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April 29th, 2024

Dear Board Member,

The next meeting of the Board of Directors of the Central New York Regional Market Authority has been scheduled for **Monday, May 6th at 6:00 p.m. in the Conference Room at 2100 Park Street.**

Enclosed for your reference are:

Agenda for the 5/6/24 Quarterly Meeting of the Board of Directors
Minutes for the 4/15/24 Annual Meeting - Part II of the Board of Directors
FY 2024 - 2025 Adopted Extended Budget
FY 2023 - 2024 Q4 Quarterly Report
Year-to-Date Financial Report
Year-to-Date Check Register
Attorney Letter Supporting Proposed By-Laws
Proposed By-Laws
Audit Corrective Action Plan Draft Resolution
FY 2024 - 2025 Executive Director Time Worked
FY 2024 - 2025 Market Manager Time Worked
FY 2024 - 2025 Facilities Manager Time Worked
FY 2024 - 2025 Redacted Payroll Report

In order to conduct the meeting as efficiently as possible, I strongly encourage you to review the enclosed materials in advance of the meeting. Also, please call (315)422-8647 if you have any questions or will **NOT** be able to attend the Board of Director's meeting.

CENTRAL NEW YORK REGIONAL
MARKET AUTHORITY

Amanda Vitale
Executive Director

**CENTRAL NEW YORK REGIONAL MARKET AUTHORITY
QUARTERLY BOARD MEETING
Monday, May 6th, 2024
6:00 P.M.**

ORDER OF BUSINESS

- I. PLEDGE**

- II. APPROVAL OF AGENDA**

- III. APPROVAL OF PRIOR MINUTES 4/15/2024**

- IV. Q4 QUARTERLY REPORT**

- V. YEAR-TO-DATE FINANCIAL REPORT**

- VI. GOVERNANCE COMMITTEE DISCUSSION - JoAnn Delaney**
 - a. By-Laws**

- VII. BOARD DISCUSSION**
 - a. Audit Corrective Action Plan Discussion**

- VIII. NEXT MEETING(S)**

- IX. ADJOURNMENT**

“The mission of the Authority is to provide facilities, programs, and services to promote opportunities for agriculture and commerce in Central New York.”

**CENTRAL NEW YORK REGIONAL MARKET AUTHORITY
REGULAR BOARD MEETING**

Tuesday, April 15, 2023

6:00 PM

PRESENT: A. Emmi, J. Berenguer, R. Daratt, J. Musumeci, A. Carvell, T. Bonoffski, P. Heider, J.A. Delaney

ABSENT: M. Mahar, G. Palmer, A. McNabb-Coleman

OTHER IN PERSON: Am. Vitale, H. Poole

The meeting was called to order at 6:01 PM by Board President Anthony Emmi.

*A *MOMENT OF SILENCE* was observed in honor of the fallen officers from the Syracuse Police Department and Onondaga County Sheriff's Department*

APPROVAL OF AGENDA:

Resolved: a motion was made by J. Musumeci and seconded by J.A. Delaney to approve the agenda. With the adjustment of moving board discussion - lease negotiations to the top of the agenda to be discussed first and to remove the Nominating Committee presentation. All in favor; no one opposed; no abstentions.

APPROVAL OF PRIOR MINUTES 4/2/24

Resolved: a motion was made by J. Berenguer and seconded by T. Bonoffski to approve the prior minutes. All in favor; no one opposed; no abstentions.

BOARD DISCUSSION- LEASE NEGOTIATIONS

Resolved: a motion was made by P. Heider and seconded by A. Carvell to go out of Regular Session and into Executive Session for the discussion of lease negotiations. All in favor; no one opposed; no abstentions.

Resolved: a motion was made by J.A. Delaney and seconded by J. Musumeci to go out of Executive Session and back into Regular Session. All in favor; no one opposed; no abstentions.

Resolved: a motion was made by A. Emmi and seconded by J. Berenguer to allow the Executive Director and Board President, to enter negotiations with Regional Fresh Poultry regarding the proposed addition with the terms as discussed, to come back to the Board if an agreement is not met with current terms. All in favor; no one opposed; no abstentions.

Resolved: a motion was made by T. Bonoffski and seconded by P. Heider to extend the rent free period from 60 days to 90 days with the tenant leasing Retail Unit B. All in favor; no one opposed; no abstentions.

NOMINATING COMMITTEE PRESENTATION

Tabled

2024 ANNUAL APPROVALS

Am. Vitale presented the annual approvals, which are the same as what was provided at the last Board Meeting. Starting with Hancock Estabrook, there has been an increase in rates. For example, in 2019 Dan Mannion was a new attorney charging \$250.00/hour, he is now a partner causing rates to go up to \$385.00/hour. Hancock Estabrook delegates the lowest paid employee that can handle what the Market needs, to help keep our rates down while ensuring the appropriate attorney is placed on each task. Moving onto DB&B, their rates remained the same from 2017-2020 as \$12,250.00 per year. They then increased in 2021-\$12,750.00; 2022-\$13,250.00; and 2023-\$14,500.00. Am. Vitale has provided the information requested of them to create a quote for 2024. They also keep our rates low by assigning new auditors being overseen by more seasoned auditors. The Market's Risk Manager, Richard Walker has worked with the Market since the 80s, proposed his rates in 2017 at \$7,200/year, which is \$1,800/quarter. These rates have not changed since and will not be changing. Am. Vitale does not have the original bid information for C&S Engineers from 2017. A list was provided of the potential top prices the Market could pay for jobs completed, however they will still work to put lower paid individuals on the task if possible. FOIL requests remain at \$1 per page, M&T Bank and Solvay Bank will remain as the banking locations for the Market.

Hancock & Estabrook as the representing legal firm for the Authority with **Dan Mannion** acting as lead counsel.

C&S Engineers as engineers of record with **Andrew Maxwell** as lead engineer and **Mike LaMontagne** as lead architect, and **VIP Structures** as secondary architecture firm of record with **Vince Raymond** as main point of contact.

Dermond, Burke, and Brown as Auditors for the 2023-24 Audit.

Post Standard as the official paper for legal announcements.

Richard Walker as the Risk Manager for the Authority.

The official copy fee for F.O.I.L. requests to be **\$1.00** per page.

M&T Bank and Solvay Bank as approved banking locations.

Resolved: a motion was made by P. Heider and seconded by J.A. Delaney to approve each of the 2024 Annual Approvals as presented (attached above). All in favor; no one opposed; no abstentions.

EXTENDED BUDGET REPORT DISCUSSION

Am. Vitale presented changes made to the budget. The first change being in gas sales, last year selling \$18,000 after being budgeted for \$10,000. This budget has been increased to \$20,000. The second change is on interest earned. This has been increased to \$75,000, which is in accordance with what the dividend should look like with our current debt. Income has been increased \$30,000 from token sales. In expenses, payroll taxes to the employer have changed to be comparable with the payroll budget. Payroll taxes have been increased to \$150,000. There has been savings in Maintenance Supplies, decreasing that budget to \$35,000 from \$50,000, due to a light snow season, the Market will only need to order a half (1/2) truck load of salt for this coming year. Operating insurance will be increased 14% from last year. Legal and Professional expense has been increased to \$100,000 to reflect the realtor expenses with Retail Unit B. Am. Vitale provided a spreadsheet with all Commercial Leases rent month to month through the end of the proposed budget.

Resolved: a motion was made by P. Heider and seconded by T. Bonoffski to go out of Regular Session and into Executive Session for the discussion of employees. All in favor; no one opposed; no abstentions.

Resolved: a motion was made by J. Musumeci and seconded by J. Berenguer to go out of Executive Session and into Regular Session. All in favor; no one opposed; no abstentions.

Resolved: a motion was made by P. Heider and seconded by A. Carvell to accept the amended current budget as presented.. All in favor; no one opposed; no abstentions.

Resolved: a motion was made by J. Musumeci and seconded by R. Daratt to approve the 5 Year Extended Budget as presented. Seven(7) in favor; J. Berenguer opposed; no abstentions.

BOARD DISCUSSION

J.A. Delaney discussed the token policy regarding the ability of brick and mortar businesses to accept the tokens. After doing research and discussing this with Agriculture and Markets, it was discovered they should not have the ability to accept the SNAP tokens at their businesses. J.A. Delaney recommends removing the word “tenant” from the Token Policy, which will then go back to the Governance Committee to be re-written. The Market will notify businesses and customers of the change in policy. The businesses are welcome to rent a stall on the Market to sell their product to continue to accept the EBT tokens. Additionally, the token program estimated cost to the Market is \$52,000.00 annually. J.A. Delaney recommends charging vendors a fee to turn in their tokens with the Market, due to the cost of the program and all administrative work that goes into running the program. The Market will provide notice via emails and written letters to all vendors of this fee to begin in May 2024.

Resolved: a motion was made by A. Carvell and seconded by P. Heider to remove the word tenant from the Market’s current Token Policy. All in favor; no one opposed; no abstentions.

Resolved: a motion was made by J. Berenguer and seconded by A. Carvell to provide the tenant 60 days from 4/15/24 to obtain the ability to accept EBT Cards. All in favor; no one opposed; no abstentions.

Resolved: a motion was made by A. Carvell and seconded by A. Emmi to charge vendors a 7% redemption fee when turning in their tokens at the Market. Seven(7) in favor; J. Berenguer opposed; no abstentions.

NEXT MEETING

The next meeting of the Board of Directors will be held on Monday May 6, 2024 at 6:00 PM in the conference room on the second floor of the Administration Building at 2100 Park Street.

ADJOURNMENT

Resolved: a motion was made by J. Musumeci and seconded by J.A. Delaney to adjourn at 9:10 PM. all in favor; no one opposed; no abstentions.

ACCOUNT DESCRIPTION	Budget	Budget	Extended	Extended	Extended	Extended	Extended
	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	2028 - 2029	2029 - 2030
INCOME							
COMMERCIAL LEASES	\$960,000.00	\$710,000.00	\$916,000.00	\$965,000.00	\$1,070,000.00	\$1,095,000.00	\$1,120,000.00
LAND LEASES	\$200,000.00	\$165,000.00	\$165,000.00	\$265,000.00	\$265,000.00	\$315,000.00	\$365,000.00
FARMER SAT/WHOLESALE LICENSE	\$350,000.00	\$330,000.00	\$355,000.00	\$380,000.00	\$400,000.00	\$420,000.00	\$440,000.00
FARMER SAT DAILY	\$41,000.00	\$58,000.00	\$60,000.00	\$62,000.00	\$64,000.00	\$65,000.00	\$67,000.00
COMMERCIAL SAT LICENSE	\$95,000.00	\$75,000.00	\$81,000.00	\$87,500.00	\$92,000.00	\$96,500.00	\$101,500.00
COMMERCIAL SAT DAILY	\$15,000.00	\$14,000.00	\$14,500.00	\$15,000.00	15,500.00	\$16,000.00	\$16,500.00
DEALER SAT LEASE	\$240,000.00	\$218,000.00	\$235,500.00	\$255,000.00	\$268,000.00	\$281,000.00	\$295,000.00
DEALER SAT DAILY	\$6,500.00	\$10,000.00	\$10,500.00	\$11,000.00	\$11,500.00	\$12,000.00	\$12,500.00
FOOD CONCESSION LICENSE	\$45,000.00	\$40,000.00	\$43,000.00	\$46,000.00	\$48,000.00	\$50,000.00	\$52,500.00
DEALER THURS LICENSE	\$500.00	\$600.00	\$600.00	\$600.00	\$700.00	\$700.00	\$700.00
FARMER THURSDAY LICENSE	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
FARMER THURSDAY DAILY	\$500.00	\$900.00	\$900.00	\$900.00	\$1,000.00	\$1,000.00	\$1,000.00
COMMERCIAL THURS LICENSE	\$500.00	\$100.00	\$100.00	\$100.00	\$200.00	\$200.00	\$200.00
COMMERCIAL THURS DAILY	\$500.00	\$400.00	\$400.00	\$400.00	\$500.00	\$500.00	\$500.00
DEALER THURS DAILY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FLEA MKT SEMI-ANNUAL LICENSE	\$135,000.00	\$145,000.00	\$156,000.00	\$168,000.00	\$176,000.00	\$185,000.00	\$194,000.00
FLEA MKT DAILY SUNDAY	\$110,000.00	\$95,000.00	\$100,000.00	\$105,000.00	\$110,000.00	\$115,000.00	\$120,000.00
DELIVERY FEES	\$10,000.00	\$8,500.00	\$8,500.00	\$8,500.00	\$9,000.00	\$9,000.00	\$9,000.00
MISCELLANEOUS	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
ELECTRIC SALES	\$95,000.00	\$70,000.00	\$85,000.00	\$90,000.00	\$100,000.00	\$100,000.00	\$100,000.00
GAS SALES	\$8,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$21,500.00	\$21,500.00	\$22,000.00
WATER SALES/SEWER	\$4,000.00	\$4,000.00	\$5,000.00	\$5,000.00	\$6,000.00	\$6,000.00	\$6,000.00
INTEREST EARNED	\$6,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00	75,000.00
BAD DEBT RECEIVED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PROMOTIONAL LEASES & SALES	\$65,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$120,000.00	\$120,000.00	\$120,000.00
SECURITY DEPOSIT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
REIMBURSEMENTS	\$0.00	\$24,000.00	\$24,000.00	\$24,000.00	\$24,000.00	\$24,000.00	\$24,000.00
GRANTS REC. MOBILE MARKET	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SALES INCOME MOBILE MARKET	\$0.00	\$4,000.00	\$6,000.00	\$6,000.00	\$10,000.00	\$10,000.00	\$10,000.00
OPER CONT'G RES FYE	\$31,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RECYCLING INCOME	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
CASH PREV FYE	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOKEN SALES INCOME		\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
MORTGAGE / LINE OF CREDIT							
TOTAL	\$2,450,000.00	\$2,204,000.00	\$2,498,500.00	\$2,726,500.00	\$2,924,400.00	\$3,054,900.00	\$3,188,900.00

ACCOUNT DESCRIPTION	Budget	Budget	Extended	Extended	Extended	Extended	Extended
	2023-2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	2028 - 2029	2029 - 2030
EXPENSES							
PAYROLL	\$915,000.00	\$900,000.00	\$935,000.00	\$965,000.00	\$995,000.00	\$1,040,000.00	\$1,080,000.00
Payroll taxes to employer	\$115,000.00	\$150,000.00	\$155,000.00	\$165,000.00	\$170,000.00	\$175,000.00	\$180,000.00
REPAIRS TO BUILDINGS	\$25,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
REPAIRS TO GROUNDS	\$25,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
REPAIRS TO EQUIPMENT	\$5,000.00	\$10,000.00	\$10,000.00	\$15,000.00	\$15,000.00	\$20,000.00	\$20,000.00
FUEL & OIL EXPENSE	\$6,000.00	\$5,000.00	\$6,000.00	\$6,000.00	\$6,300.00	\$6,500.00	\$7,000.00
OPERATING EXPENSES	\$15,000.00	\$15,000.00	\$18,000.00	\$18,000.00	\$20,000.00	\$20,000.00	\$20,000.00
MAINTENANCE SUPPLIES	\$25,000.00	\$35,000.00	\$55,000.00	\$60,000.00	\$65,000.00	\$70,000.00	\$75,000.00
OFFICE EXPENSES	\$12,000.00	\$18,000.00	\$18,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
TELEPHONE	\$6,000.00	\$7,000.00	\$7,200.00	\$7,500.00	\$7,600.00	\$7,900.00	\$8,200.00
ASSOCIATION & LICENSE FEE	\$4,000.00	\$5,000.00	\$5,000.00	\$5,500.00	\$5,500.00	\$6,000.00	\$6,000.00
MISCELLANEOUS	\$2,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$2,000.00	\$2,000.00	\$2,000.00
INTREST EXPENSE (LOAN, ETC.)	\$400,000.00	\$120,000.00	\$330,000.00	\$447,000.00	\$530,000.00	\$520,000.00	\$505,000.00
SECURITY	\$140,000.00	\$140,000.00	\$147,000.00	\$155,000.00	\$163,000.00	\$170,000.00	\$177,000.00
TRASH REMOVAL & RECYCLABLE	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00
OPERATING INSURANCE	\$98,000.00	\$145,000.00	\$150,000.00	\$155,000.00	\$155,000.00	\$155,000.00	\$155,000.00
HEALTH PLAN	\$215,000.00	\$220,000.00	\$230,000.00	\$260,000.00	\$275,000.00	\$290,000.00	\$305,000.00
DENTAL PLAN	\$9,000.00	\$7,000.00	\$7,000.00	\$7,500.00	\$8,000.00	\$8,000.00	\$8,000.00
ADVERTISING & PROMOTIONS	\$50,000.00	\$50,000.00	\$43,000.00	\$45,000.00	\$50,000.00	\$50,000.00	\$50,000.00
TRAVEL EXPENSES	\$12,500.00	\$7,000.00	\$8,300.00	\$12,500.00	\$15,000.00	\$15,000.00	\$15,000.00
LEGAL & PROFESSIONAL	\$55,000.00	\$100,000.00	\$80,000.00	\$80,000.00	\$85,000.00	\$85,000.00	\$85,000.00
PAYROLL PROCESSING	\$10,000.00	\$10,000.00	\$12,000.00	\$12,000.00	\$15,000.00	\$15,000.00	\$15,000.00
ELECTRICITY EXPENSES	\$110,000.00	\$100,000.00	\$115,000.00	\$120,000.00	\$135,000.00	\$135,000.00	\$135,000.00
GAS EXPENSES	\$15,000.00	\$35,000.00	\$40,000.00	\$40,000.00	\$55,000.00	\$55,000.00	\$55,000.00
WATER & SEWER EXPENSES	\$70,000.00	\$70,000.00	\$72,000.00	\$75,000.00	\$75,000.00	\$80,000.00	\$80,000.00
BAD DEBT EXPENSE	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
REIMBURSEABLE EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MOBILE MARKET SALES EXPENSE	\$0.00	\$2,000.00	\$3,000.00	\$3,000.00	\$5,000.00	\$5,000.00	\$5,000.00
MOBILE MARKET OTHER EXPENSE	\$0.00	\$1,500.00	\$500.00	\$500.00	\$1,500.00	\$1,500.00	\$1,500.00
NEW EQUIPMENT	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$52,500.00	\$63,200.00
CREDIT/DEBIT FEES	\$6,000.00	\$6,000.00	\$6,000.00	\$6,500.00	\$6,500.00	\$6,500.00	\$7,000.00
OPERATING CONTINGENCY	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CAPITAL RESERVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65,000.00
TOTAL	\$2,450,000.00	\$2,204,000.00	\$2,498,500.00	\$2,726,500.00	\$2,924,400.00	\$3,054,900.00	\$3,188,900.00
DIFFERENCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Quarterly

REPORT

2023 - 2024

FOURTH QUATER
JANUARY 1, 2024 -
MARCH 31, 2024

"The mission of the Authority is to provide The mission of the Authority is to provide facilities, programs, and services to promote opportunities for Agriculture and commerce in Central New York."



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HISTORIC TRENDS

FOURTH QUARTER

Based on the Fiscal Year for the Central New York Regional Market Authority (Authority), the fourth quarter of the fiscal year runs from the first day of January through the thirty first day of March. As the Authority sees a bulk of both expenses and income due within the first quarter of the fiscal year, the fourth quarter tends to be much lower in both income and expenses. Notable items from the Authority's cash flow statement that apply to the fourth quarter of each fiscal year are noted below.

INCOME HIGHLIGHTS

As April launches the Authority's fiscal year, and the most expensive and most heavily populated season on the retail market. By the end of the first quarter, two out of the three payments on the retail licenses have been paid, and several vendors have typically paid their licenses in full. By the fourth quarter of the year, the overwhelming majority of all license payments on the retail market have been paid in full. As a result, the Authority sees very little income from licenses on the retail market in the fourth quarter.

One other notable income highlight that is typically noticed in the fourth quarter of the fiscal year is that promotional income can be elevated, as this is the time of year that many events are typically scheduled. However, the fourth quarter of the fiscal year is historically the lowest income quarter of the year.

EXPENSE HIGHLIGHTS

As was the case with income, the majority of expenses for the Authority are seen in the first quarter of the fiscal year as well. Due to a large portion of the Authority's expenses being due within the first quarter of its fiscal year, expenses are proportionally lower in each of the following quarters of the year. The fourth quarter, though, can see some spiked expenses in comparison to other quarters. These are in areas such as maintenance supplies (for ice melt), and repairs to equipment (for snow removal equipment repairs).



