

Summary of Bills for 4/21/2021

Vendor	Description	Amount
Pending approval		
AT & T	Survey equipment	\$39.24
City of Canandaigua	March fuel costs	\$130.29
First Bankcard	Credit card - statement 4/9/21	\$1,093.89
Toshiba Business Solutions	March usage	\$45.16
Mengel, Metzger & Barr	Accountant help with annual report	\$700.00
Shapiro Bag Co	Tree sale bags	\$220.30
Blackburn Mfg Co	Tree sale marking flags	\$108.51
Alpha Nurses/ies	Tree sale - additional trees to meet demand	\$195.25
Uptown Tire & Auto	SW4 wiper repair SW1 brake repair	\$735.57
Diana Thom	2021 Logo clothing reimbursement	\$80.00
Casella Waste Systems	Ont Co tire event Victor - containers & deliv	\$1,216.80
Happy Hearts Workshop	Full page ad in The Flame- fertilizer stockpile	\$210.00
WI		
City of Canandaigua	March fuel costs	\$17.37
Post Audit/Pre Approved		
The Hartford	Disability Ins	\$35.28
Excelius BC/BS	Employee Medical /Dental	\$4,278.84
Verizon	Employee cell phones	\$220.57
		Employee Benefit Preapproved
		Employee Benefit Preapproved
		Preapproved
	Total	\$9,327.07
	PR #7, and #8	\$29,560.47
	Total	\$38,887.54

Ontario County SWCD
Abstract #4, 2021
 March 18, 2021-April 21, 2021

Type	Date	Num	Name	Memo	Class	Amount
Expense						
8730.1Personal Services						
.12 · Sec/Treasurer-Diana Thorn						
General Journal	03/26/2021	JE # 2217		PR #7	OCSWCD:T...	1,616.89
General Journal	04/09/2021	JE # 2223		PR #8	OCSWCD:T...	1,616.89
Total .12 · Sec/Treasurer-Diana Thorn						3,233.78
.13 · District Manager-Megan Webster						
General Journal	03/26/2021	JE # 2217		PR #7	OCSWCD:...	2,374.07
General Journal	04/09/2021	JE # 2223		PR #8	OCSWCD:...	2,374.07
Total .13 · District Manager-Megan Webster						4,748.14
.14 · Cons Dist Tech-Tad Gerace						
General Journal	03/26/2021	JE # 2217		PR #7	OCSWCD:...	1,890.48
General Journal	04/09/2021	JE # 2223		PR #8	OCSWCD:...	1,890.48
Total .14 · Cons Dist Tech-Tad Gerace						3,780.96
.140 · Sr. Dist. Tech - T Kautz						
General Journal	03/26/2021	JE # 2217		PR #7	OCSWCD:...	2,002.23
General Journal	04/09/2021	JE # 2223		PR #8	OCSWCD:...	2,002.23
Total .140 · Sr. Dist. Tech - T Kautz						4,004.46
.142 · Watershed Insp-Tyler Ohle						
General Journal	03/26/2021	JE # 2217		PR #7	WI BUDGE...	1,777.78
General Journal	04/09/2021	JE # 2223		PR #8	WI BUDGE...	1,777.78
Total .142 · Watershed Insp-Tyler Ohle						3,555.56
.143 · Water Res. Tech-Katie Lafler						
General Journal	03/26/2021	JE # 2217		PR #7	OCSWCD:...	1,616.89
General Journal	04/09/2021	JE # 2223		PR #8	OCSWCD:...	1,616.89
Total .143 · Water Res. Tech-Katie Lafler						3,233.78
.15 · Conserv Educator-Alaina Robarge						
General Journal	03/26/2021	JE # 2217		PR #7	OCSWCD:...	1,655.43
General Journal	04/09/2021	JE # 2223		PR #8	OCSWCD:...	1,655.43
Total .15 · Conserv Educator-Alaina Robarge						3,310.86
.15A · WI Secretary-Jamie Noga						
General Journal	03/26/2021	JE # 2217		PR #7	WI BUDGE...	700.00
General Journal	04/09/2021	JE # 2223		PR #8	WI BUDGE...	700.00
Total .15A · WI Secretary-Jamie Noga						1,400.00
Total 8730.1Personal Services						27,267.54
8730.4 · Contractual						
.401 · Other Contractual						
Grant Expenses						
Ont Co Tire Recycling						
Bill	04/12/2021	0885	First Bankcard	4988656226469762 498865...	OCSWCD:T...	708.24
Total Ont Co Tire Recycling						708.24
Special Projects						
Bill	04/12/2021	0891	Casella Waste Systems	roll-offs and delivery	OCSWCD:...	1,216.80
Total Special Projects						1,216.80
Total Grant Expenses						1,925.04
Total .401 · Other Contractual						1,925.04
.405 · District Tree						
Bill	04/12/2021	0890	Shapiro Bag Company	Inv # 108854 - 200 lined tree...	OCSWCD:...	142.20
Bill	04/12/2021	0890	Shapiro Bag Company	freight	OCSWCD:...	78.10
Bill	04/12/2021	0889	Blackburn Manufacturin...	1000 flags w/shipping	OCSWCD:...	108.51

