

Summary of Bills for 10/16/2019

Vendor	Description	Amount
Pending approval		
AT & T Mobility	Cell service for Survey Equipment	\$39.24
City of Canandaigua	October Fuel usage	\$342.37
Ontario Produce Auction	Venue for Soil Health Workshop	\$300.00
Seedway	FOLLOWPA Project - Reed	\$1,132.23
Cornell Cooperative Ext	Conser Field Days - District's half	199.35
Tucker Kautz	Soil Health Trng - food & fuel	\$31.47
NYS&LRS	Annual Employer Contribution	\$46,693.00
Chemung Canal Trust	Credit Card Bill -various accounts	\$1,763.12
Toshiba Business Solutions	Nov rental, Oct usage	\$156.11
Will-O-Crest	Part B - CAFO Tire Recycling	\$1,000.00
Karen M Hudson Pipe & Pumps	FOLLOWPA-Reed (reimbursement grant)	\$4,596.55
Lance Yonge Grading, LLC	FOLLOWPA-Reed (reimbursement grant)	\$4,850.00
Wilson Engineering	FOLLOWPA-Reed (reimbursement grant)	\$450.00
LaBella Associates	HL Shoreline Stabilization engineering	\$11.24
Diana D Thom	Cash box setup for Ag Values	\$50.00
MS4		
BME	Various services	\$1,715.00
Wayne County Highway	Only Rain Down the Drain signs	\$496.00
Ontario County DPW	Only Rain Down the Drain signs	\$496.00
WI		
City of Canandaigua	Fuel for WI vehicle	\$66.44
HLWTF		
Benefactor Funding Corp	Life Science Lab water testing	\$129.00
Benefactor Funding Corp	Life Science Lab water testing	\$194.00
Post Audit/Pre Approved		
The Hartford	Disability Ins	\$2,599.74
Excellus BC/BS	Employee Medical automatic payment	\$50.00
EZPass	Employee cell phones	\$151.69
Verizon		\$3,146.14
		No bill -credit on account b/c of overbilling last mnth
		\$606.40
HLWTF		
Third Quarter staff time	Katie & Diana	\$462.00
MS4		
OCSWCD	Hourly reimbursement,AR DT	\$913.50
		OWSC approved & Paid
		\$68,828.05
		Total
		\$28,344.40
		PR #22 & #23
		\$97,172.45
		Total