FOURTH QUARTER INCOME REPORT

Account Description	4th Quarter Actual 2023-2024	% of Total Budget	4th Quarter Budget 2023-2024	Year to Date Actual 2023-2024	Budget 2023-2024	Budget Adjustments	Adjusted Budget	Remaining Balance	4th Quarter Actual 2022-2023	Average % of Total Budget
Commercial Leases	\$121,919.55	12.70%	\$240,000.00	\$503,024.36	\$960,000.00	\$0.00	\$960,000.00	\$456,975.64	\$142,817.73	25%
Land Leases	\$39,558.30	19.78%	\$50,000.00	\$163,061.46	\$200,000.00	\$0.00	\$200,000.00	\$36,938.54	\$38,893.08	23%
Farmer Saturday/ Wholesale License	\$18,573.00	5.31%	\$87,500.00	\$298,902.00	\$350,000.00	\$0.00	\$350,000.00	\$51,098.00	\$11,933.58	7%
Farmer Saturday Daily	\$7,590.00	18.51%	\$10,250.00	\$53,871.00	\$41,000.00	\$0.00	\$41,000.00	-\$12,871.00	\$6,130.00	14%
Commercial Saturday License	\$1,140.00	1.20%	\$23,750.00	\$57,257.00	\$95,000.00	\$0.00	\$95,000.00	\$37,743.00	\$3,505.32	5%
Commercial Saturday Daily	\$1,425.00	9.50%	\$3,750.00	\$10,295.00	\$15,000.00	\$0.00	\$15,000.00	\$4,705.00	\$1,715.00	14%
Dealer Saturday License	\$7,032.00	2.93%	\$60,000.00	\$214,814.00	\$240,000.00	\$0.00	\$240,000.00	\$25,186.00	\$8,596.50	9%
Dealer Saturday Daily	\$1,415.00	21.77%	\$1,625.00	\$6,555.00	\$6,500.00	\$0.00	\$6,500.00	-\$55.00	\$765.00	3%
Food Concession License	\$280.00	0.62%	\$11,250.00	\$33,166.00	\$45,000.00	\$0.00	\$45,000.00	\$11,834.00	\$0.00	0%
Dealer Thursday License	\$0.00	0.00%	\$125.00	\$425.00	\$500.00	\$0.00	\$500.00	\$75.00	\$0.00	0%
Farmer Thursday License	\$0.00	0.00%	\$750.00	\$2,350.00	\$3,000.00	\$0.00	\$3,000.00	\$650.00	\$0.00	0%
Farmer Thursday Daily	\$0.00	0.00%	\$125.00	\$850.00	\$500.00	\$0.00	\$500.00	-\$350.00	\$0.00	0%
Commercial Thursday License	\$0.00	0.00%	\$125.00	\$75.00	\$500.00	\$0.00	\$500.00	\$425.00	\$0.00	0%
Commercial Thursday Daily	\$0.00	0.00%	\$125.00	\$360.00	\$500.00	\$0.00	\$500.00	\$140.00	\$0.00	0%
Dealer Thursday Daily	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
Flea Market Semi-Annual License	-\$9,533.09	-7.06%	\$33,750.00	\$97,108.91	\$135,000.00	\$0.00	\$135,000.00	\$37,891.09	\$892.38	0%
Flea Market Daily Sunday	\$12,395.00	11.27%	\$27,500.00	\$86,740.00	\$110,000.00	\$0.00	\$110,000.00	\$23,260.00	\$9,525.00	15%
Delivery Fees	\$2,771.50	27.72%	\$2,500.00	\$8,514.50	\$10,000.00	\$0.00	\$10,000.00	\$1,485.50	\$3,728.00	24%
Miscellaneous	\$75.00	2.50%	\$750.00	\$290.00	\$3,000.00	\$0.00	\$3,000.00	\$2,710.00	\$25.00	32%
Electricity Sales	\$11,572.60	12.18%	\$23,750.00	\$52,828.77	\$95,000.00	\$0.00	\$95,000.00	\$42,171.23	\$12,059.13	22%
Gas Sales	\$12,223.44	152.79%	\$2,000.00	\$18,118.45	\$8,000.00	\$0.00	\$8,000.00	-\$10,118.45	\$2,873.46	48%
Water/ Sewer Sales	\$615.39	15.38%	\$1,000.00	\$2,563.68	\$4,000.00	\$0.00	\$4,000.00	\$1,436.32	\$562.62	25%
Interest Earned	\$74,907.31	1,248.46%	\$1,500.00	\$76,312.77	\$6,000.00	\$0.00	\$6,000.00	-\$70,312.77	\$37,068.66	80%
Bad Debt Received	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	25%
Promotional Leases	\$6,157.00	9.47%	\$16,250.00	\$23,853.00	\$65,000.00	\$0.00	\$65,000.00	\$41,147.00	\$4,736.00	27%
Security Deposit	\$0.00	0.00%	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	-\$1,500.00	\$12,604.21	26%
Reimbursements	\$6,000.00		\$0.00	\$31,591.98	\$0.00	\$0.00	\$0.00	-\$31,591.98	\$293.80	2%
Grants Rec. Mobile Market	\$0.00		\$0.00	\$18,950.00	\$0.00	\$0.00	\$0.00	-\$18,950.00	\$0.00	0%
Sales Income Mobile Market	\$0.00		\$0.00	\$1,523.25	\$0.00	\$0.00	\$0.00	-\$1,523.25	\$0.00	0%
Operating Contingency Reserve FYE	\$0.00	0.00%	\$7,750.00	\$31,000.00	\$31,000.00	\$0.00	\$31,000.00	\$0.00	\$0.00	0%
Recycling Income	\$0.00	0.00%	\$125.00	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$0.00	18%
Cash Previous FYE	\$0.00	0.00%	\$6,250.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00	\$25,000.00	\$0.00	0%
	\$316,117.00	12.90%	\$612,500.00	\$1,795,901.13	\$2,450,000.00	\$0.00	\$2,450,000.00	\$654,098.87	\$298,724.67	16%

FOURTH QUARTER INCOME

PERCENTAGES AS THEY RELATE TO THE PRIOR 5 YEARS

Account Description	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	AVERAGE	2023-2024
Commercial Leases	27%	24%	25%	25%	25%	25%	13%
Land Leases	21%	25%	25%	23%	23%	23%	20%
Farmer Saturday/ Wholesale License	4%	17%	4%	7%	4%	7%	5%
Farmer Saturday Daily	11%	17%	9%	12%	19%	14%	19%
Commercial Saturday License	2%	7%	5%	6%	5%	5%	1%
Commercial Saturday Daily	17%	8%	5%	24%	18%	14%	10%
Dealer Saturday License	6%	5%	15%	12%	5%	9%	3%
Dealer Saturday Daily	3%	0%	0%	0%	13%	3%	22%
Food Concession License	0%	0%	0%	0%	0%	0%	1%
Dealer Thursday License	0%	0%	0%	0%	0%	0%	0%
Farmer Thursday License	0%	0%	0%	0%	0%	0%	0%
Farmer Thursday Daily	0%	0%	0%	0%	0%	0%	0%
Commercial Thursday License	0%	0%	0%	0%	0%	0%	0%
Commercial Thursday Daily	0%	0%	0%	0%	0%	0%	0%
Dealer Thursday Daily	0%	0%	0%	0%	0%	0%	0%
Flea Market Semi-Annual License	0%	0%	0%	1%	1%	0%	-7%
Flea Market Daily Sunday	14%	15%	23%	12%	11%	15%	11%
Delivery Fees	26%	25%	21%	19%	30%	24%	28%
Miscellaneous	45%	15%	9%	89%	3%	32%	3%
Electricity Sales	22%	19%	24%	23%	23%	22%	12%
Gas Sales	50%	42%	52%	53%	45%	48%	153%
Water/ Sewer Sales	24%	24%	30%	26%	23%	25%	15%
Interest Earned	82%	71%	48%	100%	100%	80%	1,248%
Bad Debt Received	0%	100%	0%	27%	0%	25%	0%
Promotional Leases	11%	67%	2%	47%	7%	27%	9%
Security Deposit	3%	0%	30%	11%	88%	26%	0%
Reimbursements	0%	1%	5%	0%	2%	2%	0%
Sales Income Mobile Market	0%	0%	0%	0%	0%	0%	0%
Operating Contingency Reserve FYE	0%	0%	0%	0%	0%	0%	0%
Recycling Income	20%	22%	25%	25%	0%	18%	0%
Cash Previous FYE	0%	0%	0%	0%	0%	0%	0%
TOTAL	14%	14%	17%	19%	16%	16%	13%

FOURTH QUARTER INCOME

TOTALS AS THEY RELATE TO THE PRIOR 5 YEARS

Account Description	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	AVERAGE	2023-2024
Commercial Leases	\$132,357.11	\$118,203.65	\$123,257.86	\$182,884.76	\$142,817.73	\$139,904.22	\$121,919.55
Land Leases	\$30,703.08	\$36,285.57	\$37,770.85	\$36,759.33	\$38,893.08	\$36,082.38	\$39,558.30
Farmer Saturday/ Wholesale License	\$10,101.00	\$12,536.00	\$10,878.00	\$20,001.00	\$11,933.58	\$13,089.92	\$18,573.00
Farmer Saturday Daily	\$3,480.00	\$5,814.00	\$3,782.00	\$3,855.00	\$6,130.00	\$4,612.20	\$7,590.00
Commercial Saturday License	\$1,028.00	\$3,708.00	\$2,934.00	\$5,061.00	\$3,505.32	\$3,247.26	\$1,140.00
Commercial Saturday Daily	\$3,970.00	\$1,080.00	\$1,085.00	\$2,030.00	\$1,715.00	\$1,976.00	\$1,425.00
Dealer Saturday License	\$10,434.00	\$9,180.00	\$26,272.00	\$21,285.00	\$8,596.50	\$15,153.50	\$7,032.00
Dealer Saturday Daily	\$150.00	\$0.00	\$20.00	\$0.00	\$765.00	\$187.00	\$1,415.00
Food Concession License	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$280.00
Dealer Thursday License	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Farmer Thursday License	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Farmer Thursday Daily	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Commercial Thursday License	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Commercial Thursday Daily	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dealer Thursday Daily	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Flea Market Semi-Annual License	\$0.00	\$0.00	\$0.00	\$687.00	\$892.38	\$315.88	-\$9,533.09
Flea Market Daily Sunday	\$14,255.00	\$15,500.00	\$28,610.00	\$9,835.00	\$9,525.00	\$15,545.00	\$12,395.00
Delivery Fees	\$3,470.00	\$5,018.00	\$3,349.00	\$2,534.00	\$3,728.00	\$3,619.80	\$2,771.50
Miscellaneous	\$124.73	\$50.00	\$20.00	\$7,525.00	\$25.00	\$1,548.95	\$75.00
Electricity Sales	\$18,685.39	\$14,831.73	\$17,306.12	\$16,859.89	\$12,059.13	\$15,948.45	\$11,572.60
Gas Sales	\$3,341.51	\$2,261.07	\$2,516.10	\$3,190.23	\$2,873.46	\$2,836.47	\$12,223.44
Water/ Sewer Sales	\$595.89	\$597.30	\$603.07	\$737.51	\$562.62	\$619.28	\$615.39
Interest Earned	\$9,223.35	\$9,327.72	\$10,752.04	\$29,091.36	\$37,068.86	\$19,092.67	\$74,907.31
Bad Debt Received	\$0.00	\$175.00	\$0.00	\$336.00	\$0.00	\$102.20	\$0.00
Promotional Leases	\$1,684.50	\$10,112.50	\$115.00	\$34,286.00	\$4,736.00	\$10,186.80	\$6,157.00
Security Deposit	\$219.78	\$68.37	\$398.99	\$566.37	\$12,604.21	\$2,771.54	\$0.00
Reimbursements	\$0.00	\$101.21	\$372.00	\$0.00	\$293.80	\$153.40	\$6,000.00
Operating Contingency Reserve FYE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Recycling Income	\$270.00	\$180.00	\$180.00	\$180.00	\$0.00	\$162.00	\$0.00
Cash Previous FYE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$244,093.34	\$245,030.12	\$270,222.03	\$377,704.45	\$298,724.67	\$287,154.92	\$316,117.00



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INCOME ACCOUNTS

***Please note that listed averages are the average of the each of the averages calculated in that account in each quarter for the past 5 fiscal years. As a result some of these spreads will not add up to 100%.**

Commercial Leases - This income account typically exhibits an equal spread of income across each of the four quarters of the fiscal year. However, the Authority saw only 13% of the budgeted annual income for this account received within the fourth quarter of this fiscal year. This is due to a high level of vacancy, brought on by deteriorating infrastructure that has led to unsafe renting conditions in several units. This account is being considered for required adjustments.

5 year average quarterly spread: Q1 - 24% Q2 - 25% Q3 - 26% Q4 - 25%

Fiscal Year 2023 - 2024 spread: Q1 - 14% Q2 - 13% Q3 - 13% Q4 - 13%

Land Leases - This income account typically exhibits an equal spread of income across each of the four quarters of the fiscal year. Additionally, this account typically remains consistent year after year, as the Authority's land leases are commonly long-term. The Authority saw 20% of the budgeted annual income for this account received in the fourth quarter of this fiscal year. This does not deviate much from the expected income does raise some concern to the overall budget line.

5 year average quarterly spread: Q1 - 28% Q2 - 25% Q3 - 24% Q4 - 23%

Fiscal Year 2023 - 2024 spread: Q1 - 22% Q2 - 20% Q3 - 20% Q4 - 20%

Farmer Saturday/ Wholesale License - This income account typically exhibits a very disproportionate spread throughout the fiscal year, with the majority of the income being seen within the first quarter of each year. The Authority saw 5% of the budgeted annual income for this account received in the fourth quarter of this fiscal year, which is right on target for this quarter.

5 year average quarterly spread: Q1 - 78% Q2 - 1% Q3 - 16% Q4 - 7%

Fiscal Year 2023 - 2024 spread: Q1 - 66% Q2 - 1% Q3 - 14% Q4 - 5%

Farmer Saturday Daily - The income in this account is typically more evenly spread throughout the fiscal year than what is exhibited in the license account. However, we do still see a slightly higher portion of this income within the first quarter, due peak plant season falling into this quarter annually. The Authority saw 19% of the budgeted annual income for this account received in the fourth quarter of this fiscal year, which is an increase from historic levels. This is likely due to an increase in daily stall rental by vendors who reduced their license commitment. This income account is on target to generate more revenue than originally anticipated.

5 year average quarterly spread: Q1 - 34% Q2 - 29% Q3 - 24% Q4 - 14%

Fiscal Year 2023 - 2024 spread: Q1 - 40% Q2 - 42% Q3 - 32% Q4 - 19%

INCOME ACCOUNTS CONTINUED...

Commercial Saturday License - This income account typically exhibits a very disproportionate spread throughout the fiscal year, with the majority of the income being seen within the first quarter of each year. The Authority saw 1% of the budgeted annual income for this account received in the fourth quarter of this fiscal year. This is slightly lower than anticipated for this account.

5 year average quarterly spread: Q1 - 68% Q2 - 0% Q3 - 27% Q4 - 5%

Fiscal Year 2023 - 2024 spread: Q1 - 45% Q2 - 0% Q3 - 14% Q4 - 1%

Commercial Saturday Daily - The income in this account is typically more evenly spread throughout the fiscal year than what is exhibited in the license account. However, we do still see a slightly higher portion of this income within the first two quarters, due the peak season on the retail market. The Authority saw 10% of the budgeted annual income for this account received in the fourth quarter of this fiscal year. This is slightly lower than anticipated for this account.

5 year average quarterly spread: Q1 - 30% Q2 - 32% Q3 - 24% Q4 - 14%

Fiscal Year 2023 - 2024 spread: Q1 - 17% Q2 - 31% Q3 - 11% Q4 - 10%

Dealer Saturday License - This income account typically exhibits a very disproportionate spread throughout the fiscal year, with the majority of the income being seen within the first quarter of each year. The Authority saw 3% of the budgeted annual income for this account received in the fourth quarter of this fiscal year. This is similarly due to decreased license commitments and increased daily sales.

5 year average quarterly spread: Q1 - 75% Q2 - 0% Q3 - 17% Q4 - 9%

Fiscal Year 2023 - 2024 spread: Q1 - 69% Q2 - 0% Q3 - 18% Q4 - 3%

Dealer Saturday Daily - The income in this account is typically more evenly spread throughout the fiscal year than what is exhibited in the license account. However, we do still see a slightly higher portion of this income within the first three quarters, due the peak season on the retail market. The Authority saw 22% of the budgeted annual income for this account received in the fourth quarter of this fiscal year. This is similarly due to decreased license commitments and increased daily sales.

5 year average quarterly spread: Q1 - 39% Q2 - 24% Q3 - 35% Q4 - 3%

Fiscal Year 2023 - 2024 spread: Q1 - 25% Q2 - 13% Q3 - 41% Q4 - 22%

Food Concession License - This income account typically exhibits a very disproportionate spread throughout the fiscal year, with the majority of the income being seen within the first quarter of each year. The Authority saw 1% of the budgeted annual income for this account received in the fourth quarter of this fiscal year. This is on target.

5 year average quarterly spread: Q1 - 95% Q2 - 0% Q3 - 5% Q4 - 0%

Fiscal Year 2023 - 2024 spread: Q1 - 72% Q2 - 0% Q3 - 7% Q4 - 1%

INCOME ACCOUNTS CONTINUED...

Dealer Thursday License - This income account typically exhibits a very disproportionate spread throughout the fiscal year, with all of the income seen in the first quarter of each fiscal year. The Authority saw 0% of the budgeted annual income for this account received in the fourth quarter of this fiscal year. This is typical in this account, as the Thursday Market is closed prior to the start of the fourth quarter annually.

5 year average quarterly spread: Q1 - 100% Q2 - 0% Q3 - 0% Q4 - 0%

Fiscal Year 2023 - 2024 spread: Q1 - 85% Q2 - 0% Q3 - 0% Q4 - 0%

Farmer Thursday License - This income account typically exhibits a very disproportionate spread throughout the fiscal year, with most of the income seen in the first quarter of each fiscal year. The Authority saw 0% of the budgeted annual income for this account received in the fourth quarter of this fiscal year. This is typical in this account, as the Thursday Market is closed prior to the start of the fourth quarter annually.

5 year average quarterly spread: Q1 - 98% Q2 - 2% Q3 - 0% Q4 - 0%

Fiscal Year 2023 - 2024 spread: Q1 - 78% Q2 - 0% Q3 - 0% Q4 - 0%

Farmer Thursday Daily - This income account typically exhibits a very disproportionate spread throughout the fiscal year, with most of the income seen in the first two quarters of each fiscal year. The Authority saw 0% of the budgeted annual income for this account received in the fourth quarter of this fiscal year. This is typical in this account, as the Thursday Market is closed prior to the start of the fourth quarter annually.

5 year average quarterly spread: Q1 - 47% Q2 - 46% Q3 - 7% Q4 - 0%

Fiscal Year 2023 - 2024 spread: Q1 - 60% Q2 - 40% Q3 - 70% Q4 - 0%

Commercial Thursday License - This income account typically exhibits a very disproportionate spread throughout the fiscal year, with all of the income seen in the first quarter of each fiscal year. The Authority saw 0% of the budgeted annual income for this account received in the fourth quarter of this fiscal year. This is typical in this account, as the Thursday Market is closed prior to the start of the fourth quarter annually.

5 year average quarterly spread: Q1 - 100% Q2 - 0% Q3 - 0% Q4 - 0%

Fiscal Year 2023 - 2024 spread: Q1 - 15% Q2 - 0% Q3 - 0% Q4 - 0%

Commercial Thursday Daily - This income account typically exhibits a very disproportionate spread throughout the fiscal year, with most of the income seen in the first two quarters of each fiscal year. The Authority saw 0% of the budgeted annual income for this account received in the fourth quarter of this fiscal year. This is typical in this account, as the Thursday Market is closed prior to the start of the fourth quarter annually.

5 year average quarterly spread: Q1 - 44% Q2 - 34% Q3 - 22% Q4 - 0%

Fiscal Year 2023 - 2024 spread: Q1 - 48% Q2 - 24% Q3 - 0% Q4 - 0%

INCOME ACCOUNTS CONTINUED...

Dealer Thursday Daily - This income account typically exhibits a very disproportionate spread throughout the fiscal year, with most of the income seen in the first two quarters of each fiscal year. The Authority Budgeted ZERO income in this account, and that is what was met. There is no anticipated income for this account, because all dealers on the market must hold a license with the Authority, and stalls on the Thursday Market come free with their Saturday License.

Flea Market Semi-Annual License - This income account typically exhibits a very disproportionate spread throughout the fiscal year, with most of the income seen in the first and third quarters. The Authority saw -7% in the fourth quarter. This is due to the loss of licenses from a few of the Flea Market Licensed vendors who could not attend when the Authority made the decision to close the Sunday Flea Market for the Winter months and hold it on Saturdays during the Winter Farmers Market.

5 year average quarterly spread: Q1 - 41% Q2 - 1% Q3 - 58% Q4 - 0%

Fiscal Year 2023 - 2024 spread: Q1 - 35% Q2 - 0% Q3 - 44% Q4 - -7%

Flea Market Daily Sunday - This income account typically exhibits relatively even spread throughout each fiscal year. This is with a minor exception, that there is slightly higher income in the second quarter-- in the heat of the summer when the Flea Market is busiest, and slightly reduced income in the fourth quarter -- in the late winter season when the Flea Market is the slowest. The Authority saw 11% of the budgeted annual income for this account received in the fourth quarter of this fiscal year. This continues to be slightly below target, and the Authority's staff is currently working on ways to increase revenue in this account.

5 year average quarterly spread: Q1 - 23% Q2 - 36% Q3 - 26% Q4 - 15%

Fiscal Year 2023 - 2024 spread: Q1 - 21% Q2 - 26% Q3 - 19% Q4 - 11%

Delivery Fees - This income account typically exhibits relatively even spread throughout each fiscal year. The overall averages show a slight differences between quarters, but this difference is due to data points collected during the COVID-19 pandemic when distribution and supply chains were facing significant challenges. The Authority saw 28% of the budgeted annual income for this account received in the fourth quarter of this fiscal year, which is just about on target for the quarter.

5 year average quarterly spread: Q1 - 32% Q2 - 19% Q3 - 19% Q4 - 24%

Fiscal Year 2023 - 2024 spread: Q1 - 30% Q2 - 10% Q3 - 17% Q4 - 28%

Miscellaneous - This income account has no set trends, as it cannot be predicted when income of this nature can be expected. The Authority saw 3% of the budgeted annual income for this account received in the fourth quarter of this fiscal year.

5 year average quarterly spread: Q1 - 16% Q2 - 36% Q3 - 21% Q4 - 32%

Fiscal Year 2023 - 2024 spread: Q1 - 3% Q2 - 3% Q3 - 2% Q4 - 3%

INCOME ACCOUNTS CONTINUED...

Electricity Sales - This income account typically exhibits relatively even spread throughout each fiscal year, with a slight spike in the second quarter when the temperature spikes and air conditioners are utilized and a slight dip in the fourth quarter when the temperature drops and more tenants rely on gas powered heat. The Authority saw 12% of the budgeted annual income for this account received in the fourth quarter of this fiscal year. This is much lower than we would like to see in this quarter, and is due to the vacancies being experienced in commercial spaces. This account will require adjustments.

5 year average quarterly spread: Q1 - 23% Q2 - 31% Q3 - 25% Q4 - 22%
Fiscal Year 2023 - 2024 spread: Q1 - 13% Q2 - 17% Q3 - 14% Q4 - 12%

Gas Sales - Income in this account is typically heavily focused on the first quarter of each fiscal year as the weather is finally warming up but tenants are still relying on gas powered heat, and in the fourth quarter when temperatures are low and many heat is being used very regularly. The Authority saw 153% of the budgeted annual income for this account received in the fourth quarter of this fiscal year. This is above target and mainly due to a Commission House Tenant utilizing more gas than in previous years.

5 year average quarterly spread: Q1 - 26% Q2 - 9% Q3 - 17% Q4 - 48%
Fiscal Year 2023 - 2024 spread: Q1 - 30% Q2 - 5% Q3 - 38% Q4 - 153%

Water/ Sewer Sales - As water and sewer usage remains pretty consistent throughout the year, income in this account is generally evenly distributed throughout the fiscal year. The Authority saw 15% of the budgeted annual income for this account received in the fourth quarter of this fiscal year. This is lower than we would like to see in this quarter, and is due to the vacancies being experienced in commercial spaces.

