



Bluewater Bay Municipal Benefit Services Unit

Phone: 850-664-6000 Fax: 850-664-7660

Finance Committee Report

Review of October 2017 Financials

- \$0 of assessments & interest was collected in October
- \$15,050 of expenses were incurred in October that includes the following expenses:
 - Management Fee Expense – \$2,000 - October Management Fees
 - Landscape Expense - \$13,050 –Irrigation Pump Repair (\$1,900), Red Bay Tree Removal (\$8,800) & Additional Tree Removal (\$2,350)

IntraFund Budget Transfer Request

Upon completing the year-end reconciliation Okaloosa County found \$4,672.00 of invoices that were missed after they issued the Winged Foot Sidewalk Project invoices to Bluewater Bay MSBU earlier this year.

Okaloosa County requires that the Board formally approve the transfer from reserves to them for the costs incurred relating to the Winged Foot Sidewalk Project. The total transfer amount is \$4,672.00 that includes labor and materials.

BLUEWATER BAY MSBU

STATEMENT OF REVENUE EXPENSE BUDGET PERFORMANCE

OCTOBER 31, 2017

| ACCOUNT DESCRIPTION | Oct Actual | Monthly Budget | YTD Actual | YTD Budget | Budget \$ Remaining | Annual Budget |
|---|------------------|-------------------|------------------|------------------|------------------------|-------------------|
| REVENUE (RECORDED @ 95%) | | | | | | |
| 325212 - BLUEWATER BAY ASSESSMENTS | 0.00 | 26,491.58 | 0.00 | 26,491.58 | \$ 317,899.00 | 317,899.00 |
| 389901 - BALANCE CASH (CARRYOVER) | 0.00 | 1,974.58 | 0.00 | 1,974.58 | \$ 23,695.00 | 23,695.00 |
| 361101 - INTEREST | 0.00 | 0.00 | 0.00 | 0.00 | \$ - | 0.00 |
| TOTAL REVENUE | 0.00 | 28,466.17 | 0.00 | 28,466.17 | 341,594.00 | 341,594.00 |
| EXPENSES | | | | | | |
| 531100 - PS CONSULTANT | | | | | | |
| ADMIN MANAGEMENT FEES | 2,000.00 | 2,000.00 | 2,000.00 | 2,000.00 | \$ 22,000.00 | 24,000.00 |
| WEBSITE MAINTENANCE FEE | 0.00 | 35.00 | 0.00 | 35.00 | \$ 420.00 | 420.00 |
| 531100 - PS CONSULTANT | 2,000.00 | 2,035.00 | 2,000.00 | 2,035.00 | 22,420.00 | 24,420.00 |
| 534607 - CS LAWN SERVICE | | | | | | |
| COMMON AREA ENHANCEMENTS | 0.00 | 2,000.00 | 0.00 | 2,000.00 | \$ 24,000.00 | 24,000.00 |
| LANDSCAPE CONTRACT | 0.00 | 15,750.00 | 0.00 | 15,750.00 | \$ 189,000.00 | 189,000.00 |
| LANDSCAPE IRRIGATION | 1,900.00 | 833.33 | 1,900.00 | 833.33 | \$ 8,100.00 | 10,000.00 |
| TREE MAINTENANCE & REMOVAL | 11,150.00 | 1,250.00 | 11,150.00 | 1,250.00 | \$ 3,850.00 | 15,000.00 |
| TOTAL 534607 - CS LAWN SERVICE | 13,050.00 | 19,833.33 | 13,050.00 | 19,833.33 | 200,950.00 | 238,000.00 |
| 543003 - UTILITIES LIGHTING | | | | | | |
| ELEC LIGHTS & PUMPS | 0.00 | 1,750.00 | 0.00 | 1,750.00 | \$ 21,000.00 | 21,000.00 |
| Total 543003 - UTILITIES LIGHTING | 0.00 | 1,750.00 | 0.00 | 1,750.00 | 21,000.00 | 21,000.00 |
| 545010 - INSURANCE GENERAL LIABILITY | | | | | | |
| DIRECTOR & OFFICER LIABILITY | 0.00 | 183.33 | 0.00 | 183.33 | \$ 2,200.00 | 2,200.00 |
| GENERAL LIABILITY | 0.00 | 100.00 | 0.00 | 100.00 | \$ 1,200.00 | 1,200.00 |
| TOTAL 545010 - INSURANCE GENERAL LIABILITY | 0.00 | 283.33 | 0.00 | 283.33 | 3,400.00 | 3,400.00 |
| 545901 - COMMISSIONER BONDS | | | | | | |
| SECURITY BONDS | 0.00 | 16.67 | 0.00 | 16.67 | \$ 200.00 | 200.00 |
| TOTAL 545010 - COMMISSIONER BONDS | 0.00 | 16.67 | 0.00 | 16.67 | 200.00 | 200.00 |
| 549004 - COMMISSIONS PROPERTY APPRAISER | | | | | | |
| PROPERTY APPRAISER | 0.00 | 402.70 | 0.00 | 402.70 | \$ 4,832.39 | 4,832.39 |
| TOTAL 549004 - COMMISSIONS PROP APPRAISER | 0.00 | 402.70 | 0.00 | 402.70 | 4,832.39 | 4,832.39 |
| 549005 - COMMISSION TAX COLLECTOR | | | | | | |
| TAX COLLECTOR COMMISSION 2% | 0.00 | 529.84 | 0.00 | 529.84 | \$ 6,358.04 | 6,358.04 |
| TOTAL 549005 - COMMISSIONS TAX COLLECTOR | 0.00 | 529.84 | 0.00 | 529.84 | 6,358.04 | 6,358.04 |
| 549901 - LEGAL ADVERTISING | | | | | | |
| ADVERTISING | 0.00 | 16.67 | 0.00 | 16.67 | \$ 200.00 | 200.00 |
| TOTAL 549901 - LEGAL ADVERTISING | 0.00 | 16.67 | 0.00 | 16.67 | 200.00 | 200.00 |