Type	Date	Num	Name	Memo	Class	Amount
Expense						
8730.1 Personal Services						
.12 · Sec/Treasurer-Diana Thorn						
General Journal	10/25/2019	JE # 1922		PR #22	OCSWCD:T...	1,538.46
General Journal	11/08/2019	JE # 1935		PR #23	OCSWCD:T...	1,538.46
Total .12 · Sec/Treasurer-Diana Thorn						3,076.92
.13 · District Manager-Megan Webster						
General Journal	10/25/2019	JE # 1922		PR #22	OCSWCD:...	2,294.23
General Journal	11/08/2019	JE # 1935		PR #23	OCSWCD:...	2,294.23
Total .13 · District Manager-Megan Webster						4,588.46
.14 · Cons Dist Tech-Tad Gerace						
General Journal	10/25/2019	JE # 1922		PR #22	OCSWCD:...	1,811.54
General Journal	11/08/2019	JE # 1935		PR #23	OCSWCD:...	1,811.54
Total .14 · Cons Dist Tech-Tad Gerace						3,623.08
.141 · Water Res. Tech-T. Kautz						
General Journal	10/25/2019	JE # 1922		PR #22	OCSWCD:...	1,923.08
General Journal	11/08/2019	JE # 1935		PR #23	OCSWCD:...	1,923.08
Total .141 · Water Res. Tech-T. Kautz						3,846.16
.142 · Watershed Insp-Tyler Ohle						
General Journal	10/25/2019	JE # 1922		PR #22	WI BUDGE...	1,730.77
General Journal	11/08/2019	JE # 1935		PR #23	WI BUDGE...	1,730.77
Total .142 · Watershed Insp-Tyler Ohle						3,461.54
.143 · Water Res. Tech-Katie Lafler						
General Journal	10/25/2019	JE # 1922		PR #22	OCSWCD:...	1,538.46
General Journal	11/08/2019	JE # 1935		PR #23	OCSWCD:...	1,538.46
Total .143 · Water Res. Tech-Katie Lafler						3,076.92
.15 · Conserv Educator-Alaina Robarge						
General Journal	10/25/2019	JE # 1922		PR #22	OCSWCD:...	1,576.92
General Journal	11/08/2019	JE # 1935		PR #23	OCSWCD:...	1,576.92
Total .15 · Conserv Educator-Alaina Robarge						3,153.84
.15A · WI Secretary-Jamie Noga						
General Journal	10/25/2019	JE # 1922		PR #22	WI BUDGE...	640.00
General Journal	11/08/2019	JE # 1935		PR #23	WI BUDGE...	640.00
Total .15A · WI Secretary-Jamie Noga						1,280.00
Total 8730.1 Personal Services						26,106.92
8730.2 · Equipment						
.24 · Field Equipment						
Bill	11/12/2019	0605	Chemung Canal Trust ...	WI Truck cover	WI BUDGE...	219.00
Bill	11/12/2019	0605	Chemung Canal Trust ...	Pruners, clippers, shovels, s...	OCSWCD:F...	345.09
Total .24 · Field Equipment						564.09
Total 8730.2 · Equipment						564.09
8730.4 · Contractual						
.401 · Other Contractual						
Grant Expenses						
CPFA-Part B						
Bill	11/12/2019	0601	WILL-O-CREST FARM...	CAFO Tire Recycling Progra...	OCSWCD:...	1,000.00
Total CPFA-Part B						1,000.00
FOLLOWPA grant						
Bill	10/24/2019	0591	Seedway	Invoice #1509734 Customer...	GRANTS:F...	1,132.23
Bill	11/12/2019	0602	KAREN M HUDSON Pi...	FOLLOWPA Bruce Reed Far...	GRANTS:F...	4,596.55
Bill	11/12/2019	0603	Lance Yonge Grading, ...	FOLLOWPA - Bruce Reed E ...	GRANTS:F...	4,850.00