5 year average quarterly spread: Q1 - 23% Q2 - 26% Q3 - 28% Q4 - 25%
Fiscal Year 2023 - 2024 spread: Q1 - 15% Q2 - 17% Q3 - 17% Q4 - 15%

Interest Earned- Historically, interest earnings have been journaled annually in the fourth quarter of each fiscal year, resulting in income in this account being earned heavily within the fourth quarter annually. Moving forward, this will begin being journaled on a month-to-month basis, which will be reflected by a more even spread in this income account. The Authority saw 1248% of the budgeted annual income for this account received in the fourth quarter of this fiscal year. This is reflective of the Authority receiving a significantly larger annual dividend from Farm Credit East than originally anticipated.

5 year average quarterly spread: Q1 - 0% Q2 - 3% Q3 - 9% Q4 - 80%
Fiscal Year 2023 - 2024 spread: Q1 - 6% Q2 - 7% Q3 - 10% Q4 - 1248%

Bad Debt Received- Similar to the miscellaneous income account, income in this account is challenging to predict if or when it may be received. The Authority saw 0% of the budgeted annual income for this account received in the fourth quarter of this fiscal year.

5 year average quarterly spread: Q1 - 20% Q2 - 0% Q3 - 15% Q4 - 25%
Fiscal Year 2023 - 2024 spread: Q1 - 0% Q2 - 0% Q3 - 0% Q4 - 0%

INCOME ACCOUNTS CONTINUED...

Promotional Leases- Income in this account is generated through the rental of any kind of space or equipment for event or promotional purposes. While special events are spread throughout the entirety of each fiscal year, the additional of the role of "Special Events Coordinator" to the Authority's staff is predicted to generate additional revenue in the account in the third and fourth quarters, when the F-Shed is not being used for the retail market, into the future. The Authority saw 9% of the budgeted annual income for this account received in the fourth quarter of this fiscal year. This is lower than average due to the Winter Flea Market change that led to the utilization of the F-Shed for the Saturday Flea Market throughout the entire Winter -- when the F-Shed was formally available for event rental in these months.

5 year average quarterly spread: Q1 - 13% Q2 - 20% Q3 - 30% Q4 - 27%

Fiscal Year 2023 - 2024 spread: Q1 - 15% Q2 - 4% Q3 - 8% Q4 - 9%

Reimbursements - This income account has no set trends, as it cannot be predicted when income of this nature can be expected. The Authority budgeted no income from reimbursements, as this is not something that can be predicted. The Authority saw 0% of the budgeted annual income for this account received in the fourth quarter of this fiscal year.

5 year average quarterly spread: Q1 - 17% Q2 - 37% Q3 - 45% Q4 - 2%

Fiscal Year 2023 - 2024 spread: Q1 - 0% Q2 - 100% Q3 - 0% Q4 - 0%

Recycling Income - This income account typically has a pretty even spread throughout the each quarter in the fiscal year. The Authority saw 0% of the budgeted annual income for this account received in the fourth quarter of this fiscal year.

5 year average quarterly spread: Q1 - 29% Q2 - 31% Q3 - 22% Q4 - 18%

Fiscal Year 2023 - 2024 spread: Q1 - 0% Q2 - 0% Q3 - 0% Q4 - 0%

TOTAL - When looking at the spread of the sum of all income throughout the fiscal year, It is common to see the bulk of that income generated within the first quarter of each fiscal year. The Authority saw 13% of the budgeted annual income for this account received in the fourth quarter of this fiscal year. This is lower than we would like to see by the end of the fourth quarter, but closer to target than the previous quarters this fiscal year.

5 year average quarterly spread: Q1 - 45% Q2 - 16% Q3 - 22% Q4 - 16%

Fiscal Year 2023 - 2024 spread: Q1 - 33% Q2 - 10% Q3 - 16% Q4 - 13%

FOURTH QUARTER EXPENSE REPORT

Account Description	4th Quarter Actual 2023-2024	% of Total Budget	4th Quarter Budget 2023-2024	Year to Date Actual 2023-2024	Budget 2023-2024	Budget Adjustments	Adjusted Budget	Remaining Balance	4th Quarter Actual 2022-2023	Average % of Total Budget
Payroll	\$230,301.64	25.17%	\$228,750.00	\$900,974.47	\$915,000.00	\$0.00	\$915,000.00	\$14,025.53	\$257,802.12	30%
Payroll Taxes to Employer	\$21,021.96	18.28%	\$26,750.00	\$150,002.04	\$115,000.00	\$0.00	\$115,000.00	-\$35,002.04	\$23,835.06	17%
Repairs to Buildings	\$863.38	3.45%	\$6,250.00	\$11,819.44	\$25,000.00	\$0.00	\$25,000.00	\$13,180.56	\$385,363.84	17%
Repairs to Grounds	\$0.00	0.00%	\$6,250.00	\$12,993.27	\$25,000.00	\$0.00	\$25,000.00	\$12,006.73	-\$1,034.00	22%
Repairs to Equipment	\$109.13	2.18%	\$1,250.00	\$6,461.26	\$5,000.00	\$0.00	\$5,000.00	-\$1,461.26	\$2,239.03	30%
Fuel & Oil Expense	\$0.00	0.00%	\$1,500.00	\$1,813.50	\$6,000.00	\$0.00	\$6,000.00	\$4,186.50	\$25.00	33%
Operating Expenses	\$1,760.00	11.73%	\$3,750.00	\$19,213.66	\$15,000.00	\$0.00	\$15,000.00	-\$4,213.65	\$5,469.36	31%
Maintenance Supplies	\$3,983.65	15.93%	\$6,250.00	\$46,452.40	\$25,000.00	\$0.00	\$25,000.00	-\$21,452.40	\$2,816.30	15%
Office Expenses	\$1,518.58	12.65%	\$3,000.00	\$16,223.22	\$12,000.00	\$0.00	\$12,000.00	-\$4,223.22	-\$1,487.52	21%
Telephone	\$1,306.09	21.77%	\$1,500.00	\$6,461.26	\$6,000.00	\$0.00	\$6,000.00	-\$461.26	\$797.90	21%
Association & License Fees	\$1,250.00	31.25%	\$1,000.00	\$4,259.00	\$4,000.00	\$0.00	\$4,000.00	-\$259.00	\$0.00	22%
Miscellaneous	\$250.00	10.00%	\$625.00	\$250.00	\$2,500.00	\$0.00	\$2,500.00	\$2,250.00	\$741.18	40%
Interest Expense (Loan, etc.)	\$72,773.23	18.19%	\$100,000.00	\$366,378.92	\$400,000.00	\$0.00	\$400,000.00	\$33,621.08	\$62,050.82	27%
Security	\$35,879.37	25.63%	\$35,000.00	\$133,912.74	\$140,000.00	\$0.00	\$140,000.00	\$6,087.26	\$33,007.03	25%
Trash Removal & Recycling	\$1,327.40	14.75%	\$2,250.00	\$7,652.33	\$9,000.00	\$0.00	\$9,000.00	\$1,347.67	\$756.72	21%
Operating Insurance	\$4,784.67	4.88%	\$24,500.00	\$126,216.77	\$98,000.00	\$0.00	\$98,000.00	-\$28,216.77	\$4,247.91	14%
Health Plan	\$55,870.56	25.99%	\$53,750.00	\$217,850.03	\$215,000.00	\$0.00	\$215,000.00	-\$2,850.03	\$28,606.22	19%
Dental Plan	\$1,299.58	14.44%	\$2,250.00	\$6,508.22	\$9,000.00	\$0.00	\$9,000.00	\$2,491.78	\$3,188.75	24%
Advertising & Promotions	\$20,172.31	40.34%	\$12,500.00	\$42,037.48	\$50,000.00	\$0.00	\$50,000.00	\$7,962.52	\$12,196.54	17%
Travel Expenses	\$299.11	2.39%	\$3,125.00	\$12,777.02	\$12,500.00	\$0.00	\$12,500.00	-\$277.02	\$1,105.01	10%
Legal & Professional	\$20,162.31	36.66%	\$13,750.00	\$105,874.25	\$55,000.00	\$0.00	\$55,000.00	-\$50,874.25	\$3,435.28	16%
Payroll Processing	\$2,431.25	24.31%	\$2,500.00	\$8,190.12	\$10,000.00	\$0.00	\$10,000.00	\$1,809.88	\$2,304.56	26%
Electricity Expenses	\$27,029.27	24.57%	\$27,500.00	\$105,747.10	\$110,000.00	\$0.00	\$110,000.00	\$4,252.90	\$30,560.14	30%
Gas Expenses	\$15,762.61	105.08%	\$3,750.00	\$34,540.17	\$15,000.00	\$0.00	\$15,000.00	-\$19,540.17	\$13,062.39	58%
Water & Sewer Expenses	\$8,400.00	12.00%	\$17,500.00	\$50,347.87	\$70,000.00	\$0.00	\$70,000.00	\$19,652.13	\$8,104.82	36%
Bad Debt Expense	\$8,752.46	175.05%	\$1,250.00	\$8,752.46	\$5,000.00	\$0.00	\$5,000.00	-\$3,752.46	\$7,893.02	32%
Reimbursable Expenses	\$0.00		\$0.00	\$641.19	\$0.00	\$0.00	\$0.00	-\$641.19	\$203.58	26%
Mobile Market Sales Expense	\$0.00		\$0.00	\$1,606.70	\$0.00	\$0.00	\$0.00	-\$1,606.70	\$0.00	0%
Mobile Market Other Expenses	\$0.00		\$0.00	\$18,930.21	\$0.00	\$0.00	\$0.00	-\$18,930.21	\$0.00	0%
New Equipment	\$0.00	0.00%	\$15,000.00	\$64,556.00	\$60,000.00	\$0.00	\$60,000.00	-\$4,556.00	\$0.00	30%
Credit/ Debit Fees	\$1,310.66	21.84%	\$1,500.00	\$6,818.61	\$6,000.00	\$0.00	\$6,000.00	-\$818.61	-\$1,291.59	8%
Operating Contingency	\$0.00	0.00%	\$7,500.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00	\$30,000.00	\$0.00	0%
Capital Reserve	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	\$538,619.18	21.98%	\$612,500.00	\$2,496,261.71	\$2,450,000.00	\$0.00	\$2,450,000.00	-\$46,261.71	\$893,625.69	25%

FOURTH QUARTER EXPENSES

PERCENTAGES AS THEY RELATE TO THE PRIOR 5 YEARS

Account Description	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	AVERAGE	2023-2024
Payroll	30%	28%	30%	32%	28%	30%	25%
Payroll Taxes to Employer	2%	15%	32%	18%	18%	17%	18%
Repairs to Buildings	4%	3%	6%	3%	67%	17%	3%
Repairs to Grounds	46%	2%	54%	10%	0%	22%	0%
Repairs to Equipment	15%	59%	10%	4%	63%	30%	2%
Fuel & Oil Expense	7%	30%	28%	97%	1%	33%	0%
Operating Expenses	52%	42%	12%	29%	21%	31%	12%
Maintenance Supplies	16%	10%	28%	12%	8%	15%	16%
Office Expenses	34%	19%	30%	11%	10%	21%	13%
Telephone	24%	29%	12%	22%	18%	21%	22%
Association & License Fees	4%	46%	28%	33%	0%	22%	31%
Miscellaneous	68%	1%	100%	0%	33%	40%	10%
Interest Expense (Loan, etc.)	29%	38%	18%	17%	34%	27%	18%
Security	15%	27%	27%	30%	26%	25%	26%
Trash Removal & Recycling	26%	29%	22%	18%	11%	21%	15%
Operating Insurance	19%	36%	6%	5%	4%	14%	5%
Health Plan	22%	13%	24%	18%	18%	19%	26%
Dental Plan	16%	18%	25%	22%	41%	24%	14%
Advertising & Promotions	8%	27%	8%	19%	21%	17%	40%
Travel Expenses	10%	21%	0%	8%	11%	10%	2%
Legal & Professional	9%	18%	24%	25%	6%	16%	37%
Payroll Processing	27%	27%	26%	22%	29%	26%	24%
Electricity Expenses	24%	21%	27%	53%	27%	30%	25%
Gas Expenses	54%	54%	67%	36%	77%	58%	105%
Water & Sewer Expenses	58%	51%	57%	2%	11%	36%	12%
Bad Debt Expense	58%	0%	0%	0%	100%	32%	175%
Reimbursable Expenses	0%	61%	0%	64%	4%	26%	0%
New Equipment	51%	0%	0%	100%	0%	30%	0%
Credit/ Debit Fees	0%	0%	0%	23%	18%	8%	22%
Operating Contingency	0%	0%	0%	0%	0%	0%	0%
Capital Reserve	0%	0%	0%	0%	0%	0%	0%
TOTAL	23%	22%	25%	25%	31%	25%	22%

FOURTH QUARTER EXPENSES

TOTALS AS THEY RELATE TO THE PRIOR 5 YEARS

Account Description	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	AVERAGE	2023-2024
Payroll	\$132,342.37	\$137,708.06	\$175,081.61	\$234,323.15	\$257,802.12	\$187,451.46	\$230,301.64
Payroll Taxes to Employer	\$1,086.93	\$11,843.06	\$15,816.52	\$23,104.61	\$23,835.06	\$15,137.24	\$21,021.96
Repairs to Buildings	\$5,190.06	\$2,972.61	\$5,513.69	\$2,789.13	\$385,363.84	\$80,365.87	\$863.38
Repairs to Grounds	\$47,045.37	\$338.00	\$21,879.17	\$4,882.36	\$1,034.00	\$15,035.78	\$0.00
Repairs to Equipment	\$743.22	\$4,880.03	\$892.90	\$478.24	\$2,239.03	\$1,846.68	\$109.13
Fuel & Oil Expense	\$294.76	\$1,532.11	\$198.55	\$2,814.68	\$25.00	\$973.02	\$0.00
Operating Expenses	\$7,472.90	\$3,596.82	\$2,130.15	\$6,217.73	\$5,469.36	\$4,977.39	\$1,760.00
Maintenance Supplies	\$3,129.64	\$2,417.27	\$1,804.18	\$3,142.69	\$2,816.30	\$2,662.02	\$3,983.65
Office Expenses	\$3,599.05	\$2,446.11	\$4,919.03	\$1,813.75	\$1,487.52	\$2,853.09	\$1,518.56
Telephone	\$1,760.09	\$1,935.09	\$2,442.88	\$2,085.00	\$797.90	\$1,804.19	\$1,306.09
Association & License Fees	\$75.00	\$3,555.00	\$650.00	\$665.00	\$0.00	\$989.00	\$1,250.00
Miscellaneous	\$355.73	\$250.00	\$564.42	-\$1,150.00	\$741.18	\$152.27	\$250.00
Interest Expense (Loan, etc.)	\$19,729.62	\$18,646.29	\$11,312.00	\$36,197.58	\$57,800.30	\$28,737.16	\$72,773.23
Security	\$28,430.00	\$34,479.75	\$34,289.25	\$39,334.74	\$33,007.03	\$33,908.15	\$35,879.37
Trash Removal & Recycling	\$1,462.43	\$2,213.87	\$1,161.34	\$1,362.80	\$756.72	\$1,391.43	\$1,327.40
Operating Insurance	\$13,050.75	\$4,093.65	\$4,231.74	\$4,223.49	\$4,247.91	\$5,969.51	\$4,784.67
Health Plan	\$26,670.44	\$29,295.36	\$28,562.22	\$26,536.73	\$28,606.22	\$27,934.19	\$55,870.56
Dental Plan	\$940.32	\$1,512.96	\$1,468.38	\$1,053.70	\$3,188.75	\$1,632.82	\$1,299.56
Advertising & Promotions	\$4,028.00	\$17,289.00	\$4,556.00	\$9,344.00	\$12,196.54	\$9,482.71	\$20,172.31
Travel Expenses	\$1,182.83	\$1,775.98	\$0.00	\$147.68	\$1,105.01	\$842.30	\$299.11
Legal & Professional	\$5,933.75	\$15,011.60	\$16,544.75	\$10,925.00	\$3,435.28	\$10,370.08	\$20,162.31
Payroll Processing	\$1,781.31	\$1,908.71	\$1,948.79	\$2,004.56	\$2,304.56	\$1,989.59	\$2,431.25
Electricity Expenses	\$22,265.79	\$17,698.97	\$21,835.27	\$80,916.36	\$30,560.14	\$34,655.31	\$27,029.27
Gas Expenses	\$16,972.65	\$11,576.76	\$14,606.85	\$6,236.54	\$13,062.39	\$12,491.04	\$15,762.61
Water & Sewer Expenses	\$28,773.91	\$19,554.19	\$17,818.82	\$1,027.63	\$8,104.82	\$15,055.87	\$8,400.00
Bad Debt Expense	\$4,148.00	\$0.00	\$0.00	\$0.00	\$7,893.02	\$2,408.20	\$8,752.46
Reimbursable Expenses	\$0.00	\$782.98	\$0.00	\$492.45	\$203.58	\$295.80	\$0.00
New Equipment	\$11,303.54	\$0.00	\$0.00	\$20,839.21	\$0.00	\$6,428.55	\$0.00
Credit/ Debit Fees	-\$535.15	-\$407.38	-\$37.67	\$1,464.89	\$1,291.59	\$355.26	\$1,310.66
Operating Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Capital Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$389,233.31	\$348,906.85	\$390,190.84	\$523,273.70	\$889,375.17	\$508,195.97	\$538,619.18

EXPENSE ACCOUNTS

Payroll - The expenses in this account tend to be pretty evenly spread throughout the fiscal year. However, it is common to see a bit of a spike in the fourth quarter annually. It was anticipated that the fourth quarter would fall below the anticipated 30% due to the transition of the Facilities Manager to salary. The fourth quarter is when snow removal is at its peak, and significant overtime is experienced due to this. This salary transition will eliminate a good portion of the anticipated overtime expense. As anticipated, the Authority saw 25% of the total budgeted amount spent in the fourth quarter of the fiscal year, rather than the historic 30%.

5 year average quarterly spread: Q1 -22% Q2 - 24% Q3 - 23% Q4 - 30%

Fiscal Year 2023 - 2024 spread: Q1 - 22% Q2- 28% Q3 - 23% Q4 - 25%

Payroll Taxes Employer - The expenses in this account are spread throughout each fiscal year with the fees associated with each pay period. However, the bulk of the expenses are experienced in the third quarter annually, as this is when annual fees for NYS Retirement are assessed. The Authority saw 18% of the total budgeted amount spent in the fourth quarter of the fiscal year. This is on target with anticipated spending based on historic norms for the fourth quarter annually.

5 year average quarterly spread: Q1 -13% Q2 - 15% Q3 - 63% Q4 - 17%

Fiscal Year 2023 - 2024 spread: Q1 - 14% Q2 - 17% Q3 - 80% Q4 - 18%

Repairs to Buildings - The expenses in this account have the ability to vary greatly from year to year, as these expenses often times arise unexpectedly. It is common to see spending in this account lower in the fourth quarter due to the challenges the weather imposes on completing this kind of work, but that is not always the case. The Authority saw 3% of the total budgeted amount spent in the fourth quarter of the fiscal year. This is due in combination to staff efforts to keep these costs low, and the fact that many of the building items that are in need of repair at this point in time are of the scale of capital improvements rather than repairs.

5 year average quarterly spread: Q1 -21% Q2 - 28% Q3 - 61% Q4 - 17%

Fiscal Year 2023 - 2024 spread: Q1 - 9% Q2 - 28% Q3 - 7% Q4 - 3%

Repairs to Grounds - The expenses in this account have the ability to vary greatly from year to year, as these expenses often times arise unexpectedly. It is common to see spending in this account lower in the fourth quarter due to the challenges the weather imposes on completing this kind of work, but that is not always the case. The Authority saw 0% of the total budgeted amount spent in the fourth quarter of the fiscal year. This is due in combination to staff efforts to keep these costs low, and the fact that many of the grounds items that are in need of repair at this point in time are of the scale of capital improvements rather than repairs.

5 year average quarterly spread: Q1 -19% Q2 - 30% Q3 - 27% Q4 - 22%

Fiscal Year 2023 - 2024 spread: Q1 - 29% Q2 - 86%. Q3 - 8% Q4 - 0%

Repairs to Equipment - The expenses in this account have the ability to vary greatly from year to year, as these expenses often times arise unexpectedly. It is, however, common to see spending in this account spike in the third quarter and fourth quarter annually. The Authority saw 2% of the total budgeted amount spent in the fourth quarter of the fiscal year. This is lower than anticipated for the fourth quarter annually, however, this can be attributed to the fact that there were very few snow events this year -- resulting on decreased wear and tear on the equipment.

5 year average quarterly spread: Q1 -9% Q2 - 16% Q3 - 48% Q4 - 30%

Fiscal Year 2023 - 2024 spread: Q1 - 62% Q2 - 5% Q3 - 60% Q4 - 2%

EXPENSE ACCOUNTS CONTINUED...

Fuel & Oil Expenses - The expenses in this account are often times seen to spike the first quarter and fourth quarter annually. The Authority saw 0% of the total budgeted amount spent in the fourth quarter of the fiscal year. This is below target, which can be attributed to the fact that there were very few snow events this year -- resulting on decreased fuel use in equipment.

5 year average quarterly spread: Q1 - 31% Q2 - 12% Q3 - 14% Q4 - 33%

Fiscal Year 2023 - 2024 spread: Q1 - 20% Q2 - 11% Q3 - 0% Q4 - 0%

Operating Expenses - The expenses in this account have the ability to vary greatly from year to year, as these expenses often times arise unexpectedly. However, they are typically slightly higher in the second half of the fiscal year as opposed to the first half. The Authority saw 12% of the total budgeted amount spent in the fourth quarter of the fiscal year. This is was heavily due to staff efforts to reduce expenses in this account, and due to eliminating providing meals for board meetings.

5 year average quarterly spread: Q1 - 18% Q2 - 19% Q3 - 28% Q4 - 31%

Fiscal Year 2023 - 2024 spread: Q1 - 93% Q2 - 21% Q3 - 15% Q4 - 12%

Maintenance Supplies - The bulk of expenses in this account are typically incurred in the third quarter annually. The Authority saw 16% of the total budgeted amount spent in the fourth quarter of the fiscal year. This is average for the fourth quarter of the fiscal year.

5 year average quarterly spread: Q1 - 18% Q2 - 20% Q3 - 54% Q4 - 15%

Fiscal Year 2023 - 2024 spread: Q1 - 16% Q2 - 37% Q3 - 117% Q4 - 16%

Office Expenses - Expenses in this account are typically pretty evenly spread throughout the fiscal year, as orders are placed only on an as-needed basis. The Authority saw 13% of the total budgeted amount spent in the fourth quarter of the fiscal year. This is below target, and is was heavily due to staff efforts to reduce expenses in this account

5 year average quarterly spread: Q1 - 28% Q2 - 25% Q3 - 28% Q4 - 21%

Fiscal Year 2023 - 2024 spread: Q1 - 56% Q2 - 24% Q3 - 40% Q4 - 13%

Telephone - Expenses in this account are typically pretty evenly spread throughout the fiscal year, as service is paid on a monthly bill at a set rate. The Authority saw 22% of the total budgeted amount spent in the fourth quarter of the fiscal year. This is right on target.

