/2019	0542	Chemung Canal Trust ...	TK & KL meal during training	OCSWCD:...	15.00
Bill	08/30/2019	0542	Chemung Canal Trust ...	TK hotel for training	OCSWCD:...	243.00
Bill	08/30/2019	0542	Chemung Canal Trust ...	TK & KL meal during training	OCSWCD:...	15.65
Bill	08/30/2019	0542	Chemung Canal Trust ...	KL hotel for training	OCSWCD:...	243.00
Bill	08/30/2019	0542	Chemung Canal Trust ...	TK & KL meal during training	OCSWCD:...	17.21
Bill	08/30/2019	0542	Chemung Canal Trust ...	Empire Farm Days lunch	OCSWCD:...	14.26
Bill	08/30/2019	0542	Chemung Canal Trust ...	training lunch	OCSWCD:...	90.81
Bill	09/10/2019	0550	Diana D Thorn	mileage reimbursement - ac...	OCSWCD:...	49.76
Total .431 · Employee Travel						754.81
<b>.442 · Phone</b>						
<b>Cellular Phone</b>						
Bill	09/10/2019	0545	Verizon Wireless	Tyler	WI BUDGE...	29.54
Bill	09/10/2019	0545	Verizon Wireless	Tucker, Tad, Alaina	OCSWCD:...	49.26
Bill	09/10/2019	0545	Verizon Wireless	Megan, Katie	OCSWCD:...	72.84
Total Cellular Phone						151.64
<b>Local</b>						
Bill	08/28/2019	0536	First Light	Inv # 2019-797 Tx # T20190...	OCSWCD:...	67.50
Total Local						67.50
Total .442 · Phone						219.14
<b>.443 · Office Supplies</b>						
<b>Office Supplies</b>						
Bill	08/30/2019	0542	Chemung Canal Trust ...	Refund from Adobe from las...	OCSWCD:...	-386.87
Bill	08/30/2019	0542	Chemung Canal Trust ...	Refund from Staples for ove...	OCSWCD:...	-11.83
Bill	08/30/2019	0542	Chemung Canal Trust ...	microfiber cloths	OCSWCD:...	2.98
Bill	08/30/2019	0542	Chemung Canal Trust ...	Refund sales tax - Staples fr...	OCSWCD:...	-3.14
Bill	08/30/2019	0542	Chemung Canal Trust ...	Postage meter rental	OCSWCD:...	17.99
Total Office Supplies						-380.87
<b>Payroll Processing</b>						
General Journal	08/30/2019	JE # 1890		PR #18	OCSWCD:...	60.01
General Journal	09/13/2019	JE # 1899		PR #19	OCSWCD:...	56.27
Total Payroll Processing						116.28
Total .443 · Office Supplies						-264.59
<b>.444A · Info &amp; Educ.</b>						
<b>Conference Expenses</b>						
Bill	09/11/2019	0553	NYACD Treasurer	Megan Webster Regis - We...	OCSWCD:...	150.00
Total Conference Expenses						150.00
<b>ESC training course expenses</b>						
Bill	09/10/2019	0549	Wegmans Food Market...	Acc't # 4951014 Inv #51014...	OCSWCD:...	112.90
Total ESC training course expenses						112.90
<b>Memberships</b>						
Bill	08/22/2019	0531	NACD	2019 Annual Dues	OCSWCD:...	775.00
Total Memberships						775.00
Total .444A · Info & Educ.						1,037.90
<b>.463 · Gas &amp; Oil</b>						
Bill	08/30/2019	0542	Chemung Canal Trust ...	Gas during training	OCSWCD:...	29.73
Bill	09/10/2019	0551	City of Canandaigua-Ve...	Escape	OCSWCD:...	52.93
Bill	09/10/2019	0551	City of Canandaigua-Ve...	Silverado-Tad	OCSWCD:...	40.82
Bill	09/10/2019	0551	City of Canandaigua-Ve...	Frontier - Tyler	WI BUDGE...	75.05
Bill	09/10/2019	0551	City of Canandaigua-Ve...	Admin Fee	OCSWCD:...	4.44