Ontario County Soil & Water CD
Abstract # 11, 2019

October 17, 2019-November 20, 2019

Type	Date	Num	Name	Memo	Class	Amount
Bill	11/12/2019	0604	Wilson Engineering	Invoice #532 Bruce Reed se...	GRANTS:F...	450.00
Total FLOWPA grant						11,028.78
HLWTF Expense						
Bill	10/21/2019	0588	Benefactor Funding Corp.	Inv # 1916108 Client # 5054	GRANTS:H...	129.00
Bill	10/28/2019	0594	Benefactor Funding Corp.	Inv # 1916227 Client # 5054	GRANTS:H...	194.00
General Journal	10/28/2019	JE # 1928		Third Quarter Staff time KL ...	GRANTS:H...	462.00
Bill	11/12/2019	0605	Chemung Canal Trust ...	HLWTF website domain pur...	GRANTS:H...	274.20
Total HLWTF Expense						1,059.20
Special Projects						
Bill	11/13/2019	0607	LaBella Associates	Inv # 113261 Project # 219...	OCSWCD:...	11.24
Total Special Projects						11.24
WQIP Round 11-Honeoye Lake						
Bill	11/12/2019	0605	Chemung Canal Trust ...	Sandy Bottom Shoreline Sta...	GRANTS:W...	88.00
Total WQIP Round 11-Honeoye Lake						88.00
Total Grant Expenses						13,187.22
Total .401 - Other Contractual						13,187.22
.401A - MS 4 Expenses						
Admin-OCSWCD-minutes, etc.						
General Journal	10/17/2019	JE # 1920			MS4 Storm...	252.00
Total Admin-OCSWCD-minutes, etc.						252.00
Annual Report-BME						
Bill	10/28/2019	0593	BME Associates	Annual report 2019	MS4 Storm...	0.00
Total Annual Report-BME						0.00
Consultant Meeting Attend-BME						
Bill	10/28/2019	0593	BME Associates	coalition meetings-2019	MS4 Storm...	210.00
Total Consultant Meeting Attend-BME						210.00
DEC permit assistance-BME						
Bill	10/28/2019	0593	BME Associates	DEC Permit assistance	MS4 Storm...	17.50
Total DEC permit assistance-BME						17.50
Municipal Meetings-BME						
Bill	10/28/2019	0593	BME Associates	municipal meetings-2019	MS4 Storm...	245.00
Total Municipal Meetings-BME						245.00
Public Education & Out-Educator						
General Journal	10/17/2019	JE # 1920			MS4 Storm...	661.50
Total Public Education & Out-Educator						661.50
Public Education & Outreach-BME						
Bill	10/28/2019	0593	BME Associates	Public Educ / Outreach	MS4 Storm...	0.00
Total Public Education & Outreach-BME						0.00
Signage/Catch Basin Markings						
Bill	10/24/2019	0590	Wayne County Highway...	10/22/19 18x18 Rain down t...	MS4 Storm...	496.00
Bill	11/07/2019	0598	Ontario County DPW	MS4 OWSC only rain down ...	MS4 Storm...	496.00
Total Signage/Catch Basin Markings						992.00
Technical Assistance-BME						
Bill	10/28/2019	0593	BME Associates	technical assistance-2019	MS4 Storm...	175.00
Total Technical Assistance-BME						175.00
Three Year Strategic Planning						

Type	Date	Num	Name	Memo	Class	Amount
Bill	10/28/2019	0593	BME Associates	Strategic Plan 2019	MS4 Storm...	1,067.50
Total Three Year Strategic Planning						1,067.50
Total .401A · MS 4 Expenses						3,620.50
.431 · Employee Travel						
General Journal	11/04/2019	JE # 1932		EZPass automatic payment	OCSWCD:...	50.00
Bill	11/04/2019	0597	Tucker L. Kautz	Soil Health trng food & fuel	OCSWCD:...	31.47
Total .431 · Employee Travel						81.47
.442 · Phone						
Cellular Phone						
Bill	10/21/2019	0587	AT&TMobility	Acct # 287281353660 inv # ...	OCSWCD:...	39.24
Bill	11/04/2019	0596	Verizon Wireless	Tyler	WI BUDGE...	29.54
Bill	11/04/2019	0596	Verizon Wireless	Tucker, Tad, Alaina	OCSWCD:...	49.29
Bill	11/04/2019	0596	Verizon Wireless	Megan, Katie	OCSWCD:...	72.86
Total Cellular Phone						190.93
Total .442 · Phone						190.93
.443 · Office Supplies						
Copier Contract						
Bill	11/12/2019	0606	Toshiba Business Solut...	Nov 2019 Cust # TOBAE9...	OCSWCD:...	156.11
Total Copier Contract						156.11
Office Supplies						
Bill	11/12/2019	0605	Chemung Canal Trust ...	Paper for Ag Values, cleanin...	OCSWCD:...	95.83
Total Office Supplies						95.83
Payroll Processing						
General Journal	10/25/2019	JE # 1925		PR #22	OCSWCD:...	56.27
General Journal	11/08/2019	JE # 1938		PR #23	OCSWCD:...	56.27
Total Payroll Processing						112.54
Total .443 · Office Supplies						364.48
.444A · Info & Educ.						
Conference Expenses						
Bill	11/12/2019	0605	Chemung Canal Trust ...	KL TK CCA, MW AR NYWEA	OCSWCD:...	720.00
Total Conference Expenses						720.00
Conservation Field Days						
Bill	10/30/2019	0595	Cornell Cooperative Ext...	Conservation Field Days - O...	OCSWCD:...	199.35
Total Conservation Field Days						199.35
Soil Health Workshop						
Bill	10/24/2019	0589	Ontario Produce Auction	Invoice #15667 one day wor...	OCSWCD:...	300.00
Total Soil Health Workshop						300.00
Total .444A · Info & Educ.						1,219.35
.460 · Misc.						
Other(Audit, Notary)						
Bill	11/13/2019	0608	Diana D Thorn	Cash to set up Ag Value Ca...	OCSWCD:...	50.00
Total Other(Audit, Notary)						50.00
Total .460 · Misc.						50.00
.463 · Gas & Oil						
Bill	11/08/2019	0600	City of Canandaigua-Ve...	SW1 Escape	OCSWCD:...	50.92
Bill	11/08/2019	0600	City of Canandaigua-Ve...	SW2 Tucker's Truck	OCSWCD:...	126.99
Bill	11/08/2019	0600	City of Canandaigua-Ve...	SW3 Tad's Truck	OCSWCD:...	82.30
Bill	11/08/2019	0600	City of Canandaigua-Ve...	SW4 Katie's Truck	OCSWCD:...	75.63