5 year average quarterly spread: Q1 - 25% Q2 - 22% Q3 - 30% Q4 - 21%

Fiscal Year 2023 - 2024 spread: Q1 - 34% Q2 - 26% Q3 - 26% Q4 - 22%

Association and Licensing Fees - Expenses in this account are paid out based on the billing cycles for the different associations -- as most bill annually. However, these expenses do tend to be highest in the first quarter. The Authority saw 31% of the total budgeted amount spent in the fourth quarter of the fiscal year. This is on target.

5 year average quarterly spread: Q1 - 32% Q2 - 17% Q3 - 18% Q4 - 22%

Fiscal Year 2023 - 2024 spread: Q1 - 16% Q2 - 40% Q3 - 20% Q4 - 31%

Miscellaneous - The spread of expenses in this account has no set trends, as it cannot be predicted when expenses of this nature can be expected. The Authority saw 01% of the total budgeted amount spent in the fourth quarter of the fiscal year.

5 year average quarterly spread: Q1 - 13% Q2 - 21% Q3 - 20% Q4 - 40%

Fiscal Year 2023 - 2024 spread: Q1 - 0% Q2 - 0% Q3 - 0% Q4 - 10%

EXPENSE ACCOUNTS CONTINUED...

Interest Expense (Loan) - The spread of expenses in this account is usually spread very evenly throughout the fiscal year. However, this has varied within the past five (5) years, as the Authority has refinanced and acquired new loans and interest has changed. The Authority also typically carries a variable rate on its loans, which can lead to some additional variation. The Authority saw 18% of the total budgeted amount spent in the fourth quarter this fiscal year, which is slightly below target.

5 year average quarterly spread: Q1 - 34% Q2 - 22% Q3 - 28% Q4 - 27%

Fiscal Year 2023 - 2024 spread: Q1 - 25% Q2 - 28% Q3 - 25% Q4 - 18%

Security - As this is essentially a payroll account, expenses in this account are typically evenly spread throughout the year. The Authority saw 26% of the total budgeted amount spent in the fourth quarter of the fiscal year. This is right on target.

5 year average quarterly spread: Q1 - 25% Q2 - 25% Q3 - 24% Q4 - 25%

Fiscal Year 2023 - 2024 spread: Q1 - 19% Q2 - 27% Q3 - 23% Q4 - 26%

Trash Removal and Recycling - These expenses are typically spread evenly throughout the year. The Authority saw 15% of the total budgeted amount spent in the fourth quarter of the fiscal year. This is below target, which can be attributed to decreased trash as a result of closing the Sunday Flea Market and holding it on Saturdays during the Winter Farmers Market.

5 year average quarterly spread: Q1 - 25% Q2 - 28% Q3 - 23% Q4 - 21%

Fiscal Year 2023 - 2024 spread: Q1 - 26% Q2 - 23% Q3 - 21% Q4 - 15%

Operating Insurance - The majority of the expense in this account is paid out in the first quarter of each fiscal year. The Authority saw 5% of the total budgeted amount spent in the fourth quarter of the fiscal year. This is slightly below average for this quarter in this account.

5 year average quarterly spread: Q1 - 77% Q2 - 5% Q3 - 8% Q4 - 14%

Fiscal Year 2023 - 2024 spread: Q1 - 98% Q2 - 19% Q3 - 7% Q4 - 5%

Health Plan - While expenses in this account are generally pretty evenly spread throughout the fiscal year-- as the bills are paid on a monthly basis and based on a set rate, The Authority saw 26% of the total budgeted amount spent in the fourth quarter of the fiscal year. This is on target.

5 year average quarterly spread: Q1 - 31% Q2 - 22% Q3 - 21% Q4 - 19%

Fiscal Year 2023 - 2024 spread: Q1 - 27% Q2 - 22% Q3 - 26% Q4 - 26%

Dental Plan - While expenses in this account are generally pretty evenly spread throughout the fiscal year-- as the bills are paid on a monthly basis and based on a set rate, The Authority saw 14% of the total budgeted amount spent in the fourth quarter this fiscal year. This is below target, which can be attributed to the Executive Director forfeiting dental coverage for herself and her family.

5 year average quarterly spread: Q1 - 26% Q2 - 24% Q3 - 25% Q4 - 24%

Fiscal Year 2023 - 2024 spread: Q1 - 9% Q2 - 28% Q3 - 22% Q4 - 14%

Travel Expenses - Expenses in this account vary based on the dates and necessity of conferences and other opportunities from year to year. The Authority saw 2% of the total budgeted amount spent in the fourth quarter of the fiscal year. These expenses are associated with board member travel expenses for meeting attendance.

5 year average quarterly spread: Q1 - 56% Q2 - 11% Q3 - 26% Q4 - 10%

Fiscal Year 2023 - 2024 spread: Q1 - 16% Q2 - 6% Q3 - 65% Q4 - 2%

EXPENSE ACCOUNTS CONTINUED...

Advertising and Promotions - Expenses in this account are generally pretty evenly spread throughout the fiscal year-- as the Authority aims to evenly advertise throughout the year. However, since the addition of the "Marketing and Special Events Coordinator" position, there will likely be some variance as this individual explores different options for advertising in order to determine the most effective methods. The Authority saw 40% of the total budgeted amount spent in the fourth quarter of the fiscal year. This is above average, due to an account error with iHeat media. The Authority has suspended all payment and advertising with the company until the billing error is corrected. This error has been resolved, and all outstanding bills were paid in the fourth quarter of the fiscal year.

5 year average quarterly spread: Q1 - 30% Q2 - 27% Q3 - 26% Q4 - 17%
Fiscal Year 2023 - 2024 spread: Q1 - 31% Q2 - 2% Q3 - 10% Q4 - 40%

Legal and Professional - Expenses in this account can often vary greatly, as they can often arise unexpectedly. However, it is common to see higher expenses in this account within the first two quarters of the fiscal year. The Authority saw 37% of the total budgeted amount spent in the fourth quarter of the fiscal year. This is above target from historic percentages. Expenses in this account are expected to be very high this fiscal year, reflective of large amounts of legal services required as the Authority updates all of it's policies and procedures, as well as architect and engineering services required as the Authority works on it's revitalization plan and completes required capital improvements.

5 year average quarterly spread: Q1 - 56% Q2 - 11% Q3 - 26% Q4 - 10%
Fiscal Year 2023 - 2024 spread: Q1 - 39% Q2 - 28% Q3 - 88% Q4 - 37%

Payroll Processing - Expenses in this account are typically evenly spread throughout the fiscal year. These fees are assessed by-weekly when paychecks are cut and processed. The Authority saw 24% of the total budgeted amount spent in the fourth quarter of this fiscal year, which is on target.

5 year average quarterly spread: Q1 - 29% Q2 - 22% Q3 - 22% Q4 - 26%
Fiscal Year 2023 - 2024 spread: Q1 - 17% Q2 - 21% Q3 - 19% Q4 - 24%

Electricity Expenses - Expenses in this account are typically evenly spread throughout the fiscal year. However, variances can be caused from time to time by changes in tenant activities. The Authority saw 25% of the total budgeted amount spent in the fourth quarter of the fiscal year. This is right on target.

5 year average quarterly spread: Q1 - 20% Q2 - 25% Q3 - 23% Q4 - 30%
Fiscal Year 2023 - 2024 spread: Q1 - 24% Q2 - 25% Q3 - 23% Q4 - 25%

Gas Expenses - The bulk of expenses in this account are typically incurred in the fourth quarter of the fiscal year when the use of gas powered heating is most common. The Authority saw 105% of the total budgeted amount spent in the fourth quarter of the fiscal year. This is high as a result of increased gas usage in the Commission Houses.

5 year average quarterly spread: Q1 - 19% Q2 - 2% Q3 - 26% Q4 - 58%
Fiscal Year 2023 - 2024 spread: Q1 - 88% Q2 - 3% Q3 - 35% Q4 - 105%

Bad Debt Expenses - These expenses themselves are pretty unpredictable. However, it is common that these debts are written off one time annually. This is typically done in the third or fourth quarter of the fiscal year. The Authority saw 175% of the total budgeted amount spent in the fourth quarter of the fiscal year. This is due to bad debt being written off at year-end.

5 year average quarterly spread: Q1 - 0% Q2 - 0% Q3 - 40% Q4 - 32%
Fiscal Year 2023 - 2024 spread: Q1 - 0% Q2 - 0% Q3 - 0% Q4 - 175%

EXPENSE ACCOUNTS CONTINUED...

Water & Sewer Expenses - These expenses are typically pretty evenly spread throughout the fiscal year, with the exception of the annual taxes and fees associated with the sewer. These fees are typically paid in the third or fourth quarter annually. Water usage in the first quarter is also slightly higher than the other quarters throughout the year. This is due to it being peak plant season on the retail market. As such, vendors must use extra water to water their plants throughout the day on the retail market. The Authority saw 12% of the total budgeted amount spent in the fourth quarter of the fiscal year.

5 year average quarterly spread: Q1 - 21% Q2 - 16% Q3 - 29% Q4 - 36%

Fiscal Year 2023 - 2024 spread: Q1 - 29% Q2 - 20% Q3 - 12% Q4 - 12%

Reimbursable Expenses - The spread of expenses in this account has no set trends, as it cannot be predicted when expenses of this nature can be expected. However, the average spread experienced over the past five (5) years by the Authority is listed below. The Authority saw 0% in reimbursable expenses in the second quarter of the fiscal year. The Authority saw 0% of the total budgeted amount spent in the fourth quarter of the fiscal year.

5 year average quarterly spread: Q1 - 13% Q2 - 27% Q3 - 30% Q4 - 26%

Fiscal Year 2023 -2024 spread: Q1 - 0% Q2 - 100% Q3 -0% Q4 - 0%

New Equipment - The bulk of the spending in this account is often done all at once. However, this can happen at any point throughout the year. As this is typically dependent on supply chain, availability, and sometimes bid, this timing is unpredictable year to year. The Authority saw 0% of the total budgeted amount spent in the fourth quarter of the fiscal year.

5 year average quarterly spread: Q1 - 13% Q2 - 27% Q3 - 30% Q4 - 26%

Fiscal Year 2023 - 2024 spread: Q1 - 0% Q2 - 108% Q3 - 0% Q4 - 0%

Credit/Debit Fees - The expenses incurred in this account are associated with the sale of tokens for use on the retail market. As such, these fees are higher in the periods of time in which use of this program is greatest. This is typically in the first three quarters of the fiscal year, and minimal in the fourth quarter of the fiscal year when the retail market --and in turn this program-- usage is lowest. The Authority saw 22% of the total budgeted amount spent in the fourth quarter of the fiscal year. This is on target.

5 year average quarterly spread: Q1 - 13% Q2 - 27% Q3 - 30% Q4 - 26%

Fiscal Year 2023 - 2024 spread: Q1 - 27% Q2 - 31% Q3 - 27% Q4 - 22%

Capital Reserve - The expenses incurred in this account are associated with the investment of access funds for later use for capital improvements. This investment typically occurs in the first or second quarter of the fiscal year, when the Authority has the means to do so. The Authority saw 0% of the total budgeted amount spent in the fourth quarter of the fiscal year, as there were no capital reserve investments budgeted for this fiscal year.

5 year average quarterly spread: Q1 - 20% Q2 - 40% Q3 - 0% Q4 - 0%

Fiscal Year 2023 - 2024 spread: Q1 - 0% Q2 - 0% Q3 - 0% Q4 - 0%

TOTAL - When looking at the spread of the sum of all expenses throughout the fiscal year, it is common to see the those expenses incurred rather evenly amongst each quarter of each fiscal year, with a slightly increased expenditure within the first two quarters of the fiscal year when the retail market is busiest. The Authority saw 22% of the total budgeted amount spent in the fourth quarter of the fiscal year. This is right on target.

5 year average quarterly spread: Q1 - 34% Q2 - 32% Q3 - 28% Q4 - 25%

Fiscal Year 2023 - 2024 spread: Q1 - 28% Q2 - 28% Q3 - 27% Q4 - 22%

FOURTH QUARTER BALANCE SHEET

ASSETS		Liabilities and Capital	
Current Assets		Current Liabilities	
Checking Account	(\$849,276.78)	Deferred Outflows - Pension	(\$364,947.00)
Savings Account	\$14,120.73	Accounts Payable	\$46,320.00
Contingency Account	\$31,026.07	Line of Credit	\$138,250.54
Capital Reserve	\$0.00	Sewer Tax	\$0.20
Renters Security Deposit	\$29,351.07	Accrued Payroll	\$8,948.06
Petty Cash	\$185.00	Accrued Vacation	\$41,630.18
Accounts Receivable	\$16,146.46	Current Portion of LTD	\$44,208.00
Medical Expense Reimbursement	\$0.13	513 Hiawatha Mortg. Current Portion	\$61,587.00
Cash Held for Construction	\$1,365,250.00	EBT/Credit/Debit	\$3,544.80
Future Lease Rev. Rec. - Current	\$210,636.00	Deferred Revenue	\$12,286.17
Deferred Revenue - Token Liability	(\$16,660.76)	Renters Sec. Dep. Reserve	\$29,351.07
Deferred Inflow - Pension	(\$508,171.00)	Voluntary P/R Deductions	\$77.04
		Total Current Liabilities	\$21,256.06
Total Current Assets	\$292,606.92	Long-Term Liabilities	
Property and Equipment		Mortgage Payable/ Bldg. Loan	\$4,725,328.09
Office Equipment / Tools	\$249,693.04	Notes Payable NYS	\$75,498.22
Operating Equipment - Auto	\$714,916.90	Demand Note - Farm Credit East	\$24,234.00
Accum. Depr. on Office Equip/Tools	(\$249,692.76)	Deferred Items Related to Leases	\$1,016,762.00
Accum. Depr. on Operating Equip/Auto	(\$510,517.87)		
Land	\$819,681.90	Total Long-Term Liabilities	\$5,841,822.31
New Land	\$637,324.00		
Buildings	\$4,582,991.00	Total Liabilities	\$5,863,078.37
Accum. Depr. on Buildings	(\$2,970,773.35)		
New Buildings	\$71,318.00	Capital	
513 Hiawatha Building	\$2,200,000.00	Fund balance	\$4,946,521.61
Perm. Improvements - Buildings	\$3,428,485.54	Net Income	(\$680,527.48)
Perm. Improvements - Grounds	\$2,075,580.76		
Accum. Depr. on Perm. Improv.	(\$2,163,638.90)	Total Capital	\$4,265,994.13
Utilities	\$319,830.32		
Accum. Depr. on Utilities	(\$319,830.00)	Total Liabilities and Capital	\$10,129,072.50
	\$8,885,368.58		
Total Property and Equipment			
Other Assets			
Future Lease Rev. Rec. NonCur	\$806,126.00		
ERS Asset	\$144,971.00		
Total Other Assets	\$951,097.00		
Total Assets	\$10,129,072.50		

Q4 CHECK REGISTER

4/29/24 at 17:32:03.83

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CNY Regional Market Authority Check Register For the Period From Jan 1, 2024 to Mar 31, 2024

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Invoice/CM #	Cash Accou	Amount
28513	1/4/24	Aalco Septic & Sewer	86135	100	1,875.00
28514	1/4/24	Jose Berenguer - Lake Bluff Honey Bee	27121 Tokens 1/2/24	100	521.25
28515	1/4/24	Caltabiano's Farm Stop	27127 Tokens	100	116.00
28516	1/4/24	Commissioner of Finance	0168011702 2024 0168011204 2024 0139002701 2024 0139000102 2024 0168010901 2024 0165000200 2024	100	4,468.81
28517	1/4/24	Department of Water	01002N016000 1/24 01002N076000 01/24	100	114.47
28518	1/4/24	Caralea Dougherty	27070 Tokens	100	28.00
28519	1/4/24	Eastern Managed Print Network-Xerox	IN4130317	100	0.99
28520	1/4/24	William Fowler	27048	100	25.00
28521	1/4/24	G&R D'Agostino Quality Produce, Inc.	27116 Tokens	100	1,200.00
28522	1/4/24	Genuine Parts Co. - Syracuse	0996-252578 0996-253454	100	109.13
28523	1/4/24	Paul Heider	1/2/24	100	55.00
28524	1/4/24	Johnston Paper Co Inc	2223763-00	100	672.35
28525	1/4/24	Brian & Brad Knickerbocker	12/30/23	100	8.00
28526	1/4/24	Anne McAllister	Refund FML	100	316.00
28527	1/4/24	John McGrath	27129 Tokens	100	336.00
28528	1/4/24	John Musumeci	1/2/24	100	18.75
28529	1/4/24	NATL ASSOC OF PRODUCE MARKET MA	374 402	100	1,250.00
28530	1/4/24	National Grid	0896078005 1/24 7537619138 1/24	100	879.90
28531	1/4/24	Nicotra Farms	27110 Tokens	100	790.00

CNY Regional Market Authority
Check Register
For the Period From Jan 1, 2024 to Mar 31, 2024

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Invoice/CM #	Cash Accou	Amount
28533	1/4/24	Lawrence Phillips	27122 Tokens	100	16.00
28534	1/4/24	Marie Redmond	27111 Tokens	100	100.00
28535	1/4/24	Glenwood Farms	12/30/23	100	28.00
28536	1/4/24	Dave Schiek	27128 Tokens	100	31.00
28537	1/4/24	Time Warner Cable	1564983122023	100	72.98
28538	1/4/24	Staples Advantage	3554944449	100	188.41
28539	1/4/24	Verizon	000139 01/24	100	73.52
28540	1/4/24	Mark Wise	27118 Tokens	100	91.00
28541	1/11/24	Jose Berenguer - Lake Bluff Honey Bee	27148 Tokens	100	883.00
28542	1/11/24	C&S Engineers, Inc.	01118082	100	16,956.01
28543	1/11/24	Coffee Host	588372	100	10.00
28544	1/11/24	Constellation New Energy, Inc	67164024301	100	2,442.00
28545	1/11/24	Department of Water	14001M051200 1/24 14001M050500 1/24 14001M051000 1/24 14001M050000 1/24 14001M051600 1/24	100	806.58
28546	1/11/24	J.C. Ehrlich Co., Inc.	55143639	100	72.99
28547	1/11/24	G&R D'Agostino Quality Produce, Inc.	27139 Tokens	100	1,065.00
28548	1/11/24	Kenneth Mangine	27135 Tokens	100	145.00
28549	1/11/24	May Morris	27138 Tokens	100	250.00
28550	1/11/24	Nicotra Farms	27132 Tokens	100	614.00
28551	1/11/24	State Insurance Fund	64161972	100	1,594.89
28552	1/11/24	Charles C Page	Refund Winter Lic.	100	834.00
28553	1/11/24	Lawrence Phillips	27149 Tokens	100	27.00

**CNY Regional Market Authority
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For the Period From Jan 1, 2024 to Mar 31, 2024**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Invoice/CM #	Cash Accou	Amount
28554	1/11/24	Regional Fresh Poultry Market	27144 Tokens	100	3,264.00
28555	1/11/24	Robinson Roll Off, LLC	78601	100	80.00
28556	1/11/24	Time Warner Cable	1274641010124	100	129.94
28557	1/11/24	Time Warner Cable	143269601010124	100	329.96
28558	1/11/24	Employee Benefits Division State of NY	602	100	733.86
28559	1/11/24	Jerome Stephens	27150 Tokens	100	360.00
28560	1/18/24	Francisco Aguilera	27158 Tokens	100	627.00
28561	1/18/24	Jose Berenguer - Lake Bluff Honey Bee	27155 Tokens	100	618.00
28562	1/18/24	Ayvaco USA, LLC	27169 Tokens	100	96.00
28563	1/18/24	Excellus BCBS Ins. CO.	37820750	100	17,232.18
28564	1/18/24	Randall Daratt	27161 Tokens	100	225.00
28565	1/18/24	Peter A. Guinta & Sons	27172 Tokens 27162 Tokens	100	2,887.00
28566	1/18/24	National Grid	3287604105 1/24 0451098007 1/24 4727604108 1/24 4707604102 1/24 7266394117 1/24 9927604107 1/24 4687604215 1/24 4687604131 1/24 8727604102 1/24 9207604125 1/24 0723120009 1/24 0138059015 1/24	100	7,172.99
28567	1/18/24	VOID		100	
28568	1/18/24	Lawrence Phillips	27170 Tokens	100	14.00
28569	1/18/24	Recess Coffee	27038 Tokens 27168 Tokens	100	4.00
28570	1/18/24	Spectrum Reach	340023907 340023906	100	2,044.50
28571	1/18/24	Staples Advantage	3556508962	100	171.83

**CNY Regional Market Authority
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For the Period From Jan 1, 2024 to Mar 31, 2024**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Invoice/CM #	Cash Accou	Amount
28572	1/18/24	Jerome Stephens	27165 Tokens	100	411.00
28573	1/18/24	Dave Tripp	27164 Tokens	100	276.00
28574	1/18/24	Richard M. Walker	2024-101	100	1,800.00
28575	1/25/24	Jose Berenguer - Lake Bluff Honey Bee	27182 Tokens	100	774.00
28576	1/25/24	Coffee Host	588806	100	28.00
28577	1/25/24	Jennifer Danitz	1/13/24	100	15.00
28578	1/25/24	The Guardian Life Ins. Co.	349072 01/2024	100	150.31
28579	1/25/24	Peter A. Guinta & Sons	27187 Tokens 27188 Tokens 27175 Tokens 27189 Tokens	100	2,833.00
28580	1/25/24	Lupini Construction/Lori Lupini	23115-1	100	105,920.1
28581	1/25/24	Brent Maynard	27179 Tokens	100	705.00
28582	1/25/24	John McGrath	27181 Tokens	100	175.00
28584	1/25/24	National Grid	3887604107 1/24	100	1,877.42
28585	1/25/24	Nicotra Farms	27176 Tokens	100	1,102.00
28586	1/25/24	Lawrence Phillips	27186 Tokens	100	19.00
28587	1/25/24	Recess Coffee	27183 Tokens	100	15.00
28588	1/25/24	Robinson Roll Off, LLC	78870	100	488.60
28589	1/25/24	VISA	AV 01/2024	100	2,210.51
28590	1/25/24	Jerome Stephens	27185 Tokens	100	205.00
28591	2/1/24	Jose Berenguer - Lake Bluff Honey Bee	27201 Tokens	100	692.00
28592	2/1/24	F.W. Webb	84238528	100	595.10
28593	2/1/24	Tug Hill Artisan Roasters	27207 Tokens	100	132.00
28594	2/1/24	Peter A. Guinta & Sons	27260 Tokens	100	1,871.00