Apr 12, 21

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Type	Date	Num	Name	Memo	Class	Amount
Bill	04/12/2021	0888	Alpha Nurseries, Inc	Order #035	OCSWCD:T...	195.25
Bill	04/12/2021	0885	First Bankcard	Storage bins for tree program	OCSWCD:T...	41.94
Total .405 · District Tree						566.00
.442 · Phone						
Cellular Phone						
Bill	03/22/2021	0879	AT&TMobility	Acct # 287281353660 inv#2...	OCSWCD:...	39.24
Bill	04/02/2021	0883	Verizon Wireless	Tyler	WI BUDGE...	31.51
Bill	04/02/2021	0883	Verizon Wireless	Tucker	OCSWCD:...	31.51
Bill	04/02/2021	0883	Verizon Wireless	Megan	OCSWCD:...	31.51
Bill	04/02/2021	0883	Verizon Wireless	Tad	OCSWCD:...	31.51
Bill	04/02/2021	0883	Verizon Wireless	Alaina	OCSWCD:...	31.51
Bill	04/02/2021	0883	Verizon Wireless	Katie	OCSWCD:...	31.51
Bill	04/02/2021	0883	Verizon Wireless	Diana	OCSWCD:...	31.51
Total Cellular Phone						259.81
Total .442 · Phone						259.81
.443 · Office Supplies						
Copier Contract						
Bill	04/12/2021	0892	Toshiba Business Solut...	Cust # TOBAE9G Inv #5498...	OCSWCD:...	45.16
Total Copier Contract						45.16
Office Supplies						
Bill	04/12/2021	0885	First Bankcard	various supplies	OCSWCD:...	95.90
Total Office Supplies						95.90
Payroll Processing						
General Journal	03/26/2021	JE # 2220		PR #7	OCSWCD:...	57.05
General Journal	04/09/2021	JE # 2226		PR #8	OCSWCD:...	57.05
Total Payroll Processing						114.10
Total .443 · Office Supplies						255.16
.444A · Info & Educ.						
Ads						
Bill	04/12/2021	0893	Happy Heart Workshop ...	Full page ad in The Flame - ...	OCSWCD:...	210.00
Total Ads						210.00
District Promotional Material						
Bill	04/12/2021	0885	First Bankcard	WI program rack cards thro...	WI BUDGE...	122.72
Total District Promotional Material						122.72
Total .444A · Info & Educ.						332.72
.460 · Misc.						
LOGO Clothing						
Bill	04/12/2021	0886	Diana D Thorn	2021 Annual Logo Clothing	OCSWCD:L...	80.00
Bill	04/12/2021	0885	First Bankcard	Katie Logo clothing Resoluti...	OCSWCD:L...	53.72
Total LOGO Clothing						133.72
Other(Audit, Notary)						
Bill	03/30/2021	0882	Mengel, Metzger, Barr ...	Invoice #489913 Client # W...	OCSWCD:...	700.00
Total Other(Audit, Notary)						700.00
Postage						
Bill	04/12/2021	0885	First Bankcard	postage labels (to print stam...	OCSWCD:...	53.38
Total Postage						53.38
Postal Meter Rental						
Bill	04/12/2021	0885	First Bankcard	monthly postage meter rental	OCSWCD:...	17.99