Type	Date	Num	Name	Memo	Class	Amount
Bill	11/08/2019	0600	City of Canandaigua-Ve...	SW5 Tyler - WI Truck	WI BUDGE...	66.44
Bill	11/08/2019	0600	City of Canandaigua-Ve...	Fuel Admin Fee	OCSWCD:...	6.53
Bill	11/12/2019	0605	Chemung Canal Trust ...	SW2 NYS Inspection	OCSWCD:...	21.00
Total .463 · Gas & Oil						429.81
Total 8730.4 · Contractual						19,143.76
8730.8 · Employee Benefits						
Dental Insurance/District						
Bill	10/24/2019	0592	Excellus Blue Cross Blu...	Dental Insurance -District	OCSWCD:...	165.30
Bill	10/24/2019	0592	Excellus Blue Cross Blu...	TG dental insurance	OCSWCD:...	35.88
Total Dental Insurance/District						201.18
Disability Insurance						
General Journal	10/31/2019	JE # 1931		October 2019 JE to clear lia...	OCSWCD:...	-19.20
Total Disability Insurance						-19.20
Medical Insurance/District						
Bill	10/24/2019	0592	Excellus Blue Cross Blu...	Medical Insurance-District	OCSWCD:...	1,856.00
Bill	10/24/2019	0592	Excellus Blue Cross Blu...	TG medical insurance	OCSWCD:...	482.56
General Journal	10/25/2019	JE # 1922		PR #22	OCSWCD:...	55.00
General Journal	10/25/2019	JE # 1922		PR #22	OCSWCD:...	55.00
General Journal	11/08/2019	JE # 1935		PR #23	OCSWCD:...	55.00
General Journal	11/08/2019	JE # 1935		PR #23	OCSWCD:...	55.00
Total Medical Insurance/District						2,558.56
Paid Family Leave						
General Journal	10/31/2019	JE # 1931		October 2019 JE to clear lia...	OCSWCD:...	-40.28
Total Paid Family Leave						-40.28
Re-employment Tax						
General Journal	10/25/2019	JE # 1923		PR #22	WI BUDGE...	0.00
General Journal	10/25/2019	JE # 1923		PR #22	OCSWCD:...	0.00
General Journal	11/08/2019	JE # 1936		PR #23	WI BUDGE...	0.00
General Journal	11/08/2019	JE # 1936		PR #23	OCSWCD:...	0.00
Total Re-employment Tax						0.00
Retirement - EMPLOYER contrib.						
Bill	11/07/2019	0599	NYS & Local Employee'...	District employees 2020 Re...	OCSWCD:...	40,217.00
Bill	11/07/2019	0599	NYS & Local Employee'...	WI employees 2020 Regular...	WI BUDGE...	6,476.00
Total Retirement - EMPLOYER contrib.						46,693.00
SS & Medi Tax/Company						
General Journal	10/25/2019	JE # 1923		PR #22 TG	OCSWCD:...	138.59
General Journal	10/25/2019	JE # 1923		PR #22	WI BUDGE...	176.79
General Journal	10/25/2019	JE # 1923		PR #22	OCSWCD:...	668.44
General Journal	11/08/2019	JE # 1936		PR #23 TG	OCSWCD:...	138.59
General Journal	11/08/2019	JE # 1936		PR #23	WI BUDGE...	176.96
General Journal	11/08/2019	JE # 1936		PR #23	OCSWCD:...	665.05
Total SS & Medi Tax/Company						1,964.42
Unemployment Company						
General Journal	10/25/2019	JE # 1923		PR #22	WI BUDGE...	0.00
General Journal	10/25/2019	JE # 1923		PR #22	OCSWCD:...	0.00
General Journal	11/08/2019	JE # 1936		PR #23	WI BUDGE...	0.00
General Journal	11/08/2019	JE # 1936		PR #23	OCSWCD:...	0.00
Total Unemployment Company						0.00
Total 8730.8 · Employee Benefits						51,357.68
Total Expense						97,172.45
Net Income						-97,172.45



