

**June 15, 2015**  
**CANANDAIGUA TOWN BOARD MEETING ADDENDUM**

**RESOLUTION 2015-153: BUDGET MODIFICATION HIGHWAY FUND**

**WHEREAS**, the Worker's Compensation Insurance fees for the Highway Department are budgeted under Line D.9040.800 and as indicated in the May Revenue and Expense Report, the expenditure exceeds the budgeted amount; and

**WHEREAS**, it is the recommendation of the Budget Officer, the Bookkeeper and EFPR Solutions that the shortfall be offset with anticipated sales tax revenue; and

**NOW THEREFORE BE IT RESOLVED**, the Canandaigua Town Board hereby directs the Budget Officer to amend the 2015 budget as follows:

Increase line D.1120, Non-Property Sales Tax by \$18,792.20, and  
Increase line D.9040.800, Workers Compensation by \$18,792.20.

**RESOLUTION 2015-154: BUDGET MODIFICATION GENERAL FUND**

**WHEREAS**, the Town Board previously approved the purchase of the Conifer property at a cost of \$166,527.03 when \$150,000 was budgeted in line A.1940.200; and

**WHEREAS**, the Town Board previously approved increasing the contribution to the City/Town Recreation program at a cost of \$11,100 when \$9000 was budgeted; and

**WHEREAS**, the Town Board previously approved the purchase of computer equipment at a cost of \$7533.49 when \$7000.00 was budgeted in line A.1680.200; and

**WHEREAS**, it is the recommendation of the Budget Officer, the Bookkeeper and EFPR Solutions that the shortfalls be offset with funds from Contingency line A.1990.40; and

**NOW THEREFORE BE IT RESOLVED**, the Canandaigua Town Board hereby directs the Budget Officer to amend the 2015 budget as follows:

Increase line A.1940.200, Purchase of Land by \$16,527.03;  
Increase line A.1680.200, Data Processing Equipment by \$533.49;  
Increase line A.7140.410, Playground/Recreation, Day Camp with the City by \$2,100.00; and  
Decrease line A.1990.400, Contingency by \$19,160.62.

**RESOLUTION 2015-155: BUDGET MODIFICATION WATER FUND**

**WHEREAS**, the Worker's Compensation Insurance fees for the Water Department are budgeted under Line F.9040.800 and as indicated in the May Revenue and Expense Report, the expenditure exceeds the budgeted amount by \$35,30; and

**WHEREAS**, Water Dept Vehicle & Repairs have exceeded the budgeted amount shown in line F.8310.423 of the May Revenue & Expense report by \$668.41; and

**WHEREAS**, it is the recommendation of the Budget Officer, the Bookkeeper and EFPR Solutions that these shortfalls be offset with funds from Water Meter Sales revenue line F.2142; and,

**NOW THEREFORE BE IT RESOLVED**, the Canandaigua Town Board hereby directs the Budget Officer to amend the 2015 budget as follows:

Increase line F.8310.423, Vehicle & Repairs by \$668.41;  
Increase line F.9040.800, Workers Compensation b \$35.30; and  
Decrease line F.2142 Water Meter Sales revenue line by \$703.71.

### **RESOLUTION 2015-156: ASSET MANAGEMENT POLICY**

**WHEREAS**, in 2011 the Canandaigua Town Board adopted a resolution stating all technology equipment and other equipment with a value over \$500 shall be added to the fixed asset records; and

**WHEREAS**, after careful review and analysis of the fixed asset record by the Town Clerk, EFPR Solutions, KVS and the Budget Officer, it is recommended that the Town Board implement the following asset management strategy:

1. The Town Clerk's office shall be responsible for recording in the accounting software program all purchases between \$1,500 and \$4,999 with a useful life of one or more years as non-depreciable; and
2. The Town Clerk's office shall be responsible for recording in the accounting software program all purchases which are \$5,000 or greater under asset inventory as depreciable, these items shall also be included in the Town's annual audit report; and

**NOW THEREFORE BE IT RESOLVED**, the Town Board hereby adopts this asset management strategy and hereby directs the Town Clerk, Bookkeeper and Budget Officer to implement this policy.