Apr 12, 21

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Type	Date	Num	Name	Memo	Class	Amount
Total Postal Meter Rental						17.99
Total .460 · Misc.						905.09
.461 · Repairs-Vehicles & Field						
Bill	04/12/2021	0887	Uptown Tire and Auto	NYS Inspection	OCSWCD:...	735.57
Total .461 · Repairs-Vehicles & Field						735.57
.463 · Gas & Oil						
Bill	04/02/2021	0884	City of Canandaigua-Ve...	SW1 Escape	OCSWCD:...	0.00
Bill	04/02/2021	0884	City of Canandaigua-Ve...	SW2 Tucker's Truck	OCSWCD:...	59.75
Bill	04/02/2021	0884	City of Canandaigua-Ve...	SW3 Tad's Truck	OCSWCD:...	34.37
Bill	04/02/2021	0884	City of Canandaigua-Ve...	SW4 Katie's Truck	OCSWCD:...	33.76
Bill	04/02/2021	0884	City of Canandaigua-Ve...	SW5 Tyler - WI Truck	WI BUDGE...	17.37
Bill	04/02/2021	0884	City of Canandaigua-Ve...	Fuel Admin Fee	OCSWCD:...	2.41
Total .463 · Gas & Oil						147.66
Total 8730.4 · Contractual						5,127.05
8730.8 · Employee Benefits						
Dental Insurance/District						
Bill	03/25/2021	0880	Excellus Blue Cross Blu...	TG dental insurance	OCSWCD:...	36.24
Bill	03/25/2021	0880	Excellus Blue Cross Blu...	TO dental insurance	WI BUDGE...	25.08
Bill	03/25/2021	0880	Excellus Blue Cross Blu...	Dental Insurance - District	OCSWCD:...	198.92
Total Dental Insurance/District						260.24
Disability Insurance						
Bill	03/29/2021	0881	The Hartford	2021-AR,KL,TK,MW, DT	OCSWCD:...	24.67
Bill	03/29/2021	0881	The Hartford	2021-TO	WI BUDGE...	4.31
Bill	03/29/2021	0881	The Hartford	2021-TG	OCSWCD:...	6.30
Total Disability Insurance						35.28
Medical Insurance/District						
Bill	03/25/2021	0880	Excellus Blue Cross Blu...	Medical Insurance-District	OCSWCD:...	3,134.14
Bill	03/25/2021	0880	Excellus Blue Cross Blu...	TG medical insurance	OCSWCD:...	518.26
Bill	03/25/2021	0880	Excellus Blue Cross Blu...	TO medical insurance	WI BUDGE...	366.20
General Journal	03/26/2021	JE # 2217		PR #7	OCSWCD:...	55.00
General Journal	03/26/2021	JE # 2217		PR #7	OCSWCD:...	55.00
General Journal	04/09/2021	JE # 2223		PR #8	OCSWCD:...	55.00
General Journal	04/09/2021	JE # 2223		PR #8	OCSWCD:...	55.00
Total Medical Insurance/District						4,238.60
Paid Family Leave						
General Journal	03/31/2021	JE # 2222		March 2021 close out	OCSWCD:...	-19.20
General Journal	03/31/2021	JE # 2222		March 2021 close out	OCSWCD:...	-140.44
Total Paid Family Leave						-159.64
Re-employment Tax						
General Journal	03/26/2021	JE # 2218		PR #7	WI BUDGE...	1.38
General Journal	03/26/2021	JE # 2218		PR #7	OCSWCD:...	3.91
General Journal	04/09/2021	JE # 2224		PR #8	WI BUDGE...	0.53
General Journal	04/09/2021	JE # 2224		PR #8	OCSWCD:...	1.57
Total Re-employment Tax						7.39
SS & Medi Tax/Company						
General Journal	03/26/2021	JE # 2218		PR #7 TG	OCSWCD:...	144.62
General Journal	03/26/2021	JE # 2218		PR #7 WI	WI BUDGE...	184.56
General Journal	03/26/2021	JE # 2218		PR #7 District	OCSWCD:...	679.48
General Journal	04/09/2021	JE # 2224		PR #8 TG	OCSWCD:...	144.62
General Journal	04/09/2021	JE # 2224		PR #8 WI	WI BUDGE...	184.56
General Journal	04/09/2021	JE # 2224		PR #8 District	OCSWCD:...	679.48
Total SS & Medi Tax/Company						2,017.32
Unemployment Company						

Apr 12, 21

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Type	Date	Num	Name	Memo	Class	Amount
General Journal	03/26/2021	JE # 2218		PR #7	WI BUDGE...	9.63
General Journal	03/26/2021	JE # 2218		PR #7	OCSWCD:...	27.45
General Journal	04/09/2021	JE # 2224		PR #8	WI BUDGE...	14.18
General Journal	04/09/2021	JE # 2224		PR #8	OCSWCD:...	42.50
Total Unemployment Company						93.76
Total 8730.8 · Employee Benefits						6,492.95
Total Expense						38,887.54
Net Income						-38,887.54



ONTARIO COUNTY

SOIL & WATER CONSERVATION DISTRICT
www.ontswcd.com

Treasurer's Report District Board Meeting April 21, 2021

Megan has reviewed and signed off on Payrolls #7, and #8 as well as the March bank statements. All bank accounts are reconciled and the QuickBooks reconciliation reports are available for your review.

Financial Information:

- Financial statements for March 2021 were included in the Board packet (*need approval*)

- For the month of March, the District Checking account had the following activity:
 - Starting Bank Balance: \$310,091.27
 - Deposits of: \$396,272.49
 - Expenditures of: \$565,537.50
 - Ending Bank Balance: \$140,826.26

QuickBooks ending balance is \$140,826.26

There are no outstanding transactions.

All other month end bank balances match the QuickBooks balances.

General Updates:

- The lease on our existing copier has expired. For the last 5 years we have paid \$92.30 a month for the lease plus an average of \$30 for usage. I have a quote through the Toshiba sales person Ontario County used last fall to upgrade all of their copiers. The new quote is for the current model of our existing machine so it will operate the same way we are all used to and it provides all the services we need. The new quote is for \$113.20 per month lease plus usage as we currently pay. This includes all service and supplies. It is an increase of \$20.90 per month. Megan and I would like to recommend that we go ahead with this quote.
- In addition to my regular work, I have been helping at the County Vaccination clinics, supporting the tree sale with bookkeeping and sending out the postcards and preparing for the OWSC meeting on April 20th.
- I updated the 2021 Spring Fish sale order form and press release and I have submitted the press release to the Daily Messenger and the Finger Lakes Times. Alaina has posted the info on our website and Facebook page. With the help of staff, order forms have been distributed to the Ontario County public libraries for immediate release to the public.