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Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Invoice/CM #	Cash Accou	Amount
			27208 Tokens		
28595	2/1/24	Seth Heller	27196 Tokens	100	620.00
28596	2/1/24	Jackson Welding & Gas Products	0030000337	100	96.00
28597	2/1/24	Johnston Paper Co Inc	2227609-00	100	805.18
28598	2/1/24	Anne McAllister	27197 Tokens	100	500.00
28599	2/1/24	National Grid	7537619139 1/24 0896078005 2/24	100	1,592.87
28600	2/1/24	Mel Nicotra	27195 Tokens	100	342.00
28601	2/1/24	Lawrence Phillips	27200 Tokens	100	23.00
28602	2/1/24	Time Warner Cable	1564983012024	100	72.98
28603	2/1/24	Verizon	000139 2/2024	100	73.06
28604	2/1/24	Mark Wise	27193 Tokens	100	115.00
28605	2/8/24	Chucri Ayoub	27212 Tokens	100	200.00
28606	2/8/24	Jose Berenguer - Lake Bluff Honey Bee	27225 Tokens	100	998.00
28607	2/8/24	Bread Head Bakery	27213 Tokens	100	192.00
28608	2/8/24	Coffee Host	589459	100	10.00
28609	2/8/24	Constellation New Energy, Inc	67387430901	100	2,491.50
28610	2/8/24	J.C. Ehrlich Co., Inc.	56137336	100	72.99
28611	2/8/24	F.W. Webb	84319541	100	118.28
28612	2/8/24	Peter A. Guinta & Sons	27228 Tokens 27229 Tokens	100	1,675.00
28613	2/8/24	Paul Heider	2/6/24	100	55.00
28614	2/8/24	Idearc Media Corp	8820965950 8820098463 8821056187	100	17,241.72

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Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Invoice/CM #	Cash Accou	Amount
28615	2/8/24	Carlton Kelsey	27221 Tokens	100	147.00
28616	2/8/24	Maria Mahar	2/6/24	100	9.40
28617	2/8/24	James Munn	27214 Tokens	100	25.00
28618	2/8/24	John Musumeci	2/6/24	100	18.75
28619	2/8/24	Nicotra Farms	27209 Tokens 27224 Tokens	100	1,355.00
28620	2/8/24	State Insurance Fund	64295508	100	1,594.89
28621	2/8/24	Lawrence Phillips	27227 Tokens	100	27.00
28622	2/8/24	Chip Pratt	2/6/24	100	42.50
28623	2/8/24	Regional Fresh Poultry Market	27216 Tokens	100	1,067.00
28624	2/8/24	Robinson Roll Off, LLC	79092	100	80.00
28625	2/8/24	Time Warner Cable	1274641020124	100	129.94
28626	2/8/24	Time Warner Cable	143269601020124	100	329.96
28627	2/8/24	Staples Advantage	3557549029	100	53.97
28628	2/8/24	Dave Tripp	27210 Tokens	100	1,127.00
28629	2/8/24	David Williams	27211 Tokens	100	41.00
28630	2/14/24	Aalco Septic & Sewer	86377	100	1,400.00
28631	2/14/24	Jose Berenguer - Lake Bluff Honey Bee	27242 Tokens	100	608.00
28632	2/14/24	Department of Water	14001M051600 2/24 14001M050500 2/24 14001M050000 2/24 14001M051000 2/24 14001M051200 2/24	100	571.89
28633	2/14/24	Gregory Frigon	2/14/24 2/14/2024	100	57.81
28634	2/14/24	Peter A. Guinta & Sons	27247 Tokens 27245 Tokens 27248 Tokens	100	2,368.00

**CNY Regional Market Authority
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Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Invoice/CM #	Cash Accou	Amount
28635	2/14/24	James Munn	27251 Tokens	100	56.00
28637	2/14/24	VOID		100	
28638	2/14/24	Nicotra Farms	27241 Tokens	100	42.00
28639	2/14/24	Lawrence Phillips	27246 Tokens	100	8.00
28640	2/14/24	Marie Redmond	27230 Tokens	100	25.00
28641	2/14/24	Employee Benefits Division State of NY	603	100	565.70
28642	2/14/24	Jerome Stephens	27243 Tokens	100	305.00
28643	2/14/24	Mark Wise	27237 Tokens	100	58.00
28644	2/22/24	Jose Berenguer - Lake Bluff Honey Bee	27258 Tokens	100	446.00
28645	2/22/24	Excellus BCBS Ins. CO.	38145682	100	17,232.18
28646	2/22/24	Randall Daratt	27254 Tokens	100	247.00
28647	2/22/24	Caralea Dougherty	27257 Tokens	100	38.00
28648	2/22/24	The Guardian Life Ins. Co.	349072 2/24	100	150.31
28649	2/22/24	Peter A. Guinta & Sons	27266 Tokens	100	1,227.00
28650	2/22/24	Johnston Paper Co Inc	2234308-00	100	656.20
28651	2/22/24	Brent Maynard	27256 Tokens	100	755.00
28652	2/22/24	James Munn	27265 Tokens	100	20.00
28653	2/22/24	Nicotra Farms	27261 Tokens	100	468.00
28654	2/22/24	Lawrence Phillips	2/10/24 27264 Tokens	100	25.50
28655	2/22/24	Recess Coffee	27262 Tokens	100	25.00
28656	2/22/24	Regional Fresh Poultry Market	27255 Tokens	100	2,279.00
28657	2/22/24	VISA	2/24 AV	100	571.84

**CNY Regional Market Authority
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Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Invoice/CM #	Cash Accou	Amount
28658	2/22/24	Joe Willis	2/17/24	100	9.25
28659	2/22/24	Mark Wise	27259 Tokens	100	90.00
28660	2/28/24	Jose Berenguer - Lake Bluff Honey Bee	27280 Tokens	100	533.00
28661	2/28/24	Ayvaco USA, LLC	27288 Tokens	100	113.00
28662	2/28/24	Bread Head Bakery	27274 Tokens	100	263.00
28663	2/28/24	C&S Engineers, Inc.	01120098	100	1,213.80
28664	2/28/24	Peter A. Guinta & Sons	27284 Tokens 27276 Tokens 27289 Tokens	100	2,216.00
28665	2/28/24	HancockEstabrook, LLP	492819	100	192.50
28666	2/28/24	Seth Heller	27275 Tokens	100	406.00
28667	2/28/24	John Lemondes	27286 Tokens	100	62.00
28668	2/28/24	John McGrath	27279 Tokens	100	63.00
28669	2/28/24	James Munn	27287 Tokens	100	61.00
28670	2/28/24	Nicotra Farms	27278 Tokens	100	304.00
28671	2/28/24	Lawrence Phillips	27282 Tokens	100	11.00
28672	2/28/24	Nancy Polge	27277 Tokens	100	20.00
28673	2/28/24	Marie Redmond	27270 Tokens	100	99.00
28674	2/28/24	Regional Fresh Poultry Market	27285 Tokens	100	2,404.00
28675	2/28/24	Dave Schiek	27271 Tokens	100	73.00
28676	2/28/24	Time Warner Cable	1564983022024	100	79.99
28677	2/28/24	Jerome Stephens	27283 Tokens	100	469.00
28678	2/28/24	June Wood	27272 Tokens	100	213.00
28679	3/7/24	Atlas Fence, Inc.	12750	100	10,790.00

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Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Invoice/CM #	Cash Accou	Amount
28680	3/7/24	Jose Berenguer - Lake Bluff Honey Bee	3/2/24 27303 Tokens	100	622.00
28681	3/7/24	Coffee Host	590605	100	10.00
28682	3/7/24	Department of Water	200139000102 3/24 200139002700 3/24 14001M050500 3/24 14001M051600 3/24 14001M051000 3/24 14001M050000 3/24 14001M051200 3/24 200168011204 3/24	100	2,438.30
28683	3/7/24	J.C. Ehrlich Co., Inc.	57151368	100	72.99
28684	3/7/24	Tug Hill Artisan Roasters	27305 Tokens	100	134.00
28685	3/7/24	Grainger	9034110941	100	48.68
28686	3/7/24	Peter A. Guinta & Sons	27312 Tokens 27313 Tokens 27296 Tokens	100	2,432.00
28687	3/7/24	Johnston Paper Co Inc	2240576-00	100	838.09
28688	3/7/24	John Lemondes	27307 Tokens	100	2.00
28689	3/7/24	Brent Maynard	27293 Tokens	100	557.00
28690	3/7/24	Anne McAllister	27297 Tokens	100	346.00
28691	3/7/24	National Grid	7537619138 3/24 0896078005 3/24	100	1,384.66
28692	3/7/24	Nicotra Farms	27295 Tokens	100	581.00
28693	3/7/24	State Insurance Fund	64426969	100	1,594.89
28694	3/7/24	Lawrence Phillips	27306 Tokens	100	6.00
28695	3/7/24	Robinson Roll Off, LLC	79527	100	80.00
28696	3/7/24	Dave Schiek	3/2/24	100	39.00
28697	3/7/24	Time Warner Cable	143269601030124	100	164.98
28698	3/7/24	Staples Advantage	3560257884	100	77.94

**CNY Regional Market Authority
Check Register
For the Period From Jan 1, 2024 to Mar 31, 2024**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Invoice/CM #	Cash Accou	Amount
28699	3/7/24	Verizon	000139 3/24	100	73.06
28700	3/7/24	David Williams	27291 Tokens	100	59.00
28701	3/14/24	Associated Fire Protection Services	13000	100	150.00
28702	3/14/24	Jose Berenguer - Lake Bluff Honey Bee	27318 Tokens	100	724.00
28703	3/14/24	Constellation New Energy, Inc	67629439901	100	3,364.67
28704	3/14/24	Caralea Dougherty	27300 Tokens	100	9.00
28705	3/14/24	Peter A. Guinta & Sons	27321 Tokens 27316 Tokens 27325 Tokens	100	2,351.00
28706	3/14/24	Brent Maynard	27315 Tokens	100	498.00
28707	3/14/24	National Grid	3287604105 3/24 8727604102 3/24 7266394117 3/24 4667604215 3/24 4687604131 3/24 4727604108 3/24 4707604102 3/24 9927604107 3/24 3887604107 3/24 0451098007 3/24	100	11,571.98
28708	3/14/24	Nicotra Farms	27320 Tokens	100	1,036.00
28709	3/14/24	Lawrence Phillips	27322 Tokens	100	7.00
28710	3/14/24	Nancy Polge	27324 Tokens	100	135.00
28711	3/14/24	Time Warner Cable	1274641030124	100	134.99
28712	3/14/24	Jerome Stephens	27323 Tokens	100	240.00
28714	3/14/24	Mark Wise	27319 Tokens	100	91.00
28715	3/27/24	Jose Berenguer - Lake Bluff Honey Bee	27340 Tokens 27353 Tokens	100	893.00
28716	3/27/24	Excellus BCBS Ins. CO.	38467635	100	17,232.18
28717	3/27/24	Coffee Host	591484	100	18.00

**CNY Regional Market Authority
Check Register
For the Period From Jan 1, 2024 to Mar 31, 2024**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Invoice/CM #	Cash Accou	Amount
28718	3/27/24	Randall Daratt	27347 Tokens	100	296.00
28719	3/27/24	Taylor Deats	3/22/24	100	59.38
28720	3/27/24	Caralea Dougherty	27336 Tokens	100	18.00
28721	3/27/24	The Guardian Life Ins. Co.	349072 3/24	100	150.31
28722	3/27/24	Peter A. Guinta & Sons	27345 Tokens 27339 Tokens 27357 Tokens	100	3,478.00
28723	3/27/24	Seth Heller	27350 Tokens	100	442.00
28724	3/27/24	Johnston Paper Co Inc	2249240-00	100	905.34
28725	3/27/24	Kenneth Mangine	3/16/24	100	11.00
28726	3/27/24	Lloyd Martin	27338 Tokens	100	25.00
28727	3/27/24	Anne McAllister	27349 Tokens	100	221.00
28728	3/27/24	James Munn	27332 Tokens 27356 Tokens	100	73.00
28729	3/27/24	NATL ASSOC OF PRODUCE MARKET MA	Lost Check	100	1,250.00
28730	3/27/24	National Grid	4707604102 2/24 4667604215 2/24 4727604108 2/24 0451098007 2/24 7266394117 2/24 3287604105 2/24 8727604102 2/24 4687604131 2/24 0138059015 2/24 0723120009 2/24 3887604107 2/24 0138059015 3/24 0723120009 3/24	100	10,013.89
28731	3/27/24	VOID		100	
28732	3/27/24	Nicotra Farms	27344 Tokens 27354 Tokens	100	977.00
28733	3/27/24	Ben Paine	27355 Tokens	100	445.00
28734	3/27/24	Lawrence Phillips	27343 Tokens	100	8.00

**CNY Regional Market Authority
Check Register
For the Period From Jan 1, 2024 to Mar 31, 2024**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Invoice/CM #	Cash Accou	Amount
28735	3/27/24	Marie Redmond	27327 Tokens	100	216.00
28736	3/27/24	Regional Fresh Poultry Market	27334 Tokens 27351 Tokens	100	9,504.00
28737	3/27/24	Robinson Roll Off, LLC	79764	100	598.80
28738	3/27/24	Meg Schader-Wake Robin Farm	27333 Tokens	100	8.00
28739	3/27/24	Dave Schiek	27352 Tokens	100	31.00
28740	3/27/24	Staples Advantage	3561359822	100	51.16
28741	3/27/24	Jerome Stephens	27341 Tokens 27358 Tokens	100	413.00
28742	3/27/24	Thomas Stephens - Stephens Bros Farm	27326 Tokens	100	81.00
28743	3/27/24	Stone Acres	27331 Tokens	100	50.00
28744	3/27/24	June Wood	27348 Tokens	100	136.00
Total					<u><u>360,085.5</u></u>

ACCOUNT DESCRIPTION	Budget	YTD 4/29/24
	2024 - 2025	2024 - 2025
INCOME		
COMMERCIAL LEASES	\$710,000.00	\$40,626.97
LAND LEASES	\$165,000.00	\$17,586.10
FARMER SAT/WHOLESALE LICENSE	\$330,000.00	\$91,080.00
FARMER SAT DAILY	\$58,000.00	\$2,575.00
COMMERCIAL SAT LICENSE	\$75,000.00	\$25,755.00
COMMERCIAL SAT DAILY	\$14,000.00	\$1,150.00
DEALER SAT LEASE	\$218,000.00	\$93,865.00
DEALER SAT DAILY	\$10,000.00	\$345.00
FOOD CONCESSION LICENSE	\$40,000.00	\$11,070.00
DEALER THURS LICENSE	\$600.00	\$360.00
FARMER THURSDAY LICENSE	\$3,000.00	\$360.00
FARMER THURSDAY DAILY	\$900.00	\$0.00
COMMERCIAL THURS LICENSE	\$100.00	\$30.00
COMMERCIAL THURS DAILY	\$400.00	\$0.00
DEALER THURS DAILY	\$0.00	\$0.00
FLEA MKT SEMI-ANNUAL LICENSE	\$145,000.00	\$14,750.00
FLEA MKT DAILY SUNDAY	\$95,000.00	\$3,615.00
DELIVERY FEES	\$8,500.00	\$1,793.00
MISCELLANEOUS	\$3,000.00	\$0.00
ELECTRIC SALES	\$70,000.00	\$3,722.53
GAS SALES	\$20,000.00	\$2,484.43
WATER SALES/SEWER	\$4,000.00	\$191.75
INTEREST EARNED	75,000.00	\$0.00
BAD DEBT RECEIVED	\$0.00	\$786.00
PROMOTIONAL LEASES & SALES	\$100,000.00	\$867.00
SECURITY DEPOSIT	\$0.00	\$1,000.00
REIMBURSEMENTS	\$24,000.00	\$2,526.80
GRANTS REC. MOBILE MARKET	\$0.00	\$0.00
SALES INCOME MOBILE MARKET	\$4,000.00	\$0.00
OPER CONT'G RES FYE	\$0.00	\$0.00
RECYCLING INCOME	\$500.00	\$0.00
CASH PREV FYE	\$0.00	\$0.00
TOKEN SALES INCOME	\$30,000.00	\$0.00
MORTGAGE / LINE OF CREDIT	\$0.00	\$0.00
TOTAL	\$2,204,000.00	\$316,539.58

ACCOUNT DESCRIPTION	Budget	YTD 4/29/24
	2024 - 2025	2024 - 2025
<u>EXPENSES</u>		
PAYROLL	\$900,000.00	\$63,601.53
Payroll taxes to employer	\$150,000.00	\$4,906.51
REPAIRS TO BUILDINGS	\$15,000.00	\$72.64
REPAIRS TO GROUNDS	\$15,000.00	\$0.00
REPAIRS TO EQUIPMENT	\$10,000.00	\$34.10
FUEL & OIL EXPENSE	\$5,000.00	\$0.00
OPERATING EXPENSES	\$15,000.00	\$8,277.94
MAINTENANCE SUPPLIES	\$35,000.00	\$777.26
OFFICE EXPENSES	\$18,000.00	\$455.25
TELEPHONE	\$7,000.00	\$518.65
ASSOCIATION & LICENSE FEE	\$5,000.00	\$2,325.00
MISCELLANEOUS	\$1,500.00	\$0.00
INTREST EXPENSE (LOAN, ETC.)	\$120,000.00	\$0.00
SECURITY	\$140,000.00	\$8,272.74
TRASH REMOVAL & RECYCLABLE	\$9,000.00	\$80.00
OPERATING INSURANCE	\$145,000.00	\$474.42
HEALTH PLAN	\$220,000.00	\$16,685.80
DENTAL PLAN	\$7,000.00	\$0.00
ADVERTISING & PROMOTIONS	\$50,000.00	\$139.93
TRAVEL EXPENSES	\$7,000.00	\$284.75
LEGAL & PROFESSIONAL	\$100,000.00	\$33,578.75
PAYROLL PROCESSING	\$10,000.00	\$570.21
ELECTRICITY EXPENSES	\$100,000.00	\$7,584.94
GAS EXPENSES	\$35,000.00	\$3,576.71
WATER & SEWER EXPENSES	\$70,000.00	\$2,135.45
BAD DEBT EXPENSE	\$5,000.00	\$0.00
REIMBURSEABLE EXPENSES	\$0.00	\$47.10
MOBILE MARKET SALES EXPENSE	\$2,000.00	\$0.00
MOBILE MARKET OTHER EXPENSE	\$1,500.00	\$0.00
NEW EQUIPMENT	\$0.00	\$0.00
CREDIT/DEBIT FEES	\$6,000.00	\$192.90
OPERATING CONTINGENCY	\$0.00	\$0.00
CAPITAL RESERVE	\$0.00	\$0.00
TOTAL	\$2,204,000.00	\$154,592.58
DIFFERENCE	\$0.00	\$161,947.00

YTD BALANCE SHEET

ASSETS		Liabilities and Capital	
Current Assets		Current Liabilities	
Checking Account	(\$786,786.46)	Deferred Outflows - Pension	(\$364,947.00)
Savings Account	\$14,120.73	Accounts Payable	\$46,320.00
Contingency Account	\$31,026.07	Line of Credit	\$138,250.54
Capital Reserve	\$0.00	Sewer Tax	\$0.20
Renters Security Deposit	\$29,351.07	Accrued Payroll	\$8,948.06
Petty Cash	\$185.00	Accrued Vacation	\$41,630.18
Accounts Receivable	\$118,118.12	Current Portion of LTD	\$44,208.00
Medical Expense Reimbursement	\$0.13	513 Hiawatha Mortg. Current Portion	\$61,587.00
Cash Held for Construction	\$1,365,250.00	EBT/Credit/Debit	\$4,303.80
Future Lease Rev. Rec. - Current	\$210,636.00	Deferred Revenue	\$12,286.17
Deferred Revenue - Token Liability	(\$16,660.76)	Renters Sec. Dep. Reserve	\$29,351.07
Deferred Inflow - Pension	(\$508,171.00)	Voluntary P/R Deductions	\$2,833.02
		Total Current Liabilities	\$24,771.04
Total Current Assets	\$457,068.90	Long-Term Liabilities	
Property and Equipment		Mortgage Payable/ Bldg. Loan	\$4,725,328.09
Office Equipment / Tools	\$249,693.04	Notes Payable NYS	\$75,498.22
Operating Equipment - Auto	\$714,916.90	Demand Note - Farm Credit East	\$24,234.00
Accum. Depr. on Office Equip/Tools	(\$249,692.76)	Deferred Items Related to Leases	\$1,016,762.00
Accum. Depr. on Operating Equip/Auto	(\$510,517.87)	Total Long-Term Liabilities	\$5,841,822.31
Land	\$819,681.90	Total Liabilities	\$5,866,593.35
New Land	\$637,324.00	Capital	
Buildings	\$4,582,991.00	Fund balance	\$4,265,994.13
Accum. Depr. on Buildings	(\$2,970,773.35)	Net Income	\$160,947.00
New Buildings	\$71,318.00	Total Capital	\$4,426,941.13
513 Hiawatha Building	\$2,200,000.00	Total Liabilities and Capital	\$10,293,534.48
Perm. Improvements - Buildings	\$3,428,485.54		
Perm. Improvements - Grounds	\$2,075,580.76		
Accum. Depr. on Perm. Improv.	(\$2,163,638.90)		
Utilities	\$319,830.32		
Accum. Depr. on Utilities	(\$319,830.00)		
	\$8,885,368.58		
Total Property and Equipment			
Other Assets			
Future Lease Rev. Rec. NonCur	\$806,126.00		
ERS Asset	\$144,971.00		
Total Other Assets	\$951,097.00		
Total Assets	\$10,293,534.48		

YTD CHECK REGISTER

4/29/24 at 16:42:20.29

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CNY Regional Market Authority Check Register For the Period From Apr 1, 2024 to Apr 30, 2024