Type	Date	Num	Name	Memo	Class	Amount
Bill	09/10/2019	0551	City of Canandaigua-Ve...	Silverado-Tucker	OCSWCD:...	112.67
Bill	09/10/2019	0551	City of Canandaigua-Ve...	Dodge Ram - Katie	OCSWCD:...	0.00
Total .463 · Gas & Oil						315.64
<b>.466 · Employee Training</b>						
Bill	08/22/2019	0532	NYS Conservation Distr...	Cons. Skills Trng - 4 registra...	OCSWCD:T...	120.00
Bill	08/22/2019	0533	NYS Conservation Distr...	T. Ohle reg \$30, E&SC Imp ...	OCSWCD:T...	0.00
Bill	08/26/2019	0534	NYS Conservation Distr...	T. Ohle Applic fee NYS E&S...	OCSWCD:T...	150.00
Bill	08/28/2019	0538	NYS Conservation Distr...	T. Ohle Conserv Skills Regis...	OCSWCD:T...	30.00
Total .466 · Employee Training						300.00
Total 8730.4 · Contractual						86,273.30
<b>8730.8 · Employee Benefits</b>						
<b>Disability Insurance</b>						
General Journal	08/30/2019	JE # 1892		August month end adjustment	OCSWCD:...	-34.80
Bill	09/03/2019	0543	The Hartford	September 2019-AR,KL,TK,...	OCSWCD:...	18.07
Bill	09/03/2019	0543	The Hartford	September 2019-GB	WI BUDGE...	24.83
Bill	09/03/2019	0543	The Hartford	September 2019-TG	OCSWCD:...	6.30
Total Disability Insurance						14.40
<b>Health Cost Assistance</b>						
General Journal	08/30/2019	JE # 1887		PR #18	WI BUDGE...	38.46
Total Health Cost Assistance						38.46
<b>HSA</b>						
Bill	08/28/2019	0537	Ohle, Tyler	2019 HSA District Contributi...	OCSWCD:...	1,000.00
Total HSA						1,000.00
<b>Medical Insurance/District</b>						
General Journal	08/30/2019	JE # 1887		PR #18	OCSWCD:...	55.00
General Journal	08/30/2019	JE # 1887		PR #18	OCSWCD:...	55.00
Bill	09/03/2019	0548	Excellus Blue Cross Blu...	Medical Insurance-District - ...	OCSWCD:...	361.92
Bill	09/03/2019	0548	Excellus Blue Cross Blu...	Medical Insurance - Tyler	WI BUDGE...	361.92
Bill	09/03/2019	0548	Excellus Blue Cross Blu...	TG medical insurance	OCSWCD:...	482.56
Bill	09/03/2019	0548	Excellus Blue Cross Blu...	MW District contribution me...	OCSWCD:...	723.84
Bill	09/03/2019	0548	Excellus Blue Cross Blu...	KL District contribution medi...	OCSWCD:...	361.92
General Journal	09/13/2019	JE # 1896		PR #19	OCSWCD:...	55.00
General Journal	09/13/2019	JE # 1896		PR #19	OCSWCD:...	55.00
Total Medical Insurance/District						2,512.16
<b>Paid Family Leave</b>						
General Journal	08/30/2019	JE # 1892		August month end adjustment	OCSWCD:...	-75.73
Total Paid Family Leave						-75.73
<b>Re-employment Tax</b>						
General Journal	08/30/2019	JE # 1888		PR #18	OCSWCD:...	0.00
General Journal	08/30/2019	JE # 1888		PR #18	WI BUDGE...	1.69
General Journal	09/13/2019	JE # 1897		PR #19	WI BUDGE...	1.17
General Journal	09/13/2019	JE # 1897		PR #19	OCSWCD:...	0.00
Total Re-employment Tax						2.86
<b>SS &amp; Medi Tax/Company</b>						
General Journal	08/30/2019	JE # 1888		PR #18	OCSWCD:...	417.75
General Journal	08/30/2019	JE # 1888		PR #18	WI BUDGE...	527.00
General Journal	08/30/2019	JE # 1888		PR #18	OCSWCD:...	389.29
General Journal	09/13/2019	JE # 1897		PR #19 TG KL MW	OCSWCD:...	417.70
General Journal	09/13/2019	JE # 1897		PR #19	WI BUDGE...	163.55
General Journal	09/13/2019	JE # 1897		PR #19	OCSWCD:...	389.33
Total SS & Medi Tax/Company						2,304.62
<b>Unemployment Company</b>						
General Journal	08/30/2019	JE # 1888		PR #18	OCSWCD:...	0.00

Sep 11, 19

Ontario County Soil & Water CD

**Abstract # 9, 2019**

August 22,2019-September 18, 2019

---

Type	Date	Num	Name	Memo	Class	Amount
General Journal	08/30/2019	JE # 1888		PR #18	WI BUDGE...	11.82
General Journal	09/13/2019	JE # 1897		PR #19	WI BUDGE...	8.18
General Journal	09/13/2019	JE # 1897		PR #19	OCSWCD:...	0.00
Total Unemployment Company						20.00
Total 8730.8 · Employee Benefits						5,816.77
Total Expense						122,885.17
<b>Net Income</b>						<b>-122,885.17</b>

---



# ONTARIO COUNTY

SOIL & WATER CONSERVATION DISTRICT  
www.ontswcd.com

## Treasurer's Report

### District Board Meeting

September 18, 2019

Megan has reviewed and signed off on Payrolls #18 - #19 as well as the August bank statements. All bank accounts are reconciled and reconciliation reports are available for your review.

#### Financial Information:

- Financial statements for August 2019 were included in the Board packet (*need approval*)
- For the month of August, the District Checking account had the following activity:
  - Starting Bank Balance: \$655,428.83
  - Deposits of: \$111,454.42
  - Expenditures of: \$554,596.67
  - Ending Bank Balance: \$212,286.58

QuickBooks ending balance is \$131,087.12

The following transactions are outstanding:

Uncleared checks – eight checks totaling \$81,199.46

All other month end bank balances match the QuickBooks balances.

#### General Updates:

- I attended Accounting Principles and Procedures (Advanced Accounting School) given by the Office of the State Comptroller. This 2.5 day training was very beneficial. I am working with Megan to add a few additional internal controls after listening to a presentation on cash receipts during this training. I would like to add the internal control recommended by the Comptroller's Office where another staff person other than Megan or I verifies the amount of the deposit.

- The audit committee met on Tuesday, September 10<sup>th</sup> and completed the annual audit by the board. Based on this meeting, I am looking into interest rates on Certificates of Deposit so that the Board can consider investing some of the funds from the Special Projects and the District Savings accounts in a legal manner.
- Based on another take-away from the accounting school training, I will be working with credit card company to change the billing cycle on our card so that it fits with your meetings. We cannot legally send the check to pay the bill prior to it being audited by the board so it would be more convenient if the billing cycle corresponded to your meeting schedule.