ONTARIO COUNTY

SOIL & WATER CONSERVATION DISTRICT
www.ontswcd.com

Treasurer's Report

District Board Meeting

November 20, 2019

Megan has reviewed and signed off on Payrolls #22 & #23 as well as the October bank statements. All bank accounts are reconciled and the QuickBooks reconciliation reports are available for your review.

Financial Information:

- Financial statements for October 2019 were included in the Board packet (*need approval*)
- For the month of October, the District Checking account had the following activity:
 - Starting Bank Balance: \$171,181.92
 - Deposits of: \$37,033.14
 - Expenditures of: \$98,452.46
 - Ending Bank Balance: \$109,762.60

QuickBooks ending balance is \$99,214.25

The following transactions are outstanding:

Uncleared checks – four checks totaling \$10,548.35

All other month end bank balances match the QuickBooks balances.

General Updates:

- An auditor from Mengel, Metzger and Barr spent a day here. She reviewed the bank reconciliations for three nonconsecutive months and began looking at the financial reports based on the Agreed Upon Services signed last June. She found no issues with the bank reconciliations and made a suggestion to further strengthen our process. She will get back to me at a later date about the financial statements.

- Based on information from the Auditor, I would like to change our procedures for receiving payments for things like Ag Value Assessments and the Tree Sale. Previously, petty cash has been used to make change for people paying in cash. This is not an acceptable use of petty cash. The Auditor recommended that we set up a cash box for each program that has cash to be used for change and that it be reconciled regularly. In order to set up a cash box for Ag Value Assessments, I have included a voucher for a check for \$50 written to me as cash custodian for Ag Values. I will keep this change separate from all other funds, keep a paper log of all transactions in addition to our QuickBooks receipts, and reconcile the box on a weekly basis.
- Updates to staff medical insurance have all been finalized in preparation for the new plan year that begins December 1st. Updated employee contributions from payroll have begun. Dental insurance will be finalized soon and updated contributions will begin in December in preparation for the January 1st new plan year.
- In order to finalize the draft 2020 budget for your approval at the December meeting, I need a decision on the amount that will be contributed to employee's Health Savings Accounts.
- Megan and I will do a final review of the 2020 draft budget and submit it to the budget committee by the first week in December. The finalized draft will be included in the board packet for the December meeting so that you can formally adopt the 2020 budget.
- The investments of funds from both the Special Projects account and the District Savings account have been made. Decision to roll over or withdraw the Special Projects funds will need to be made at the December board meeting. The same decision for the District Savings funds will need to be made at the January meeting.