BLUEWATER BAY MSBU

STATEMENT OF REVENUE EXPENSE BUDGET PERFORMANCE

OCTOBER 31, 2017

| ACCOUNT DESCRIPTION | Oct Actual | Monthly Budget | YTD Actual | YTD Budget | Budget \$ Remaining | Annual Budget |
|---|-------------------|-------------------|-------------------|------------------|------------------------|-------------------|
| 551001 -OFFICE SUPPLIES | | | | | | |
| OFFICE SUPPLIES | 0.00 | 83.33 | 0.00 | 83.33 | \$ 1,000.00 | 1,000.00 |
| TOTAL 551001 -OFFICE SUPPLIES | 0.00 | 83.33 | 0.00 | 83.33 | 1,000.00 | 1,000.00 |
| 552013 - SIGN MATERIALS | | | | | | |
| SIGN R&M | 0.00 | 300.00 | 0.00 | 300.00 | \$ 3,600.00 | 3,600.00 |
| SIGN STREET | 0.00 | 666.67 | 0.00 | 666.67 | \$ 8,000.00 | 8,000.00 |
| TOTAL 552013 - SIGN MATERIALS | 0.00 | 966.67 | 0.00 | 966.67 | 11,600.00 | 11,600.00 |
| 599010 - RESERVES & SUPPLEMENTAL | | | | | | |
| RESERVE ALLOCATION | 0.00 | 2,649.16 | 0.00 | 2,649.16 | \$ 31,789.90 | 31,789.90 |
| RESERVE ALLOCATION ADJUSTMENT | 0.00 | -100.53 | 0.00 | -100.53 | \$ (1,206.33) | -1,206.33 |
| TOTAL 599010 - RESERVES & SUPPLEMENTAL | 0.00 | 2,548.63 | 0.00 | 2,548.63 | 30,583.57 | 30,583.57 |
| Total EXPENSES | 15,050.00 | 28,466.17 | 15,050.00 | 28,466.17 | 302,544.00 | 341,594.00 |
| NET INCOME | -15,050.00 | 0.00 | -15,050.00 | 0.00 | | 0.00 |
| 563191 - CAPITAL EXPENSE | | | | | | |
| SIDEWALKS (2016 WINGED FOOT DRIVE) | 0.00 | 0.00 | 0.00 | 0.00 | \$ - | 0.00 |
| TOTAL 563191 - CAPITAL EXPENSE | 0.00 | 0.00 | 0.00 | 0.00 | - | 0.00 |
| TOTAL ADJ'D EXPENSES | 15,050.00 | 28,466.17 | 15,050.00 | 28,466.17 | 302,544.00 | 341,594.00 |
| NET ADJ'D INCOME | -15,050.00 | 0.00 | -15,050.00 | 0.00 | | 0.00 |

