

Summary of Bills for 1/20/2021

Vendor	Description	Amount
Pending approval		
AT & T	Cell service for survey equipment	\$39.24
City of Canandaigua	December fuel costs	\$69.47
Toshiba Business Solutions	Copier - December rental November usage	
First Bankcard	Credit card - statement 1/7/21	\$743.49
Wegmans	Dec Holiday	\$58.08 Resolution #20201216-13
Ontario County	2021 Workers Compensation	\$15,289.00
ACESS	Tucker Kautz CCA annual renewal	\$90.00
Chemung Co SWCD	Katie Lafler NYSE&SCC annual renewal	\$100.00
Quick Print	MS4 - they will reimburse us -Laminated poster	\$300.80 Approved by MS4 Dec. 15, 2020
MS4		
OCSWCD	Staff time from Oct - Dec	\$1,462.50 Actually District Income
WI		
City of Canandaigua	December fuel costs	\$30.73
Quick Print	Envelopes	\$207.50
National Groundwater Assoc	Annual membership	\$115.00
Post Audit/Pre Approved		
The Hartford	Disability Ins	\$35.28 Employee Benefit Preapproved
Excellus BC/BS	Employee Medical /Dental	\$3,898.05 Employee Benefit Preapproved
Verizon	Employee cell phones	\$220.29 Preapproved
Daryl Marshall	GLRI Grant Payout	\$10,439.00 Resolution #20201216-08
Megan Webster	HSA - Employer Contribution	\$4,500.00 Resolution #20201216-04
Katherine Lafler	HSA - Employer Contribution	\$4,500.00 Resolution #20201216-04
Diana Thorn	HSA - Employer Contribution	\$4,500.00 Resolution #20201216-04
Tyler Ohle	HSA - Employer Contribution	\$2,250.00 Resolution #20201216-04
Tad Gerace	HSA - Employer Contribution	\$2,250.00 Resolution #20201216-04
Abraham Screen Print Studio	Logowear - finishing out 2020	\$30.00 Resolution #20200115-13
Arch Insurance	Disability Ins and Paid Family Leave	\$2,159.07 Preapproved
Selective Insurance	Auto, Property, Liability, Inland Marine	\$12,224.26 Preapproved
CRF Rd 2	Grant expense to pay District	\$2,532.10 Actually District Income
	Total	\$68,043.86
	PR #26, #1, and #2	\$39,873.55
	Total	\$107,917.41