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Invoice/CM #	Cash Accou	Amount
28745	4/4/24	Jose Berenguer - Lake Bluff Honey	4/2/24 27365 Tokens	100	454.25
28746	4/4/24	JoAnn Delaney	4/2/24	100	12.50
28747	4/4/24	Department of Water	01002N016000 4/24 01002N076000 4/24 01001N248000 4/24	100	2,028.23
28748	4/4/24	Karen Eller	27360 Tokens	100	50.00
28749	4/4/24	Peter A. Guinta & Sons	27371 Tokens 27363 Tokens	100	2,729.00
28750	4/4/24	HancockEstabrook, LLP	493972	100	371.25
28751	4/4/24	Paul Heider	4/2/24	100	55.00
28752	4/4/24	Sam Kanagy	27364 Tokens	100	68.00
28753	4/4/24	National Grid	7537619138 4/24 0896078005 4/24	100	874.87
28754	4/4/24	Nicotra Farms	27367 Tokens	100	621.00
28755	4/4/24	State Insurance Fund	64554276	100	318.42
28756	4/4/24	Ben Paine	27370 Tokens	100	350.00
28757	4/4/24	Lawrence Phillips	27369 Tokens	100	16.00
28758	4/4/24	Recess Coffee	27366 Tokens	100	13.00
28759	4/4/24	VISA	AV 4/2024	100	1,385.27
28760	4/4/24	Time Warner Cable	1564983032024	100	79.99
28761	4/4/24	Jerome Stephens	27368 Tokens	100	208.00
28762	4/4/24	Verizon	000139 4/24	100	73.06
28763	4/4/24	Stone Acres	27362 Tokens	100	107.00
28764	4/4/24	Mark Wise	27361 Tokens	100	111.00
28765	4/10/24	Jose Berenguer - Lake Bluff Honey	27379 Tokens	100	642.00

**CNY Regional Market Authority
Check Register
For the Period From Apr 1, 2024 to Apr 30, 2024**

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Check #	Date	Payee	Invoice/CM #	Cash Accou	Amount
28766	4/10/24	Coffee Host	592074	100	6.30
28767	4/10/24	Constellation New Energy, Inc	67855266301	100	2,327.55
28768	4/10/24	Department of Water	14001M050000 4/24 14001M051000 4/24 14001M051600 4/24 14001M050500 4/24	100	107.22
28769	4/10/24	Caralea Dougherty	27382 Tokens	100	28.00
28770	4/10/24	J.C. Ehrlich Co., Inc.	58164284	100	72.99
28771	4/10/24	Peter A. Guinta & Sons	27378 Tokens 27390 Tokens	100	2,295.00
28772	4/10/24	Seth Heller	27377 Tokens	100	241.00
28773	4/10/24	Lloyd Martin	4/6/24 27383 Tokens	100	28.00
28774	4/10/24	Brent Maynard	27373 Tokens	100	621.00
28775	4/10/24	John McGrath	27374 Tokens	100	213.00
28776	4/10/24	James Munn	27386 Tokens	100	85.00
28777	4/10/24	National Grid	8727604102 4/24 3887604107 4/24 4667604215 4/24 4687604131 4/24 3287604105 4/24 4727604108 4/24 0451098007 4/24 4707604102 4/24 7266394117 4/24 9927604107 4/24	100	7,417.05
28778	4/10/24	Nicotra Farms	27381 Tokens	100	526.00
28779	4/10/24	Ben Paine	27389 Tokens	100	162.00
28780	4/10/24	Lawrence Phillips	27384 Tokens	100	27.00
28781	4/10/24	Regional Fresh Poultry Market	27387 Tokens	100	4,071.00
28782	4/10/24	Robinson Roll Off, LLC	79993	100	80.00
28783	4/10/24	Time Warner Cable	1274641040124	100	134.99

**CNY Regional Market Authority
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For the Period From Apr 1, 2024 to Apr 30, 2024**

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Check #	Date	Payee	Invoice/CM #	Cash Accou	Amount
28784	4/10/24	Charter Communications	143269601040124	100	5.00
28785	4/10/24	Jerome Stephens	27385 Tokens	100	412.00
28786	4/10/24	Steve Velarde	4/6/24	100	8.00
28787	4/10/24	Richard M. Walker	2024-102	100	1,800.00
28788	4/18/24	Jose Berenguer - Lake Bluff Honey	27397 Tokens 4/15/24	100	544.25
28789	4/18/24	CenterState CEO	0040105-IN	100	420.00
28790	4/18/24	Excellus BCBS Ins. CO.	38814293	100	15,441.82
28791	4/18/24	Caralea Dougherty	27396 Tokens	100	23.00
28792	4/18/24	The Flanders Group	19664	100	156.00
28793	4/18/24	Rebecca Fowler	27391 Tokens	100	122.00
28794	4/18/24	Genuine Parts Co. - Syracuse	0996264294 0996266624	100	34.10
28795	4/18/24	The Guardian Life Ins. Co.	349072 4/2024	100	126.10
28796	4/18/24	Peter A. Guinta & Sons	27398 Tokens 27402 Tokens	100	1,866.00
28797	4/18/24	Paul Heider	4/15/24	100	55.00
28798	4/18/24	Home Depot	24585	100	72.64
28799	4/18/24	Johnston Paper Co Inc	2255560-00	100	777.26
28800	4/18/24	JC Kelsen Real Estate Opportunities	4/15/24	100	30,060.00
28801	4/18/24	Brent Maynard	27394 Tokens	100	534.00
28802	4/18/24	John Musumeci	4/15/24	100	18.75
28803	4/18/24	National Grid	0723120009 4/24 0138059015 4/24	100	542.18
28804	4/18/24	Nicotra Farms	27401 Tokens	100	733.00

**CNY Regional Market Authority
Check Register
For the Period From Apr 1, 2024 to Apr 30, 2024**

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Invoice/CM #	Cash Accou	Amount
28805	4/18/24	Ben Paine	27400 Tokens	100	96.00
28806	4/18/24	The Post-Standard	36800-21525790	100	107.35
28807	4/18/24	Recckio's Body Shop	27478	100	21.00
28808	4/18/24	Staples Advantage	6001033123	100	341.60
28809	4/18/24	Jerome Stephens	27399 Tokens	100	357.00
28810	4/18/24	Dave Tripp	27395 Tokens	100	6.00
28811	4/25/24	Aflac	379934	100	317.88
28812	4/25/24	Jose Berenguer - Lake Bluff Honey	27414 Tokens	100	471.00
28813	4/25/24	CenterState CEO	0042630-IN	100	420.00
28814	4/25/24	Jennifer Danitz	27421 Tokens	100	5.00
28815	4/25/24	Taylor Deats	4/25/24	100	32.10
28816	4/25/24	Farmspread	74662	100	2,000.00
28817	4/25/24	Windy Hill Goat Dairy	27412 Tokens	100	154.00
28818	4/25/24	Peter A. Guinta & Sons	27408 Tokens 27419 Tokens	100	2,951.00
28819	4/25/24	HancockEstabrook, LLP	494979	100	1,347.50
28820	4/25/24	Lloyd Martin	27413 Tokens	100	53.00
28821	4/25/24	Nicotra Farms	27417 Tokens	100	1,008.00
28822	4/25/24	Ben Paine	27420 Tokens	100	188.00
28823	4/25/24	Lawrence Phillips	27415 Tokens	100	10.00
28824	4/25/24	Recess Coffee	27416 Tokens	100	12.00
28825	4/25/24	VISA	4/2024 AV	100	4,990.22
28826	4/25/24	Jerome Stephens	27418 Tokens	100	304.00

CNY Regional Market Authority
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Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Invoice/CM #	Cash Accou	Amount
28827	4/25/24	Stone Acres	27409 Tokens	100	72.00
28828	4/25/24	NATL ASSOC OF PRODUCE MARK	2024	100	1,485.00
Total					<u><u>99,511.69</u></u>



RYAN M. HARTNETT
Direct Phone No.: (315) 565-4513
Direct Fax No.: (315) 565-4613
rhartnett@hancocklaw.com

April 12, 2024

Via E-mail ONLY

Attn: Board of Directors
CNY Regional Market Authority
2100 Park Street
Syracuse, NY 13208

Re: By-Laws of the Central New York Regional Market Authority

Dear Board of Directors:

This letter is to confirm that I have reviewed the attached revised and proposed By-Laws of the Central New York Regional Market Authority (the “**Proposed By-Laws**”). As drafted, the Proposed By-Laws are not inconsistent with the Public Authorities Law of the State of New York.

If you have any questions regarding the above, please do not hesitate to contact me.

Very truly yours,

HANCOCK ESTABROOK, LLP

A handwritten signature in blue ink that reads 'Ryan M. Hartnett' with a long horizontal flourish extending to the right.

Ryan M. Hartnett

RMH

Enclosure



315-422-8647
cnyrma@gmail.com
www.cnyregionalmarket.com
2100 Park Street, Syracuse, NY 13208

BY-LAWS OF THE CENTRAL NEW YORK REGIONAL MARKET AUTHORITY

ARTICLE I - NAME; OFFICE

SECTION 1. Name and Description. This Public Authority shall be known as the Central New York Regional Market Authority (the “**Authority**”), a public benefit corporation, authorized and created by Title 2 of Article 4 of the Public Authorities Law of the State of New York (“**NYPAL**”).

SECTION 2. Geographic District. The geographic district over which the Authority has jurisdiction shall be known as the Central New York Regional Market District (the “**District**”) which shall, for administrative purposes, embrace all the territory included within the counties of Cayuga, Cortland, Madison, Oneida, Onondaga, Oswego and that territory included within Wayne County lying east of the new pre-emption line.

SECTION 3. Office. The principal offices of the Authority shall be located at 2100 Park Street, Syracuse, New York. The principal facility of the Authority shall be known as the Central New York Regional Market Authority (the “**Market**”).

ARTICLE II - OBJECTIVES, PURPOSES AND POWERS

SECTION 1. Mission. The mission of the Authority is to provide facilities, programs and services to promote opportunities for agriculture and commerce in Central New York.

SECTION 2. Purpose and Objectives. The objectives, purposes and powers of the Authority shall be those as are prescribed in Title 2, Article 4 of the NYPAL as it now exists and as it may hereafter be amended. These objectives include, but are not limited to:

1. Provide a facility for buying and selling of agricultural products, including both wholesale and retail.
2. Incubate small businesses that make the Market more convenient, efficient, profitable or successful.
3. Develop uses for the facility in such a way as to promote agriculture, commerce and community values.

ARTICLE III - DIRECTORS

SECTION 1. Number of Directors. The Board of Directors of the Authority (the “**Board**”) shall consist of thirteen (13) members (each, a “**Director**”), as follows:

1. The Commissioner of the New York State Department of Agriculture and Markets, or his or her representative appointed by him or her, shall be a member ex-officio with the same voting power as any other Director.
2. The board of supervisors (or such other applicable legislative body) of each of the counties in the District, in accordance with Section 827 of the NYPAL, shall each name Directors as follows:

Three (3) Directors from Onondaga County;

Two (2) Directors, each, from the counties of: Oswego, Madison, and Cayuga; and

One (1) Director, each, from the counties of: Cortland, Oneida, and Wayne.

SECTION 2. Appointment and Term; Vacancy. Following his or her appointment, each Director shall continue as a Director during the pleasure of the body appointing him or her. Each Director shall, before entering into the duties of his or her office, take the constitutional oath of office and file a duplicate original of the same with the Secretary of State of the State of New York. Upon a vacancy occurring, by the filing with the Secretary of the Authority of a duly certified resolution of the legislative body signifying that an appointment has been terminated, or upon the resignation of the Director, or a vacancy occurring in any other manner, such a vacancy shall be filled in a manner which is consistent with the original appointment of the Director.

SECTION 3. Removal of Directors. Every Director, except ex-officio Directors, shall be removable by the legislative body empowered to appoint such Director, for inefficiency, breach of fiduciary duty, neglect of duty or misconduct in office, *provided, however*, that such Director shall be given a copy of the charges against him or her and an opportunity of being heard in person, or by counsel, in his or her defense upon not less than ten (10) days’ notice.

SECTION 4. Removal by the Governor of the State of New York. In addition to being able to be removed by the appointing legislative body, or pursuant to the provisions of the enabling legislation or these By-laws, any Director may be removed by the Governor of the State of New York for inefficiency, neglect of duty or misconduct in office, after a hearing upon charges and an opportunity to be heard in person or by an attorney of his or her choice upon not less than ten (10) days’ notice. Any vacancy occurring as a result of such removal shall be filled in a manner consistent with the enabling legislation of the Authority and these By-laws.

SECTION 5. Powers of the Directors. The duties of the Board shall be as follows:

1. Hire an Executive Director who is responsible for the management and administration of the Authority, its programs, facilities and services. The Executive Director shall work under the guidance of the Board. The Board may make recommendations or suggestions as from time to time may be necessary.
2. Make policies, rules and regulations for the operation of the Market. The Executive Director and his/her staff shall carry out these policies, rules and regulations. Interim policies may be determined by the Executive Director in keeping with the spirit of the established policies, rules and regulations. These interim policies should be brought before the Board for their formal approval as soon as practical.
3. Establish and approve leases, legal contracts, rentals and license fees relative to business done upon the Market or involving the use of the buildings of the Authority. Rental fees for special short-term uses of the Authority may be determined by the Executive Director. The Board shall provide and enforce penalties and liquidated damages relative to breaches of such rules and regulations and any contracts entered into.
4. All checks must be signed by the Executive Director and one Director that is authorized by resolution of the Board to sign checks. In the absence of Executive Director, checks may be signed by any two Directors who are authorized to sign checks.
5. Acquire, lease, erect, construct, equip and oversee the maintenance and operations of the Market facilities within the District, and for such purposes, to acquire real property within the District, by agreement or condemnation, including options and leases thereon, as well as other forms of acquisition, and to improve and equip the same, as the Board may deem necessary, convenient and advisable.
6. Execute contracts, bonds, certificates of indebtedness and other instruments of obligation, and to sell or otherwise dispose of same in such amounts and at such rates of interest as the Board shall deem advisable. This shall include the power to dispose of its bond or other obligations to, and to borrow money from, the United States of America or the State of New York, or any agency or instrumentality thereof, or any corporation owned or controlled by the United States, or the State of New York.
7. The Board will review and approve an annual operating budget along with a five (5) year financial plan for the Authority developed and submitted by the Treasurer and the Executive Director. A quarterly financial report of the Authority should be reviewed and approved by the Board.
8. Act as a court of last resort for formal grievances involving the management of the Authority.
9. To exercise such other powers as provided for in Section 828 of the NYPAL or applicable law.

SECTION 6. Meetings. The Annual meeting of the Board shall be held during the month of April at a date and time selected by the Board. Quarterly and Regular meetings of the Board shall be held at such times as the Directors may from time to time determine. Special meetings of the

Board shall be held at any time, upon the call of the President or upon the written request of a majority of the Board.

SECTION 7. Place of Meetings. The Annual, Regular, Quarterly and Special meetings of the Board shall be held at the principal office of the Authority located at 2100 Park Street, Syracuse, New York, or at such other place within the District as may from time to time be designated by the Board.

SECTION 8. Notice of Meeting. Notice of the time and place of every Annual, Regular, Quarterly and Special meeting shall be given in writing to each Director by delivering the same to him or her, personally or shall be mailed or electronically mailed to each Director, postage prepaid and addressed to him or her at the last known address or e-mail address for said Director as shown on the records of the Authority, at least three (3) days prior to such meeting. In addition, notice of any meeting of the Board shall be conspicuously posted in one or more designated public locations at least seventy-two (72) hours before such meeting. Notwithstanding the foregoing, if any law of the State of New York shall impose upon the Authority a more stringent notice requirement for the giving of notice for meetings of the Board, then such notice shall be given consistent with such law. No notice of any adjourned or postponed meeting of the Board need be given other than by announcement at the meeting.

SECTION 9. Quorum and Action by the Board. Seven (7) Directors shall constitute quorum for the transaction of business, *provided, however*, that at a meeting at which less than a quorum shall attend, a majority of the Directors present shall have power to adjourn such meeting to such a time and place as they may deem appropriate. At all meetings of the Board, each Director shall be entitled to one (1) vote. The concurrence of 7 of the Directors at a meeting at which quorum is present shall be necessary to the validity of any resolution, order or determination of the Board.

SECTION 10. Open Meetings Law. All meetings of the Board shall be held in compliance with Article 7 of the New York Public Officers Law (the “**Open Meetings Law**”).

SECTION 11. Compensation. Directors shall not receive a salary or any other compensation but shall be paid actual expenses incurred in attending meetings of the Board and in performing committee work assigned to them by the Board. Expenses for travel shall not exceed the per mile rate allowed state employees for use of their personal vehicles. Expenses of a special or extraordinary nature may be allowed by resolution of the Board.

SECTION 12. Directors Not to be Interested in Transactions. No Director shall be interested, directly or indirectly, in any transaction with the Authority, except the leasing as a grower of a stall or stalls upon the market and such transactions as are ordinarily incidental thereto.

ARTICLE IV – COMMITTEES

SECTION 1. Standing Committees. The Board or the President shall appoint, which appointments shall be subject to the approval of the Board, standing committees of three (3) or more Directors (who, as applicable, shall be “independent members” as that term is defined in Section 2825 of the NYPAL) to serve at the pleasure of the Board. Such committees shall have those powers conferred upon them from time to time by resolution of the Board. Standing committees and their duties shall be as follows:

1. PERSONNEL AND NOMINATING COMMITTEE

- (a) Oversee salaries, wages and benefits of employees.
- (b) Prepare slate of officers for Annual meeting.
- (c) Recommend officers when vacancies occur.
- (d) Other duties and responsibilities as may be assigned from time to time by the Board.

2. FINANCE COMMITTEE

- (a) Assist the Executive Director in preparing annual budget for Board’s approval; and
- (b) Assist the Executive Director in preparing a five (5) year Financial Plan for Board approval.
- (c) Review and make recommendations to the Board regarding financial planning and development for the Authority’s future.
- (d) Other duties and responsibilities as may be assigned from time to time by the Board.

To the extent the Authority issues debt, the Finance Committee shall be comprised of not less than three independent members, who shall constitute a majority on the Finance Committee, and who shall possess the necessary skills to understand the duties and functions of the Finance Committee. In addition to the above mentioned duties, it shall be the responsibility of the members of the Finance Committee to: Review proposals for the issuance of debt by the Authority and make recommendations.

3. AUDIT COMMITTEE

The Audit Committee shall be comprised of not less than three (3) independent members, who shall constitute a majority on the Audit Committee, and who shall possess the necessary skills to understand the duties and functions of the Audit Committee. Members of the Audit Committee shall be familiar with corporate financial and accounting practices. The Audit Committee shall:

- (a) Recommend to the Board the hiring of a certified independent accounting firm for the Authority.
- (b) Establish the compensation to be paid to the accounting firm and provide direct oversight of the performance of the independent audit performed by the accounting firm hired for such purposes.
- (c) Appoint and oversee any financial audits or investigations initiated by the Authority.
- (d) Review and recommend financial policies and procedures.
- (e) Oversee and review internal financial controls as needed.
- (f) Review and plan for areas of risk management.
- (g) Present annual financial audit for Board review and approval.
- (h) Meet with and review audits prepared by state auditors.
- (i) Other duties and responsibilities as may be assigned from time to time by the Board.

4. GOVERNANCE COMMITTEE

The Governance Committee shall be comprised of not less than three (3) independent members, who shall constitute a majority on the Governance Committee, and who shall possess the necessary skills to understand the duties and functions of the Governance Committee. It shall be the responsibility of the members of the Governance Committee to:

- (a) Keep the Board informed of current best governance practices.
- (b) Review corporate governance trends.
- (c) Recommend updates to the Authority's corporate governance principles.
- (d) Advise appointing authorities on the skills and experiences required of potential Directors.
- (e) Examine ethical and conflict of interest issues, including oversight of the Authority's policies including, but not limited to the Code of Ethics Policy and Conflict of Interest Policy.
- (f) Facilitates Board self-evaluations and Governance Committee self-evaluations
- (g) Performs annual evaluation of the Executive Director, and makes recommendations relative to his/her job description, salary, and benefits.
- (h) Recommend by-laws which include rules and procedures for conduct of Board business.

- (i) Review and recommend organizational structure of the Authority and updates to the Strategic Plan.
- (j) Other duties and responsibilities as may be assigned from time to time by the Board.

5. ETHICS COMMITTEE

- (a) Oversee and facilitate the reporting of financial disclosures for both members of the Board and the employees of the Authority.
- (b) Review and investigate any reported violations of the Authority's Ethics Policy.
- (c) Review and propose updates of the Ethics Policy to the Governance Committee as needed.
- (d) Other duties and responsibilities as may be assigned from time to time by the Board.

SECTION 2. Other Standing Committees. By resolution, the Board may from time to time designate other standing committees consisting of three (3) or more Directors (who, as applicable, shall be "independent members" as that term is defined in Section 2825 of the NYPAL). Such standing committees shall have the powers set forth in the resolution creating the committee, or as may be assigned from time to time by resolutions of the Board; *provided, however*, that no standing committee shall have the authority to: (a) take any action requiring approval of the Board; (b) fill vacancies among the Board or on any committee; (c) amend or repeal these By-laws or adopt new by-laws; or (d) amend or repeal any resolution of the Board which by its terms is not subject to amendment or repeal by such committee.

SECTION 3. Special Committees. The President may, with the consent of the Board, designate special committees of the Board. Such special committees of the Board shall have only the duties and powers specifically delegated to them by the Board and in no event shall have powers which are not authorized for standing committees.

SECTION 4. General. The Board or the President, subject to the approval of the Board, shall appoint members of all committees. Appointments to committees will be made annually, or at such other time deemed necessary by the President, Board, or Chairperson of a committee. Each member of a committee shall serve until the next Annual meeting of the Board and until his or her successor is appointed. Committee members may be removed from committees by the Board or President for inefficiency, breach of fiduciary duty, neglect of duty or misconduct in office, *provided, however*, that such member shall be given a copy of the charges against him or her and an opportunity of being heard in person, or by counsel, in his or her defense upon not less than ten (10) days' notice. One member of each committee shall be appointed chairperson of such committee. Each committee may adopt rules for its own management, to the extent not established by resolutions of the Board.

SECTION 5. Committee Meetings; Place of Meetings. Regular meetings of any committee shall be held at such times as each such committee or the Board may from time to time determine. Special meetings of any committee, which may be called only for a specific purpose or purposes, shall be held at any time upon call from the Secretary, upon the request of at least two members of such committee, the Chairperson of such committee, or the President. Regular and special meetings of committees shall be held at the principal office of the Authority or at such other place as each committee may from time to time determine.

SECTION 6. Quorum; Exercise of Powers. At a committee meeting, a majority of the number of members of the committee shall constitute a quorum for the transaction of any business or exercise of any power of the committee; a meeting at which less than a quorum shall attend, a majority of the committee members present shall have power to adjourn such meeting to such a time and place as they may deem appropriate. All action by a committee shall be taken by vote of a majority of the total number of the committee's members.

SECTION 7. Minutes. All committees shall keep minutes of their acts and proceedings, which shall be submitted to the Board.

SECTION 8. Open Meetings Law. All committee meetings shall be held in compliance with the Open Meetings Law.