Bluewater Bay MSBU
Expenses by Vendor Detail
 October 2017

| Vendor | Date | Memo | Account | Amount |
|--|------------|---------------------------|---------------------------|-------------------------|
| BACKRIDGE TREE SERVICE | | | | |
| | 10/26/2017 | Red Bay Tree Removal | TREE MAINTENANCE & REMOV/ | 8,800.00 |
| Total BACKRIDGE TREE SERVICE | | | | <u>8,800.00</u> |
| BERRY'S WELL DRILLING | | | | |
| | 10/26/2017 | Pump repairs | LANDSCAPE IRRIGATION | 1,900.00 |
| Total BERRY'S WELL DRILLING | | | | <u>1,900.00</u> |
| COASTALSCAPE/ CHAD CHESSHER | | | | |
| | 10/26/2017 | Tree Removal | TREE MAINTENANCE & REMOV/ | 2,350.00 |
| Total COASTALSCAPE/ CHAD CHESSHER | | | | <u>2,350.00</u> |
| PROGRESSIVE MANAGEMENT OF AMERICA, INC. | | | | |
| | 10/26/2017 | PAINT MSBU MONUMENT SIGNS | ADMIN MANAGEMENT FEES | 2,000.00 |
| Total PROGRESSIVE MANAGEMENT OF AMERICA, INC. | | | | <u>2,000.00</u> |
| Total | | | | <u><u>15,050.00</u></u> |

SUNGARD PENTAMATION, INC.
 DATE: 11/02/2017
 TIME: 10:03:11

OKALOOSA COUNTY BOCC
 REVENUE STATUS REPORT

PAGE NUMBER: 1
 REVST11

SELECTION CRITERIA: revleggr.key_orgn='1695R'
 ACCOUNTING PERIOD: 13/17

SORTED BY: FUND, DEPARTMENT TOTL, DEPARTMENT, ACCOUNT
 TOTALED ON: FUND, DEPARTMENT TOTL, DEPARTMENT
 PAGE BREAKS ON: FUND, DEPARTMENT TOTL

FUND-113 M.S.B.U. FUND
 DEPARTMENT TOTL-1695R BLUEWATER BAY REVENUE
 DEPARTMENT-1695R BLUEWATER BAY REVENUE

| ACCOUNT | TITLE | BUDGET | PERIOD RECEIPTS | RECEIVABLES | YEAR TO DATE RECEIPTS | AVAILABLE BALANCE | YTD/ EUD |
|---------|-----------------------------|------------|-----------------|-------------|-----------------------|-------------------|----------|
| 325212 | BLUEWATER BAY ASSESSMENT | 301,186.00 | .00 | .00 | 304,975.68 | -3,789.68 | 101.26 |
| 361101 | INTEREST ON TIME DEPOSIT | .00 | .00 | .00 | 193.35 | -193.35 | .00 |
| 389901 | BALANCES-CASH | 40,670.00 | .00 | .00 | .00 | 40,670.00 | .00 |
| | TOTAL BLUEWATER BAY REVENUE | 341,856.00 | .00 | .00 | 305,169.03 | 36,686.97 | 89.27 |
| | TOTAL BLUEWATER BAY REVENUE | 341,856.00 | .00 | .00 | 305,169.03 | 36,686.97 | 89.27 |
| | TOTAL M.S.B.U. FUND | 341,856.00 | .00 | .00 | 305,169.03 | 36,686.97 | 89.27 |
| | TOTAL REPORT | 341,856.00 | .00 | .00 | 305,169.03 | 36,686.97 | 89.27 |