Ontario County SWCD
Abstract #1, 2021

Jan 13, 21

December 17, 2020-January 20, 2021

Type	Date	Num	Name	Memo	Class	Amount
Expense						
8730.1Personal Services						
.12 · Sec/Treasurer-Diana Thorn						
General Journal	12/18/2020	JE # 2159		PR #26	OCSWCD:T...	1,646.15
General Journal	01/04/2021	JE # 2168		PR #1	OCSWCD:T...	1,616.89
General Journal	01/15/2021	JE # 2174		PR #2	OCSWCD:T...	1,616.89
Total .12 · Sec/Treasurer-Diana Thorn						4,879.93
.13 · District Manager-Megan Webster						
General Journal	12/18/2020	JE # 2159		PR #26	OCSWCD:...	2,417.04
General Journal	01/04/2021	JE # 2168		PR #1	OCSWCD:...	2,374.07
General Journal	01/15/2021	JE # 2174		PR #2	OCSWCD:...	2,374.07
Total .13 · District Manager-Megan Webster						7,165.18
.14 · Cons Dist Tech-Tad Gerace						
General Journal	12/18/2020	JE # 2159		PR #26	OCSWCD:...	1,924.69
General Journal	01/04/2021	JE # 2168		PR #1	OCSWCD:...	1,890.48
General Journal	01/15/2021	JE # 2174		PR #2 TG	OCSWCD:...	1,890.48
Total .14 · Cons Dist Tech-Tad Gerace						5,705.65
.140 · Sr. Dist. Tech - T Kautz						
General Journal	12/18/2020	JE # 2159		PR #26	OCSWCD:...	2,038.46
General Journal	01/04/2021	JE # 2168		PR #1	OCSWCD:...	2,002.23
General Journal	01/15/2021	JE # 2174		PR #2	OCSWCD:...	2,002.23
Total .140 · Sr. Dist. Tech - T Kautz						6,042.92
.142 · Watershed Insp-Tyler Ohle						
General Journal	12/18/2020	JE # 2159		PR #26	WI BUDGE...	1,730.77
General Journal	01/04/2021	JE # 2168		PR #1	WI BUDGE...	1,777.78
General Journal	01/15/2021	JE # 2174		PR #2	WI BUDGE...	1,777.78
Total .142 · Watershed Insp-Tyler Ohle						5,286.33
.143 · Water Res. Tech-Katie Lafler						
General Journal	01/04/2021	JE # 2168		PR #1	OCSWCD:...	0.00
General Journal	01/15/2021	JE # 2174		PR #2	OCSWCD:...	323.52
Total .143 · Water Res. Tech-Katie Lafler						323.52
.15 · Conserv Educator-Alaina Robarge						
General Journal	12/18/2020	JE # 2159		PR #26	OCSWCD:...	1,685.38
General Journal	01/04/2021	JE # 2168		PR #1	OCSWCD:...	1,655.43
General Journal	01/15/2021	JE # 2174		PR #2	OCSWCD:...	1,655.43
Total .15 · Conserv Educator-Alaina Robarge						4,996.24
.15A · WI Secretary-Jamie Noga						
General Journal	12/18/2020	JE # 2159		PR #26	WI BUDGE...	680.00
General Journal	01/04/2021	JE # 2168		PR #1	WI BUDGE...	700.00
General Journal	01/15/2021	JE # 2174		PR #2	WI BUDGE...	700.00
Total .15A · WI Secretary-Jamie Noga						2,080.00
Total 8730.1Personal Services						36,479.77
8730.4 · Contractual						
.401 · Other Contractual						
Grant Expenses						
CPFA-Part B						
Bill	12/18/2020	0836	First Bankcard	Speed Levelers - cost split ...	OCSWCD:...	49.60
Bill	12/18/2020	0836	First Bankcard	Speed Levelers - cost split ...	WI BUDGE...	50.00
Bill	12/18/2020	0836	First Bankcard	Septic Markers - 2020 Part ...	OCSWCD:...	3,000.00
Bill	12/18/2020	0836	First Bankcard	Credit from Rabco LLC - se...	OCSWCD:...	-3,125.00
Total CPFA-Part B						-25.40
CRF Round 2						