ARTICLE V - OFFICERS

SECTION 1. Election of Officers. The Board shall elect a President, one (1) or more Vice President(s), a Secretary, Treasurer, and Ethics Officer from among the Directors of the Authority, along with a Contracting Officer who may be an employee of the Authority. A slate of candidates shall be presented to the Board by the Personnel and Nominating Committee in advance of the Annual meeting for their consideration and officers shall be elected by the Board at the Annual meeting. The Board may also appoint an Assistant Secretary and/or Assistant Treasurer as it may deem necessary or convenient. Officer vacancies, for any reason, in any office created during a term shall be filled by the Board for the unexpired term at any Regular or Special meeting. Each such officer shall serve at the pleasure of the Board and until his or her successor shall have been duly elected or appointed and qualifies or until he or she has resigned, shall have deceased or shall have been removed as provided in Section 2 of this Article.

SECTION 2. Removal; Resignation. Any officer of the Authority may be removed with or without cause by a vote of a majority of the entire Board of the Authority then in office at a meeting called for that purpose whenever in their judgment the best interests of the Authority may be served thereby. Any officer may resign upon written notice to the President.

SECTION 3. President. The President shall preside over all meetings of the Board and shall be responsible to perform all other duties and functions assigned to him or her by the Board. The

President shall also appoint members to the committees as provided under these By-laws. The President shall also convene special meetings of the Board when he or she becomes or is made aware of facts that warrant such action. The President shall also be responsible for doing, or causing to be done, all such other acts and things usually performed by a presiding officer.

SECTION 4. Vice President(s). Any one (1) or more of the Vice Presidents may be designated by the Board as a First Vice President. At the request of the President, or in his or her absence or disability, the First Vice President shall perform the duties and exercise the functions of President. If there be no First Vice President, or if there be more than one (1), the Board may determine which one or more of the Vice Presidents shall perform any of such duties or exercise any of such functions; if such determination is not made by the Board, the President shall make such determination; otherwise, any of the Vice Presidents may perform any of such duties or exercise any of such functions. Each Vice President shall have such other powers and duties as may be properly designated by the Board and the President.

SECTION 5. Secretary. The Secretary shall keep minutes of all meetings of the Board in books provided for that purpose. The Secretary shall see that all notices are duly given in accordance with the provisions of these By-laws or as otherwise required by law. These duties may be delegated to office staff with the Secretary's signature affixed to each Board's meeting minutes. The Secretary shall have such other powers and duties as may be properly designated by the Board and the President.

SECTION 6. Treasurer. The Treasurer shall be responsible for having an annual budget and quarterly and annual financial reports produced and brought before the Board for review and approval. The Treasurer shall have such other powers and duties as may be properly designated by the Board or the President.

SECTION 7. Ethics Officer. The Ethics Officer shall be appointed by resolution of the Board and shall be responsible for maintaining files containing Conflict of Interest and Financial Disclosure matters for both members of the Board and employees of the Authority. The Ethics Officer shall have such other powers and duties as may be properly designated by the Board or the President.

SECTION 8. Contracting Officer. The Contracting Officer shall be appointed by resolution of the Board and shall be responsible for the acquisition and disposition of property of the Authority. The Contracting Officer shall serve as the Authority's: (a) contracting officer and procurement officer, for purposes of the NYPAL, and (b) data access officer, for purposes of Article 6 of the New York Public Officers Law.

ARTICLE VI - FISCAL YEAR AND ACCOUNTING

The Authority shall install a standard system of accounting and provide other accounting appurtenances for the Authority which are consistent with generally accepted accounting principles and which conform to the requirements of law for a public authority. The books and

records of the Authority shall be maintained on a fiscal year basis commencing on the first (1st) day of April and ending on the thirty-first (31st) day of March of the following year. The books, records, property and business of the Authority shall be examined at the end of each fiscal year by a certified public accountant.

ARTICLE VII - SEAL OF THE AUTHORITY

The Seal of the Authority shall be in the form of an outline map of the seven (7) counties comprising the District, with the names of the counties within the outline and shall bear the name of the Authority and the date of its creation.

ARTICLE VIII – INDEMNIFICATION

SECTION 1. Right of Indemnification. To the extent and in the manner permitted by law, as such law now exists or may hereafter be adopted or amended, the Authority shall indemnify, defend and hold harmless any person made or threatened to be made a party to an action or proceeding by or in the right of the Authority to procure a judgment in its favor, by reason of the fact that he/she, his/her testator or intestate, is or was a Board member, officer or employee of the Authority.

SECTION 2. Other Rights. The rights of indemnification and to the advancement of expenses provided in this Article VIII shall not be deemed exclusive of any other rights to which any Board member, officer or employee of the Authority or other person may now or hereafter be otherwise entitled, whether contained in the NYPAL, the New York Public Officers Law, these By-laws, a resolution of the Board, or an agreement providing for such indemnification, the creation of such other rights being hereby expressly authorized. Without limiting the generality of the foregoing, the rights of indemnification and to the advancement of expenses provided in this Article VIII shall not be deemed exclusive of any rights, pursuant to statute or otherwise, of any Board member, officer or employee of the Authority or other person in any action or proceeding to have assessed or allowed in his or her favor, against the Authority or otherwise, his or her costs and expenses incurred therein or in connection therewith or any part thereof.

SECTION 3. Severability. If this Article VIII or any part hereof shall be held unenforceable in any respect by a court of competent jurisdiction, it shall be deemed modified to the minimum extent necessary to make it enforceable, and the remainder of this Article VIII shall remain fully enforceable. Any payments made pursuant to this Article VIII shall be made only out of funds legally available therefor.

ARTICLE IX - AMENDMENTS

The Board shall have the power to adopt, amend or repeal the By-laws of the Authority by a two-thirds (2/3) vote of the entire Board at any meeting for which at least thirty (30) days prior notice

has been given to all Directors provided no amendment of these By-laws shall be inconsistent with the NYPAL, including Title II, Article 4 of the NYPAL.

ARTICLE X - PUBLIC AUTHORITIES ACCOUNTABILITY ACT

The Authority is subject to the Public Authorities Accountability Act of 2005, as amended, from time to time, and shall, among other things: (a) undergo annual independent audits and submit the results of such audits to the New York State Authorities Budget Office (the “**ABO**”); (b) prepare and submit its annual budget to the ABO; (c) adopt various ethical, reporting, property disposition and disclosure policies; and (d) make specific information available to the public through the Authority’s website.

Adopted _____, 2024; previously revised April 22, 2011.



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2100 Park Street, Syracuse, NY 13208

RESOLUTION

An Annual Meeting of the Central New York Regional Market Authority Board of Directors convened at 2100 Park Street, in the City of Syracuse on April 15th, 2024 at 6:00 PM.

RESOLUTION OF THE CENTRAL NEW YORK REGIONAL MARKET AUTHORITY BOARD OF DIRECTORS FOR THE INSTALLATION AND ENFORCEMENT OF A CORRECTIVE ACTION PLAN AS A RESULT OF THE FINDINGS OF THE RECENT AUDIT CONDUCTED BY THE NEW YORK STATE COMPTROLLERS OFFICE, AUDITING THE PERIOD OF APRIL 1, 2019 THROUGH DECEMBER 31, 2023.

WHEREAS, the Board of Directors (“**Board**”) of the Central New York Regional Market Authority (“**Authority**”) is authorized and empowered by the provisions of the New York Public Authorities Law § 828, to manage and oversee the operation of the Authority’s facilities;

WHEREAS, a recent audit was conducted by the New York State Comptroller’s Office with the objective to “determine whether the Central New York Regional Market Authority Board of Directors (Board) and officials effectively managed the Authority’s financial condition and planned for future capital and operational needs.”

WHEREAS, the audit examined the period of April 1, 2019 through December 31, 2023;

WHEREAS, the audit key findings determined that “Board and officials did not effectively manage the Authority’s financial condition and plan for future capital and operational needs.”

WHEREAS, the audit identified key recommendations for the Board and Director of the Authority;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE AUTHORITY WILL HEREBY INSTILL AND ENFORCE A CORRECTIVE ACTION PLAN AS FOLLOWS:

1. Take appropriate steps to restore and maintain the Authority’s financial stability. This includes taking immediate measures to reduce spending and/or increase revenues;

reviewing financial projections; and developing formal plans to address how to deal with the effects of potential shortfalls. - This will be done by.....

2. Develop and adopt budgets that include realistic estimates for revenues and expenses based on historical trends and known factors. This includes ensuring that recurring revenues are sufficient to cover recurring expenses. The budgets should not be overly optimistic and should include contingencies for unforeseen circumstances. - This will be done by.....

3. Take steps to claim the \$2 million New York State Capital Assistance Grant that was awarded to the Authority and use it to make allowable capital improvements that will bring facilities into rentable condition, in accordance with grant requirements. - This will be done by.....

4. Prioritize the Authority's most critical capital needs and develop a manageable plan to make necessary repairs and improvements based on available funding. This plan should be reviewed and updated periodically and should identify timelines and methods of financing for each capital improvement. - This will be done by.....

5. Carefully plan for significant future decisions such as building acquisitions by performing a thorough analysis of the potential income and anticipated costs, including mortgage payments, necessary capital improvements and routine maintenance. Ensure the plans are not overly optimistic and they include contingencies for unforeseen circumstances. - The Board is now aware of potential worst-case scenarios that can play out in building acquisitions, and any future requisition will be more thoroughly investigated with a more realistic and detailed long-term plan for expenses and revenues.

6. Evaluate options regarding the warehouse and take steps to reduce the negative cash flow related to it. - This will be done by.....

7. Ensure periodic cash flow analysis reports are prepared and presented to the Board to monitor and project cash available for operations and capital improvements. Ensure cash earmarked for capital improvements is not used to pay routine operating expenses. - An annual cash flow statement and report will be presented to the Board for their review and reference moving forward.

8. Monitor actual revenues and expenses against the budget throughout the year and make timely corrections as appropriate to address cost overruns or revenue shortfalls. - In order to accomplish this, the Board now receives year-to-date financial reports at each meeting — rather than only quarterly. The Board will use these monthly updates to keep a closer eye on the financial standings of the Authority on a more regular basis, with the intention to catch and address any potential shortfalls in a timely manner throughout the year.

9. Establish accountability for each staff position by developing a written job description or written expectations for the position, establishing expected work hours, and requiring time records be maintained to document the hours worked. - This has been addressed, as salaried employees are now required to complete and submit time sheets to their supervisor — with the time sheets for the Executive Director being included in the packet for each board meeting. The Board will continue their annual review of the organizational chart and corresponding employee job descriptions annually, and Board hereby commits to creating and resolving a job description for all new and temporary job positions in the future.

10. Review employee work schedules and consider making adjustments to reduce overtime costs. - The Board has tasked management with reviewing schedules and reducing overtime costs. At this time, all unnecessary overtime has been eliminated and employees working significant levels of necessary overtime have been shifted into a salaried payment format.

11. Ensure salaries and wages approved by the Board are clearly documented in the Board meeting minutes. - The Board will ensure the improved record keeping of all approved salaries and wages within Board Meeting minutes, with the focus on further increasing transparency.

12. Monitor payroll costs by reviewing detailed payroll reports. - Monthly payroll reports that clearly identify monies paid for regular time and overtime work to each employee are now included in the Board Packet for each meeting of the Board of Directors for review.

13. Focus on filling the vacancies in the commercial rental spaces to generate additional revenues. - This will be done by.....

14. File an *Application for Refund or Credit of Real Property Taxes* with the City Assessor to pursue a refund of real property taxes paid when the Authority should have been granted tax-exempt status. - The *Application for Refund or Credit of Real Property Taxes* has been filed with the City Assessor, and Authority Management will continue to pursue a refund for the wrongly assessed taxes.

_____ made the foregoing resolution, which was seconded by _____ and the question of the adoption of the foregoing Resolution was then duly put to a vote, which resulted as follows:

Yea *Nay* *Abstain* *Absent*

Anthony Emmi, President

JoAnn Delaney

Paul Heider

Jose Berenguer

John Musumeci

Adam Carvell

Maria Mahar

Aileen McKnabb-Coleman

Tom Bonnofski

Geoff Palmer

This Resolution was thereupon duly adopted.



Time Worked

Executive Director

2024 - 2025 Fiscal Year



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Totals:
	4/1	4/2	4/3	4/4	4/5	4/6	
APRIL 2024 TOTAL HOURS: 209.75 Hours	1:00 PM 4:00 PM 3 hours	7:00 AM - 3:30 PM 4:30 PM - 10:00 PM 14 hours	7:00 AM 9:30 PM 14.5 hours	7:00 AM - 10:00 AM 11:00 AM - 2:00 PM 6 hours	8:00 AM 3:30 PM 7.5 hours	*8 Hours Holiday Time from 3/31	53 Hours
4/7	4/8	4/9	4/10	4/11	4/12	4/13	
	7:00 AM 3:30 PM 8.5 hours	7:00 AM 3:00 PM 8 hours	7:00 AM - 3:30 PM 6:00 PM - 8:30 PM 11 hours	12:00 PM 8:00 PM 8 hours	8:00 AM 1:00 PM 5 hours		40.5 Hours
4/14	4/15	4/16	4/17	4/18	4/19	4/20	
	7:00 AM - 2:00 PM 3:30 PM - 10:00 PM 13.5 hours	7:00 AM 3:30 PM 8.5 hours	7:00 AM 3:30 PM 8.5 hours	7:00 AM 3:30 PM 8.5 hours	8:00 AM - 9:15 AM 11:00 AM - 2:00 PM 4.25 hours		43.25 Hours
4/21	4/22	4/23	4/24	4/25	4/26	4/27	
	7:00 AM 3:30 PM 8.5 hours	7:00 AM 5:30 PM 10.5 hours	7:00 AM 11:00 PM 8.5 hours	8:00 AM 4:30 PM 8.5 hours	8:00 AM 3:30 PM 7.5 hours	4:30 AM - 7:00 AM 5:00 PM - 7:00 PM 4.5 hours	48 Hours
4/28	4/29	4/30	5/1	5/2	5/3	5/4	
	7:00 AM 11:00 PM 16 hours	7:00 AM 4:00 PM 9 hours					25 Hours



Time Worked

Market Manager

2024 - 2025 Fiscal Year



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Totals:
	4/1	4/2	4/3	4/4	4/5	4/6	
APRIL 2024 TOTAL HOURS: 191.75 Hours	*8 Hours Holiday Time from 3/31	8:00 AM 4:30 PM 8.5 hours	8:00 AM 4:30 PM 8.5 hours	7:30 AM 4:00 PM 8.5 hours	7:30 AM 4:00 PM 8.5 hours	3:45 AM 1:00 PM 9.25 hours	51.25 Hours
4/7	4/8	4/9	4/10	4/11	4/12	4/13	
OFF	Email monitoring	8:00 AM 4:30 PM 8.5 hours	8:00 AM 4:30 PM 8.5 hours	9:45 AM 6:30 PM 9.25 hours	7:15 AM 4:00 PM 8.75 hours	5:00 AM 2:30 PM 9.5 hours	44.5 Hours
4/14	4/15	4/16	4/17	4/18	4/19	4/20	
OFF	Email monitoring	8:00 AM 4:30 PM 8.5 hours	8:00 AM 4:30 PM 8.5 hours	7:15 AM 4:00 PM 8.75 hours	7:15 AM - 9:45 AM 12:00 PM - 4:30 PM 2.25 hours Sick Time 8.75 hours	3:45 AM 1:00 PM 9.25 hours	44.25 Hours
4/21	4/22	4/23	4/24	4/25	4/26	4/27	
OFF	Email Monitoring	8:00 AM 4:30 PM 8.5 hours	8:00 AM 4:30 PM 8.5 hours	7:15 AM 4:00 PM 8.75 hours	7:15 AM 3:45 PM 9 hours	4:45 AM 2:15 PM 9 hours	43.75 Hours
4/28	4/29	4/30	5/1	5/2	5/3	5/4	
OFF	8:00 AM 4:30 PM 8.5 hours	Email Monitoring					8Hours



Time Worked

Facilities Manager

2024 - 2025 Fiscal Year



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Totals:
	4/1	4/2	4/3	4/4	4/5	4/6	
APRIL 2024 TOTAL HOURS: 189.5 Hours	*8 Hours Holiday Time from 3/31	7:00 AM 3:30 PM 8.5 hours	7:00 AM 3:30 PM 8.5 hours	7:15 AM 3:30 PM 8.25 hours	7:15 AM 3:30 PM 8.25 hours	0.5 hours WFH - phone and text correspondance for Wine Fest	42 Hours
4/7	4/8	4/9	4/10	4/11	4/12	4/13	
	7:00 AM - 3:30 PM 8:15 PM - 9:15 PM 9.5 hours	7:15 AM 1:00 PM 5.75 hours	7:00 AM 3:30 PM 8.5 hours	7:15 AM - 3:30 PM 8:30 PM - 12:00 AM 11.75 hours	7:15 AM - 3:30 PM 4:00 PM - 5:00 PM 9.25 hours	8:00 AM 9:00 AM 1 hour	45.75 Hours
4/14	4/15	4/16	4/17	4/18	4/19	4/20	
	7:00 AM 3:30 PM 8.5 hours	7:15 AM 5:00 PM 9.75 hours	7:00 AM 3:30 PM 8.5 hours	8 Hours Sick Time	7:00 AM 3:30 PM 8.5 hours		43.25 Hours
4/21	4/22	4/23	4/24	4/25	4/26	4/27	
	7:00 AM 3:30 PM 8.5 hours	7:00 AM 3:30 PM 8.5 hours	7:15 AM 3:30 PM 8.25 hours	7:00 AM 3:30 PM 8.5 hours	7:15 AM 3:30 PM 8.25 hours		42 Hours
4/28	4/29	4/30	5/1	5/2	5/3	5/4	
	8 Hours Sick Time	7:00 AM 3:30 PM 8.5 hours					16.5 Hours

Table 1

Name	Position	Pay Date	Earnings	Overtime	Total Earnings	
	Administration	4/12/2023	\$2255.00	\$247.50	\$2502.50	
		4/26/2023	\$2200.00	\$0.00	\$2200.00	
		5/10/2023	\$2200.00	\$0.00	\$2200.00	
		5/24/2023	\$2200.00	\$0.00	\$2200.00	
		6/7/2023	\$2206.88	\$0.00	\$2206.88	
		6/21/2023	\$2200.00	\$0.00	\$2200.00	
		7/5/2023	\$2200.00	\$0.00	\$2200.00	
		7/19/2023	\$2347.31	\$0.00	\$2347.31	
		8/2/2023	\$2340.00	\$0.00	\$2340.00	
		8/16/2023	\$2340.00	\$0.00	\$2340.00	
		8/30/2023	\$2340.00	\$0.00	\$2340.00	
		9/13/2023	\$2340.00	\$0.00	\$2340.00	
		9/27/2023	\$2340.00	\$0.00	\$2340.00	
		10/11/2023	\$2340.00	\$0.00	\$2340.00	
		10/25/2023	\$2340.00	\$0.00	\$2340.00	
		11/08/2023	\$2340.00	\$65.81	\$2405.81	
		11/22/2023	\$2574.00	\$0.00	\$2574.00	
		12/6/2023	\$2340.00	\$0.00	\$2340.00	
		12/20/2023	\$2340.00	\$0.00	\$2340.00	
		1/3/2024	\$2340.00	\$0.00	\$2340.00	
		1/17/2024	\$2340.00	\$0.00	\$2340.00	
		1/31/2024	\$2525.50	\$0.00	\$2525.50	
		2/14/2024	\$2340.00	\$0.00	\$2340.00	
		2/28/2024	\$2340.00	\$0.00	\$2340.00	
		3/13/2024	\$2340.00	\$0.00	\$2340.00	
		3/27/2024	\$2340.00	\$0.00	\$2340.00	
			\$60348.69	\$313.31	\$60662.00	0
	Administration	4/12/2023	\$472.50	\$0.00	\$472.50	
		4/26/2023	\$624.75	\$0.00	\$624.75	
		5/10/2023	\$682.50	\$0.00	\$682.50	
		5/24/2023	\$582.75	\$0.00	\$582.75	
		6/7/2023	\$614.25	\$0.00	\$614.25	
		6/21/2023	\$640.50	\$0.00	\$640.50	
		7/5/2023	\$777.00	\$0.00	\$777.00	
		7/19/2023	\$1181.25	\$0.00	\$1181.25	
		8/2/2023	\$669.38	\$0.00	\$669.38	
		8/16/2023	\$1355.63	\$0.00	\$1355.63	
		8/30/2023	\$1316.25	\$0.00	\$1316.25	
		9/13/2023	\$866.25	\$0.00	\$866.25	
		9/27/2023	\$675.00	\$0.00	\$675.00	
		10/11/2023	\$697.50	\$0.00	\$697.50	
		10/25/2023	\$798.75	\$0.00	\$798.75	
		11/08/2023	\$1170.00	\$0.00	\$1170.00	
		11/22/2023	\$753.75	\$0.00	\$753.75	

		12/6/2023	\$646.88	\$0.00	\$646.88	
		12/20/2023	\$495.00	\$0.00	\$495.00	
		1/3/2024	\$703.13	\$0.00	\$703.13	
		1/17/2024	\$376.88	\$0.00	\$376.88	
		1/31/2024	\$416.25	\$0.00	\$416.25	
		2/14/2024	\$388.13	\$0.00	\$388.13	
		2/28/2024	\$376.88	\$0.00	\$376.88	
		3/13/2024	\$388.13	\$0.00	\$388.13	
		3/27/2024	\$376.88	\$0.00	\$376.88	
			\$18046.17	\$0.00	\$18046.17	
	Administration	4/12/2023	\$920.00	\$0.00	\$920.00	
		4/26/2023	\$920.00	\$0.00	\$920.00	
		5/10/2023	\$920.00	\$0.00	\$920.00	
		5/24/2023	\$920.00	\$0.00	\$920.00	
		6/7/2023	\$828.00	\$0.00	\$828.00	
		6/21/2023	\$828.00	\$0.00	\$828.00	
		7/5/2023	\$920.00	\$0.00	\$920.00	
		7/19/2023	\$882.00	\$0.00	\$882.00	
		8/2/2023	\$980.00	\$0.00	\$980.00	
		8/16/2023	\$980.00	\$0.00	\$980.00	
		8/30/2023	\$980.00	\$0.00	\$980.00	
		9/13/2023	\$882.00	\$0.00	\$882.00	
		9/27/2023	\$980.00	\$0.00	\$980.00	
		10/11/2023	\$882.00	\$0.00	\$882.00	
		10/25/2023	\$980.00	\$0.00	\$980.00	
		11/08/2023	\$980.00	\$0.00	\$980.00	
		11/22/2023	\$980.00	\$0.00	\$980.00	
		12/6/2023	\$882.00	\$0.00	\$882.00	
		12/20/2023	\$931.00	\$0.00	\$931.00	
		1/3/2024	\$784.00	\$0.00	\$784.00	
		1/17/2024	\$882.00	\$0.00	\$882.00	
		1/31/2024	\$955.50	\$0.00	\$955.50	
		2/14/2024	\$980.00	\$0.00	\$980.00	
		2/28/2024	\$882.00	\$0.00	\$882.00	
		3/13/2024	\$905.50	\$0.00	\$905.50	
		3/27/2024	\$980.00	\$0.00	\$980.00	
			\$23944.00	\$0.00	\$23944.00	0
	Administration	4/12/2023	\$1501.50	\$0.00	\$1501.50	
		4/26/2023	\$1506.75	\$181.13	\$1687.88	
		5/10/2023	\$1680.00	\$283.50	\$1963.50	
		5/24/2023	\$1538.25	\$204.75	\$1743.00	
		6/7/2023	\$1827.00	\$157.50	\$1984.50	
		6/21/2023	\$1601.25	\$511.88	\$2113.13	
		7/5/2023	\$1664.25	\$228.38	\$1892.63	
		7/19/2023	\$1880.38	\$0.00	\$1880.38	