Jan 13, 21

Ontario County SWCD
Abstract #1, 2021

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Type	Date	Num	Name	Memo	Class	Amount
General Journal	01/08/2021	JE # 2173		Transfer - grant closeout	GRANTS:CI...	2,532.10
				Total CRF Round 2		2,532.10
				Special Projects		
Bill	12/18/2020	0834	Marshall, Daryl - vendor	Final Payment - GLRI Grant	GRANTS:G...	10,439.00
				Total Special Projects		10,439.00
				Total Grant Expenses		12,945.70
				Total .401 - Other Contractual		12,945.70
				.401A - MS 4 Expenses		
				Admin-OCSWCD-minutes, etc.		
General Journal	12/18/2020	JE # 2166		December invoice	MS4 Storm...	250.00
				Total Admin-OCSWCD-minutes, etc.		250.00
				Public Education & Out-Educator		
General Journal	12/18/2020	JE # 2166		December invoice (website ...	MS4 Storm...	1,212.50
				Total Public Education & Out-Educator		1,212.50
				Total .401A - MS 4 Expenses		1,462.50
				.405 - District Tree		
Bill	12/18/2020	0836	First Bankcard	Screws for Blue Bird Houses	OCSWCD:T...	29.99
				Total .405 - District Tree		29.99
				.442 - Phone		
				Cellular Phone		
Bill	12/23/2020	0835	AT&TMobility	Acct # 287281353660 inv#2...	OCSWCD:...	39.24
Bill	01/04/2021	0848	Verizon Wireless	Tyler	WI BUDGE...	31.47
Bill	01/04/2021	0848	Verizon Wireless	Tucker	OCSWCD:...	31.47
Bill	01/04/2021	0848	Verizon Wireless	Megan	OCSWCD:...	31.47
Bill	01/04/2021	0848	Verizon Wireless	Tad	OCSWCD:...	31.47
Bill	01/04/2021	0848	Verizon Wireless	Alaina	OCSWCD:...	31.47
Bill	01/04/2021	0848	Verizon Wireless	Katie	OCSWCD:...	31.47
Bill	01/04/2021	0848	Verizon Wireless	Diana	OCSWCD:...	31.47
				Total Cellular Phone		259.53
				Total .442 - Phone		259.53
				.443 - Office Supplies		
				Office Supplies		
Bill	12/18/2020	0836	First Bankcard	various supplies	OCSWCD:...	153.40
Bill	12/18/2020	0836	First Bankcard	monthly Go to meeting subs...	OCSWCD:...	14.00
Bill	01/04/2021	0837	Wegmans Food Market...	Acc't # 4951014	OCSWCD:...	58.08
Bill	01/04/2021	0843	Quick Print	INV #38511 1 box #10 envel...	WI BUDGE...	207.50
Bill	01/04/2021	0844	Quick Print	INV #38501 MS4 print and l...	OCSWCD:...	300.80
				Total Office Supplies		733.78
				Payroll Processing		
General Journal	12/18/2020	JE # 2162		PR #26 plus W2 fees	OCSWCD:...	172.10
General Journal	01/04/2021	JE # 2171		PR #1	OCSWCD:...	55.10
General Journal	01/15/2021	JE # 2177		PR #2	OCSWCD:...	57.05
				Total Payroll Processing		284.25
				Total .443 - Office Supplies		1,018.03
				.444A - Info & Educ.		
				Registrations & Memberships		
Bill	01/04/2021	0846	ACSESS	Invoice # 828229 Cert # 359...	OCSWCD:...	90.00
Bill	01/04/2021	0847	National Ground Water ...	Annual renewal Membership...	WI BUDGE...	115.00
Bill	01/11/2021	0850	Chemung County SWC...	NYSE&SCCP renewal fee - ...	OCSWCD:...	100.00
				Total Registrations & Memberships		305.00

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Type	Date	Num	Name	Memo	Class	Amount
Webpage Expenses						
Bill	12/18/2020	0836	First Bankcard	Pre pay 3 years of Wix for M...	OCSWCD:...	234.00
	Total Webpage Expenses					234.00
	Total .444A - Info & Educ.					539.00
.451 - Auto and Field Insurance						
Bill	01/04/2021	0849	Selective Insurance Co...	auto & field Premium increa...	OCSWCD:I...	7,474.00
	Total .451 - Auto and Field Insurance					7,474.00
.452 - Liability Insurance						
Bill	01/04/2021	0849	Selective Insurance Co...	liability	OCSWCD:I...	2,087.00
Bill	01/04/2021	0849	Selective Insurance Co...	Commercial Property \$209....	OCSWCD:I...	259.26
	Total .452 - Liability Insurance					2,346.26
.453 - Inland Marine Insurance						
Bill	01/04/2021	0849	Selective Insurance Co...	Inland Marine	OCSWCD:I...	621.00
	Total .453 - Inland Marine Insurance					621.00
.454 - Professional Liability insuranc						
Bill	01/04/2021	0849	Selective Insurance Co...	professional liability	OCSWCD:I...	1,496.00
	Total .454 - Professional Liability insuranc					1,496.00
.455 - Surety Bond						
Bill	01/04/2021	0849	Selective Insurance Co...	surety bond	OCSWCD:I...	287.00
	Total .455 - Surety Bond					287.00
.460 - Misc. Field Gear						
Bill	12/18/2020	0836	First Bankcard	Boot allowance purchase TK	OCSWCD:F...	179.95
Bill	12/18/2020	0836	First Bankcard	Boot purchase - TO - resolu...	WI BUDGE...	139.56
	Total Field Gear					319.51
LOGO Clothing						
Bill	01/04/2021	0841	Abraham Screen Print ...	Inv # 860 Polo Shirts 1c FL...	OCSWCD:L...	30.00
	Total LOGO Clothing					30.00
Postal Meter Rental						
Bill	12/18/2020	0836	First Bankcard	monthly postage meter rental	OCSWCD:...	17.99
	Total Postal Meter Rental					17.99
	Total .460 - Misc.					367.50
.463 - Gas & Oil						
Bill	01/04/2021	0845	City of Canandaigua-Ve...	SW1 Escape	OCSWCD:...	11.71
Bill	01/04/2021	0845	City of Canandaigua-Ve...	SW2 Tucker's Truck	OCSWCD:...	26.41
Bill	01/04/2021	0845	City of Canandaigua-Ve...	SW3 Tad's Truck	OCSWCD:...	29.23
Bill	01/04/2021	0845	City of Canandaigua-Ve...	SW4 Katie's Truck	OCSWCD:...	0.00
Bill	01/04/2021	0845	City of Canandaigua-Ve...	SW5 Tyler - WI Truck	WI BUDGE...	30.73
Bill	01/04/2021	0845	City of Canandaigua-Ve...	Fuel Admin Fee	OCSWCD:...	2.12
	Total .463 - Gas & Oil					100.20
	Total 8730.4 - Contractual					28,946.71
8730.8 - Employee Benefits						
Dental Insurance/District						
Bill	01/04/2021	0842	Excellus Blue Cross Blu...	TG dental insurance	OCSWCD:...	36.24
Bill	01/04/2021	0842	Excellus Blue Cross Blu...	TO dental insurance	WI BUDGE...	25.08
Bill	01/04/2021	0842	Excellus Blue Cross Blu...	Dental Insurance - District	OCSWCD:...	169.78
	Total Dental Insurance/District					231.10
Disability Insurance						

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Type	Date	Num	Name	Memo	Class	Amount
Bill	01/04/2021	0838	The Hartford	2021-AR,KL,TK,MW, DT	OCSWCD:...	24.67
Bill	01/04/2021	0838	The Hartford	2021-TO	WI BUDGE...	4.31
Bill	01/04/2021	0838	The Hartford	2021-TG	OCSWCD:...	6.30
Total Disability Insurance						35.28
HSA						
Bill	01/04/2021	0829	Megan L. Webster - ven...	2021 Annual Employer HSA...	OCSWCD:...	4,500.00
Bill	01/04/2021	0830	Lafler, Katherine	2021 Annual Employer HSA...	OCSWCD:...	4,500.00
Bill	01/04/2021	0831	Diana D Thorn	2021 Annual Employer HSA...	OCSWCD:L...	4,500.00
Bill	01/04/2021	0832	Ohle, Tyler	2021 Annual Employer HSA...	OCSWCD:...	2,250.00
Bill	01/04/2021	0833	Gerace, Tad	2021 Annual Employer HSA...	OCSWCD:...	2,250.00
Total HSA						18,000.00
Medical Insurance/District						
General Journal	12/18/2020	JE # 2159		PR #26	OCSWCD:...	55.00
General Journal	12/18/2020	JE # 2159		PR #26	OCSWCD:...	55.00
General Journal	01/04/2021	JE # 2168		PR #1	OCSWCD:...	55.00
General Journal	01/04/2021	JE # 2168		PR #1	OCSWCD:...	55.00
Bill	01/04/2021	0842	Excellus Blue Cross Blu...	Medical Insurance-District	OCSWCD:...	2,782.49
Bill	01/04/2021	0842	Excellus Blue Cross Blu...	TG medical insurance	OCSWCD:...	518.26
Bill	01/04/2021	0842	Excellus Blue Cross Blu...	TO medical insurance	WI BUDGE...	366.20
General Journal	01/15/2021	JE # 2174		PR #2	OCSWCD:...	55.00
General Journal	01/15/2021	JE # 2174		PR #2	OCSWCD:...	55.00
Total Medical Insurance/District						3,996.95
Paid Family Leave						
General Journal	12/31/2020	JE # 2172		December Month End JE	OCSWCD:...	-16.80
General Journal	12/31/2020	JE # 2172		December Month End JE	OCSWCD:...	-66.06
Bill	01/04/2021	0840	Arch Insurance	2021 Disability	OCSWCD:...	281.60
Bill	01/04/2021	0840	Arch Insurance	2021 Paid Family Leave	OCSWCD:...	1,877.47
Total Paid Family Leave						2,076.21
Re-employment Tax						
General Journal	12/18/2020	JE # 2160		PR #26	WI BUDGE...	0.00
General Journal	12/18/2020	JE # 2160		PR #26	OCSWCD:...	0.00
General Journal	01/04/2021	JE # 2169		PR #1	WI BUDGE...	1.86
General Journal	01/04/2021	JE # 2169		PR #1	OCSWCD:...	7.23
General Journal	01/15/2021	JE # 2175		PR #2	WI BUDGE...	1.86
General Journal	01/15/2021	JE # 2175		PR #2	OCSWCD:...	7.47
Total Re-employment Tax						18.42
SS & Medi Tax/Company						
General Journal	12/18/2020	JE # 2160		PR #26 TG	OCSWCD:...	147.24
General Journal	12/18/2020	JE # 2160		PR #26 WI	WI BUDGE...	179.43
General Journal	12/18/2020	JE # 2160		PR #26 District	OCSWCD:...	579.94
General Journal	01/04/2021	JE # 2169		PR #1 TG	OCSWCD:...	144.62
General Journal	01/04/2021	JE # 2169		PR #1 WI	WI BUDGE...	184.56
General Journal	01/04/2021	JE # 2169		PR #1 District	OCSWCD:...	569.42
General Journal	01/15/2021	JE # 2175		PR #2 TG	OCSWCD:...	144.62
General Journal	01/15/2021	JE # 2175		PR #2 WI	WI BUDGE...	184.56
General Journal	01/15/2021	JE # 2175		PR #2 District	OCSWCD:...	580.54
Total SS & Medi Tax/Company						2,714.93
Unemployment Company						
General Journal	12/18/2020	JE # 2160		PR #26	WI BUDGE...	0.00
General Journal	12/18/2020	JE # 2160		PR #26	OCSWCD:...	0.00
General Journal	01/04/2021	JE # 2169		PR #1	WI BUDGE...	13.01
General Journal	01/04/2021	JE # 2169		PR #1	OCSWCD:...	50.66
General Journal	01/15/2021	JE # 2175		PR #2	WI BUDGE...	13.01
General Journal	01/15/2021	JE # 2175		PR #2	OCSWCD:...	52.36
Total Unemployment Company						129.04
Worker's Compensation						
Bill	01/04/2021	0839	Ontario County	Invoice # Res. 351-2020 Cu...	OCSWCD:...	15,289.00