		8/2/2023	\$1782.38	\$257.25	\$2039.63	
		8/16/2023	\$1751.75	\$156.19	\$1907.94	
		8/30/2023	\$1757.88	\$303.19	\$2061.07	
		9/13/2023	\$2119.25	\$0.00	\$2119.25	
		9/27/2023	\$1635.38	\$266.44	\$1901.82	
		10/11/2023	\$1653.75	\$542.06	\$2195.81	
		10/25/2023	\$1862.00	\$192.94	\$2054.94	
		11/08/2023	\$1390.38	\$0.00	\$1390.38	
		11/22/2023	\$1960.00	\$486.94	\$2446.94	
		12/6/2023	\$1739.50	\$137.81	\$1877.31	
		12/20/2023	\$2119.25	\$101.06	\$2220.31	
		1/3/2024	\$1806.88	\$560.44	\$2367.32	
		1/17/2024	\$1929.38	\$248.06	\$2177.44	
		1/31/2024	\$1904.88	\$0.00	\$1904.88	
		2/14/2024	\$1874.25	\$0.00	\$1874.25	
		2/28/2024	\$1904.88	\$0.00	\$1904.88	
		3/13/2024	\$1862.00	\$0.00	\$1862.00	
		3/27/2024	\$1690.50	\$165.38	\$1855.88	
			\$45943.67	\$4984.90	\$50928.57	0
	Administration	4/12/2023	\$2024.00	\$172.50	\$2196.50	
		4/26/2023	\$1656.00	\$258.75	\$1914.75	
		5/10/2023	\$1684.75	\$379.50	\$2064.25	
		5/24/2023	\$1845.75	\$0.00	\$1845.75	
		6/7/2023	\$1650.25	\$241.50	\$1891.75	
		6/21/2023	\$2024.00	\$0.00	\$2024.00	
		7/5/2023	\$1817.00	\$0.00	\$1817.00	
		7/19/2023	\$1782.38	\$303.19	\$2085.57	
		8/2/2023	\$1941.63	\$0.00	\$1941.63	
		8/16/2023	\$1806.88	\$238.88	\$2045.76	
		8/30/2023	\$1776.25	\$266.44	\$2042.69	
		9/13/2023	\$1794.63	\$266.44	\$2061.07	
		9/27/2023	\$1751.75	\$275.63	\$2027.38	
		10/11/2023	\$2137.63	\$0.00	\$2137.63	
		10/25/2023	\$1794.63	\$220.50	\$2015.13	
		11/08/2023	\$1953.88	\$248.06	\$2201.94	
		11/22/2023	\$1788.50	\$468.56	\$2257.06	
		12/6/2023	\$1960.00	\$9.19	\$1969.19	
		12/20/2023	\$1764.00	\$284.81	\$2048.81	
		1/3/2024	\$1960.00	\$0.00	\$1960.00	
		1/17/2024	\$1960.00	\$0.00	\$1960.00	
		1/31/2024	\$1960.00	\$0.00	\$1960.00	
		2/14/2024	\$1960.00	\$0.00	\$1960.00	
		2/28/2024	\$1960.00	\$0.00	\$1960.00	
		3/13/2024	\$1960.00	\$0.00	\$1960.00	
		3/27/2024	\$1929.38	\$110.25	\$2039.63	
			\$48643.29	\$3744.20	\$52387.49	0

	Administration	4/12/2023	\$2661.75	\$0.00	\$2661.75	
		4/26/2023	\$2520.00	\$437.06	\$2957.06	
		5/10/2023	\$2520.00	\$614.25	\$3134.25	
		5/24/2023	\$2669.63	\$259.88	\$2929.51	
		6/7/2023	\$2653.88	\$0.00	\$2653.88	
		6/21/2023	\$2520.00	\$756.00	\$3276.00	
		7/5/2023	\$2929.50	\$118.13	\$3047.63	
		7/19/2023	\$3056.88	\$175.88	\$3232.76	
		8/2/2023	\$2680.00	\$326.63	\$3006.63	
		8/16/2023	\$2788.88	\$175.88	\$2964.76	
		8/30/2023	\$2646.50	\$150.75	\$2797.25	
		9/13/2023	\$2680.00	\$640.69	\$3320.69	
		9/27/2023	\$2948.00	\$804.00	\$3752.00	
		10/11/2023	\$2680.00	\$841.69	\$3521.69	
		10/25/2023	\$2680.00	\$690.94	\$3370.94	
		11/08/2023	\$2680.00	\$414.56	\$3094.56	
		11/22/2023	\$3115.50	\$891.94	\$4007.44	
		12/6/2023	\$2747.00	\$364.31	\$3111.31	
		12/20/2023	\$2855.88	\$477.38	\$3333.26	
		1/3/2024	\$2680.00	\$477.38	\$3157.38	
		1/17/2024	\$3115.38	\$0.00	\$3115.38	
		1/31/2024	\$3115.38	\$0.00	\$3115.38	
		2/14/2024	\$3115.38	\$0.00	\$3115.38	
		2/28/2024	\$3115.38	\$0.00	\$3115.38	
		3/13/2024	\$3115.38	\$0.00	\$3115.38	
		3/27/2024	\$3115.38	\$0.00	\$3115.38	
			\$73405.68	\$8617.35	\$82023.03	
	Administration	4/12/2023	\$514.50	\$0.00	\$514.50	
		4/26/2023	\$346.50	\$0.00	\$346.50	
		5/10/2023	\$378.00	\$0.00	\$378.00	
		5/24/2023	\$677.25	\$0.00	\$677.25	
		6/7/2023	\$567.00	\$0.00	\$567.00	
		6/21/2023	\$703.50	\$0.00	\$703.50	
		7/5/2023	\$687.75	\$0.00	\$687.75	
		7/19/2023	\$866.25	\$0.00	\$866.25	
		8/2/2023	\$838.13	\$0.00	\$838.13	
		8/16/2023	\$826.88	\$0.00	\$826.88	
		8/30/2023	\$135.00	\$0.00	\$135.00	
			\$6540.76	\$0.00	\$6540.76	0
	Administration	4/12/2023	\$522.50	\$0.00	\$522.50	

			\$522.50	\$0.00	\$522.50	
	Administration	5/24/23	\$157.50	\$0.00	\$157.50	
		6/7/23	\$945.00	\$0.00	\$945.00	
		6/21/23	\$645.75	\$0.00	\$645.75	
		7/5/23	\$971.25	\$0.00	\$971.25	
		7/19/23	\$1226.25	\$0.00	\$1226.25	
		8/2/23	\$1153.13	\$0.00	\$1153.13	
		8/16/23	\$1355.63	\$0.00	\$1355.63	
		8/26/23	\$826.88	\$0.00	\$826.88	
			\$7281.39	\$0.00	\$7281.39	
	Administration	4/12/2023	\$2024.00	\$25.88	\$2049.88	
		4/26/2023	\$1834.25	\$8.63	\$1842.88	
		5/10/2023	\$1748.00	\$94.88	\$1842.88	
		5/24/2023	\$1713.50	\$181.13	\$1894.63	
		6/7/2023	\$1656.00	\$258.75	\$1914.75	
		6/21/2023	\$1840.00	\$267.38	\$2107.38	
		7/5/2023	\$1656.00	\$276.00	\$1932.00	
		7/19/2023	\$1788.50	\$257.25	\$2045.75	
		8/2/2023	\$1960.00	\$0.00	\$1960.00	
		8/16/2023	\$1764.00	\$349.13	\$2113.13	
		8/30/2023	\$1757.88	\$284.81	\$2042.69	
		9/13/2023	\$2045.75	\$0.00	\$2045.75	
		9/27/2023	\$1764.00	\$294.00	\$2058.00	
		10/11/2023	\$1960.00	\$385.88	\$2345.88	
		10/25/2023	\$1764.00	\$294.00	\$2058.00	
		11/08/2023	\$1757.88	\$211.31	\$1969.19	
		11/22/2023	\$1831.38	\$633.94	\$2465.32	
		12/6/2023	\$1715.00	\$284.81	\$1999.81	
		12/20/2023	\$1904.88	\$0.00	\$1904.88	
		1/3/2024	\$1984.50	\$257.25	\$2241.75	
		1/17/2024	\$1929.38	\$275.63	\$2205.01	
		1/31/2024	\$1868.13	\$248.06	\$2116.19	
		2/14/2024	\$1770.13	\$211.31	\$1981.44	
		2/28/2024	\$1764.00	\$275.63	\$2039.63	
		3/13/2024	\$1715.00	\$284.81	\$1999.81	
		3/27/2024	\$1831.38	\$330.75	\$2162.13	
			\$47347.54	\$5991.22	\$53338.76	0
	Security	4/12/2023	\$2080.00	\$702.00	\$2782.00	
		4/26/2023	\$2080.00	\$185.25	\$2265.25	
		5/10/2023	\$2106.00	\$292.50	\$2398.50	
		5/24/2023	\$2080.00	\$672.75	\$2752.75	
		6/7/2023	\$2340.00	\$370.50	\$2710.50	
		6/21/2023	\$2080.00	\$955.50	\$3035.50	
		7/5/2023	\$2080.00	\$390.00	\$2470.00	

		7/19/2023	\$2133.00	\$2561.63	\$4694.63	
		8/2/2023	\$2160.00	\$1032.75	\$3192.75	
		8/16/2023	\$2180.25	\$455.63	\$2635.88	
		8/30/2023	\$2160.00	\$1650.38	\$3810.38	
		9/13/2023	\$2160.00	\$1518.75	\$3678.75	
		9/27/2023	\$2160.00	\$759.38	\$2919.38	
		10/11/2023	\$2160.00	\$1204.88	\$3364.88	
		10/25/2023	\$2268.00	\$0.00	\$2268.00	
		11/08/2023	\$2160.00	\$901.13	\$3061.13	
		11/22/2023	\$2470.50	\$1164.38	\$3634.88	
		12/6/2023	\$2160.00	\$1437.75	\$3597.75	
		12/20/2023	\$2160.00	\$931.50	\$3091.50	
		1/3/2024	\$2538.00	\$1154.25	\$3692.25	
		1/17/2024	\$2160.00	\$445.50	\$2605.50	
		1/31/2024	\$2180.25	\$40.50	\$2220.75	
		2/14/2024	\$2160.00	\$81.00	\$2241.00	
		2/28/2024	\$2214.00	\$324.00	\$2538.00	
		3/13/2024	\$2160.00	\$50.63	\$2210.63	
		3/27/2024	\$2173.50	\$60.75	\$2234.25	
			\$56763.50	\$19343.29	\$76106.79	0
	Administration	4/12/2023	\$4076.92	\$0.00	\$4076.92	
		4/26/2023	\$4076.92	\$0.00	\$4076.92	
		5/10/2023	\$4076.92	\$0.00	\$4076.92	
		5/24/2023	\$4076.92	\$0.00	\$4076.92	
		6/7/2023	\$4076.92	\$0.00	\$4076.92	
		6/21/2023	\$4076.92	\$0.00	\$4076.92	
		7/5/2023	\$4076.92	\$0.00	\$4076.92	
		7/19/2023	\$4321.54	\$0.00	\$4321.54	
		8/2/2023	\$4321.54	\$0.00	\$4321.54	
		8/16/2023	\$4321.54	\$0.00	\$4321.54	
		8/30/2023	\$4321.54	\$0.00	\$4321.54	
		9/13/2023	\$4321.54	\$0.00	\$4321.54	
		9/27/2023	\$4321.54	\$0.00	\$4321.54	
		10/11/2023	\$4321.54	\$0.00	\$4321.54	
		10/25/2023	\$4321.54	\$0.00	\$4321.54	
		11/08/2023	\$4321.54	\$0.00	\$4321.54	
		11/22/2023	\$4321.54	\$0.00	\$4321.54	
		12/6/2023	\$4321.54	\$0.00	\$4321.54	
		12/20/2023	\$4321.54	\$0.00	\$4321.54	
		1/3/2024	\$4321.54	\$0.00	\$4321.54	
		1/17/2024	\$4321.54	\$0.00	\$4321.54	
		1/31/2024	\$4321.54	\$0.00	\$4321.54	
		2/14/2024	\$4321.54	\$0.00	\$4321.54	
		2/28/2024	\$4321.54	\$0.00	\$4321.54	
		3/13/2024	\$4321.54	\$0.00	\$4321.54	
		3/27/2024	\$4321.54	\$0.00	\$4321.54	
			\$110647.70	\$0.00	\$110647.70	0

		1/3/2024	\$2080.00	\$0.00	\$2080.00	
		1/17/2024	\$2080.00	\$48.75	\$2128.75	
		1/31/2024	\$2080.00	\$0.00	\$2080.00	
		2/14/2024	\$2080.00	\$0.00	\$2080.00	
		2/28/2024	\$2041.00	\$0.00	\$2041.00	
		3/13/2024	\$2080.00	\$0.00	\$2080.00	
		3/27/2024	\$2080.00	\$429.00	\$2509.00	
			\$52921.00	\$942.75	\$53863.75	0
		4/12/2023	\$1378.13	\$0.00	\$1378.13	
		4/26/2023	\$1382.50	\$0.00	\$1382.50	
		5/10/2023	\$1378.13	\$0.00	\$1378.13	
		5/24/2023	\$1382.50	\$0.00	\$1382.50	
		6/7/2023	\$1369.38	\$203.44	\$1572.82	
		6/21/2023	\$1382.50	\$203.44	\$1585.94	
		7/5/2023	\$1400.00	\$0.00	\$1400.00	
		7/19/2023	\$1505.75	\$0.00	\$1505.75	
		8/2/2023	\$1496.25	\$0.00	\$1496.25	
		8/16/2023	\$1510.50	\$7.13	\$1517.63	
		8/30/2023	\$1496.25	\$0.00	\$1496.25	
		9/13/2023	\$1638.75	\$0.00	\$1638.75	
		9/27/2023	\$1491.50	\$0.00	\$1491.50	
		10/11/2023	\$1505.75	\$199.50	\$1705.25	
		10/25/2023	\$1491.50	\$0.00	\$1491.50	
		11/08/2023	\$1491.50	\$0.00	\$1491.50	
		11/22/2023	\$1600.75	\$0.00	\$1600.75	
		12/6/2023	\$1496.25	\$0.00	\$1496.25	
		12/20/2023	\$1486.75	\$0.00	\$1486.75	
		1/3/2024	\$1653.00	\$213.75	\$1866.75	
		1/17/2024	\$1501.00	\$199.50	\$1700.50	
		1/31/2024	\$1496.25	\$0.00	\$1496.25	
		2/14/2024	\$1491.50	\$0.00	\$1491.50	
		2/28/2024	\$1505.75	\$199.50	\$1705.25	
		3/13/2024	\$1486.75	\$0.00	\$1486.75	
		3/27/2024	\$1477.25	\$0.00	\$1477.25	
			\$38496.14	\$1226.26	\$39722.40	
	Maintenance	4/12/2023	\$2971.88	\$478.13	\$3450.01	
		4/26/2023	\$3009.38	\$0.00	\$3009.38	
		5/10/2023	\$2990.63	\$0.00	\$2990.63	
		5/24/2023	\$3000.00	\$98.44	\$3098.44	
		6/7/2023	\$3000.00	\$0.00	\$3000.00	
		6/21/2023	\$3000.00	\$0.00	\$3000.00	
		7/5/2023	\$2990.63	\$0.00	\$2990.63	
		7/19/2023	\$3350.00	\$0.00	\$3350.00	
		8/2/2023	\$3200.00	\$315.00	\$3515.00	
		8/16/2023	\$3150.00	\$0.00	\$3150.00	
		8/30/2023	\$3190.00	\$0.00	\$3190.00	
		9/13/2023	\$3250.00	\$0.00	\$3250.00	
		9/27/2023	\$3200.00	\$0.00	\$3200.00	

		10/11/2023	\$3160.00	\$0.00	\$3160.00	
		10/25/2023	\$3410.00	\$120.00	\$3530.00	
		11/08/2023	\$3190.00	\$15.00	\$3205.00	
		11/22/2023	\$3160.00	\$870.00	\$4030.00	
		12/6/2023	\$3220.00	\$0.00	\$3220.00	
		12/20/2023	\$3470.00	\$0.00	\$3470.00	
		1/3/2024	\$3120.00	\$0.00	\$3120.00	
		1/17/2024	\$3384.62	\$0.00	\$3384.62	
		1/31/2024	\$3384.62	\$0.00	\$3384.62	
		2/14/2024	\$3384.62	\$0.00	\$3384.62	
		2/28/2024	\$3384.62	\$0.00	\$3384.62	
		3/13/2024	\$3384.62	\$0.00	\$3384.62	
		3/27/2024	\$3384.62	\$0.00	\$3384.62	
			\$83340.24	\$1896.57	\$85236.81	0
	Maintenance	4/12/2023	\$1792.00	\$0.00	\$1792.00	
		4/26/2023	\$1757.00	\$0.00	\$1757.00	
		5/10/2023	\$1862.00	\$0.00	\$1862.00	
		5/24/2023	\$931.00	\$0.00	\$931.00	
		6/7/2023	\$1120.00	\$0.00	\$1120.00	
		6/21/2023	\$1344.00	\$0.00	\$1344.00	
		7/5/2023	\$1344.00	\$0.00	\$1344.00	
		7/19/2023	\$1209.50	\$0.00	\$1209.50	
		8/2/2023	\$708.00	\$0.00	\$708.00	
		8/16/2023	\$1180.00	\$0.00	\$1180.00	
		8/30/2023	\$1423.38	\$0.00	\$1423.38	
		9/13/2023	\$1416.00	\$0.00	\$1416.00	
		9/27/2023	\$1504.50	\$0.00	\$1504.50	
		10/11/2023	\$663.75	\$0.00	\$663.75	
		10/25/2023	\$1416.00	\$0.00	\$1416.00	
		11/08/2023	\$1416.00	\$0.00	\$1416.00	
		11/22/2023	\$656.38	\$0.00	\$656.38	
		12/6/2023	\$958.75	\$0.00	\$958.75	
		12/20/2023	\$1416.00	\$0.00	\$1416.00	
		1/3/2024		\$0.00		
		1/17/2024		\$0.00		
		1/31/2024		\$0.00		
		2/14/2024		\$0.00		
		2/28/2024		\$0.00		
		3/13/2024		\$0.00		
		3/27/2024		\$0.00		
			\$24118.26	\$0.00	\$24118.26	0
		4/12/23	\$37.50	\$0.00	\$37.50	
		4/26/23	\$143.75	\$0.00	\$143.75	
		5/10/23	\$437.50	\$0.00	\$437.50	
		5/24/23	\$650.00	\$0.00	\$650.00	
		6/7/23	\$387.50	\$0.00	\$387.50	
		7/5/23	\$200.00	\$0.00	\$200.00	

		8/2/23	\$159.00	\$0.00	\$159.00	
		8/16/23	\$225.25	\$0.00	\$225.25	
		8/26/23	\$66.25	\$0.00	\$66.25	
		9/13/23	\$231.88	\$0.00	\$231.88	
		12/6/23	\$198.75	\$0.00	\$198.75	
		12/20/23	\$682.38	\$0.00	\$682.38	
		1/3/24	\$814.88	\$0.00	\$814.88	
		1/17/24	\$583.00	\$0.00	\$583.00	
		1/31/24	\$53.00	\$0.00	\$53.00	
		2/28/24	\$139.13	\$0.00	\$139.13	
		3/13/24	\$304.75	\$0.00	\$304.75	
		3/27/24	\$450.50	\$0.00	\$450.50	
			\$5765.02	\$0.00	\$5765.02	
	Security	4/12/2023	\$1640.00	\$353.63	\$1993.63	
		4/26/2023	\$1640.00	\$115.31	\$1755.31	
		5/10/2023	\$1640.00	\$307.50	\$1947.50	
		5/24/2023	\$1640.00	\$123.00	\$1763.00	
		6/7/2023	\$1640.00	\$968.63	\$2608.63	
		6/21/2023	\$1670.75	\$369.00	\$2039.75	
		7/5/2023	\$1640.00	\$123.00	\$1763.00	
		7/19/2023	\$1591.00	\$627.00	\$2218.00	
		8/2/2023	\$1720.00	\$104.81	\$1824.81	
		8/16/2023	\$1720.00	\$499.88	\$2219.88	
		8/30/2023	\$1752.25	\$64.50	\$1816.75	
		9/13/2023	\$1720.00	\$709.50	\$2429.50	
		9/27/2023	\$1720.00	\$129.00	\$1849.00	
		10/11/2023	\$1720.00	\$451.50	\$2171.50	
		10/25/2023	\$1720.00	\$1048.13	\$2768.13	
		11/08/2023	\$1720.00	\$145.13	\$1865.13	
		11/22/2023	\$1720.00	\$580.50	\$2300.50	
		12/6/2023	\$1720.00	\$378.94	\$2098.94	
		12/20/2023	\$1720.00	\$96.75	\$1816.75	
		1/3/2024	\$1940.38	\$943.31	\$2883.69	
		1/17/2024	\$1720.00	\$451.50	\$2171.50	
		1/31/2024	\$1720.00	\$129.00	\$1849.00	
		2/14/2024	\$1720.00	\$104.81	\$1824.81	
		2/28/2024	\$1720.00	\$1386.75	\$3106.75	
		3/13/2024	\$1720.00	\$88.69	\$1808.69	
		3/27/2024	\$1720.00	\$80.63	\$1800.63	
			\$44314.38	\$10380.40	\$54694.78	0
	Security	4/12/23	\$850.00	\$0.00	\$850.00	
		4/26/23	\$206.25	\$0.00	\$206.25	
		5/10/23	\$318.75	\$0.00	\$318.75	
		5/24/23	\$181.25	\$0.00	\$181.25	