Jan 13, 21

Ontario County SWCD
Abstract #1, 2021

December 17, 2020-January 20, 2021

Type	Date	Num	Name	Memo	Class	Amount
Total Worker's Compensation						15,289.00
Total 8730.8 · Employee Benefits						42,490.93
Total Expense						107,917.41
Net Income						-107,917.41



ONTARIO COUNTY

SOIL & WATER CONSERVATION DISTRICT
www.ontswcd.com

Treasurer's Report District Board Meeting January 20, 2021

Megan has reviewed and signed off on Payrolls #26, #1, and #2 as well as the December bank statements. All bank accounts are reconciled and the QuickBooks reconciliation reports are available for your review.

Financial Information:

- Financial statements for December 2020 were included in the Board packet (*need approval*)
- For the month of December, the District Checking account had the following activity:
 - Starting Bank Balance: \$72,739.77
 - Deposits of: \$65,933.44
 - Expenditures of: \$59,962.54
 - Ending Bank Balance: \$78,710.67

QuickBooks ending balance is \$77,493.21

The following transactions are outstanding:

Uncleared checks – two checks totaling \$1,217.46

All other month end bank balances match the QuickBooks balances.

General Updates:

- I have been busy transitioning from 2020 to 2021.
- I have begun working on the three annual reports that I am responsible for and have completed the first two. Through my Water Quality Symposium planning work with my counterpart at the Wayne County SWCD, we have organized a webinar on the Annual Report of the Treasurer to be led by a trainer from the Office of the State Comptroller on January 26th. This will hopefully be very helpful in explaining their expectations for that report. Clerks, Managers, Accountants for Districts, and others have been invited to listen in and learn more about the report. I will finish our Annual Report of the Treasurer after that training.
- In an effort to clean up our data and reporting, I would like to recommend that you approve opening a new checking account for the Ontario Wayne Stormwater Coalition. If approved, I will create a new company in QuickBooks for the Coalition and we will completely separate their finances from the District's. I met with our accountant about this and he

agrees that this would be much cleaner and more transparent. Right now there are two Boards over one pot of money and their funds are co-mingled with the District's. Because of this their money is reported as part of our fund balance and that is inaccurate.