OKALOOSA COUNTY BOCC
EXPENDITURE AUDIT TRAIL

SUNGARD PENTAMATION, INC.
DATE: 11/02/2017
TIME: 09:25:15

SELECTION CRITERIA: explocgr.key orgn='1695'
ACCOUNTING PERIODS: 1/18 THRU 2/18

SORTED BY: FUND, DEPARTMENT TOTL, DEPARTMENT, ACCOUNT

TOTALLED ON: FUND, DEPARTMENT TOTL, DEPARTMENT

PAGE BREAKS ON: FUND, DEPARTMENT TOTL

FUND - 113 - M.S.B.U. FUND
DEPARTMENT - 1695 - BLUEWATER BAY MSBU

| ACCOUNT DATE | T/C | ENCUMBRANC | REFERENCE | VENDOR | BUDGET | EXPENDITURES | ENCUMBRANCES DESCRIPTION | CUMULATIVE BALANCE |
|--|------|---------------------------|-----------|---------------------------|------------|--------------|---------------------------|--------------------|
| 113-540-541-1695-1695 - BLUEWATER BAY MSBU | | | | | | | | |
| 531100 | | PS-CONSULTANT | | | .00 | .00 | .00 BEGINNING BALANCE | |
| 10/01/17 | 11-1 | | | | 24,420.00 | | POSTED FROM BUDGET SYSTEM | |
| 10/26/17 | 21-1 | V1800620 | | 21700138 PROGRESSIVE MGMT | 2,000.00 | 2,000.00 | .00 MONTHLY FEE | 22,420.00 |
| TOTAL | | PS-CONSULTANT | | | 24,420.00 | 2,000.00 | | |
| 534607 CS-LAWN SERVICE | | | | | | | | |
| 10/01/17 | 11-1 | | | | .00 | .00 | .00 BEGINNING BALANCE | |
| 10/26/17 | 21-1 | | | 21800019 CHAD CHESSER | 238,000.00 | 2,350.00 | POSTED FROM BUDGET SYSTEM | |
| 11/01/17 | 21-1 | 1800525 | | 007935 BERRY'S WELL DRI | 1,900.00 | 1,900.00 | .00 B/W MSBU | |
| 11/01/17 | 21-1 | 1800692 | | 21001248 ROB CALLEY D/B/A | 8,800.00 | 8,800.00 | .00 B/W MSBU | |
| TOTAL | | CS-LAWN SERVICE | | | 238,000.00 | 13,050.00 | | 224,950.00 |
| 543003 UTILITIES-LIGHTING | | | | | | | | |
| 10/01/17 | 11-1 | | | | .00 | .00 | .00 BEGINNING BALANCE | |
| TOTAL | | UTILITIES-LIGHTING | | | 21,000.00 | .00 | POSTED FROM BUDGET SYSTEM | 21,000.00 |
| 545010 INSURANCE-GEN LIABILITY | | | | | | | | |
| 10/01/17 | 11-1 | | | | .00 | .00 | .00 BEGINNING BALANCE | |
| TOTAL | | INSURANCE-GEN LIABILITY | | | 3,400.00 | .00 | POSTED FROM BUDGET SYSTEM | 3,400.00 |
| 545901 INSURANCE-COMMISS BONDS | | | | | | | | |
| 10/01/17 | 11-1 | | | | .00 | .00 | .00 BEGINNING BALANCE | |
| TOTAL | | INSURANCE-COMMISS BONDS | | | 506.00 | .00 | POSTED FROM BUDGET SYSTEM | 506.00 |
| 549004 COMMISSIONS-PROP APPRAISE | | | | | | | | |
| 10/01/17 | 11-1 | | | | .00 | .00 | .00 BEGINNING BALANCE | |
| TOTAL | | COMMISSIONS-PROP APPRAISE | | | 4,833.00 | .00 | POSTED FROM BUDGET SYSTEM | 4,833.00 |
| 549005 COMMISSIONS-TAX COLLECTOR | | | | | | | | |
| 10/01/17 | 11-1 | | | | .00 | .00 | .00 BEGINNING BALANCE | |
| TOTAL | | COMMISSIONS-TAX COLLECTOR | | | 6,358.00 | .00 | POSTED FROM BUDGET SYSTEM | 6,358.00 |

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

OKALOOSA COUNTY BOCC
EXPENDITURE AUDIT TRAIL

SUNGARD PENTAMATION, INC.
DATE: 11/02/2017
TIME: 09:25:15

SELECTION CRITERIA: expLedgr.key_orgh='1695'
ACCOUNTING PERIODS: 1/18 THRU 2/18

SORTED BY: FUND, DEPARTMENT TOTL, DEPARTMENT, ACCOUNT

TOTALED ON: FUND, DEPARTMENT TOTL, DEPARTMENT

PAGE BREAKS ON: FUND, DEPARTMENT TOTL

FUND - 113 - M.S.B.U. FUND
DEPARTMENT - 1695 - BLUEWATER BAY MSBU

| ACCOUNT | DATE | T/C | ENCUMBRANC | REFERENCE | VENDOR | BUDGET | EXPENDITURES | ENCUMBRANCES | DESCRIPTION | CUMULATIVE BALANCE |
|--|----------|-----|------------|---------------------------|--------|------------|--------------|--------------|---------------------------|-----------------------|
| 549901 | 10/01/17 | | | LEGAL ADVERTISING | | .00 | .00 | .00 | BEGINNING BALANCE | |
| TOTAL | | | | LEGAL ADVERTISING | | 200.00 | .00 | .00 | POSTED FROM BUDGET SYSTEM | 200.00 |
| 551001 | 10/01/17 | | | OFFICE SUPPLIES | | .00 | .00 | .00 | BEGINNING BALANCE | |
| TOTAL | | | | OFFICE SUPPLIES | | 1,000.00 | .00 | .00 | POSTED FROM BUDGET SYSTEM | 1,000.00 |
| 552013 | 10/01/17 | | | SIGN MATERIALS | | .00 | .00 | .00 | BEGINNING BALANCE | |
| TOTAL | | | | SIGN MATERIALS | | 11,600.00 | .00 | .00 | POSTED FROM BUDGET SYSTEM | 11,600.00 |
| 599010 | 10/01/17 | | | RESERVE/CASH CARRYFORWARD | | .00 | .00 | .00 | BEGINNING BALANCE | |
| TOTAL | | | | RESERVE/CASH CARRYFORWARD | | 30,278.00 | .00 | .00 | POSTED FROM BUDGET SYSTEM | 30,278.00 |
| TOTAL DEPARTMENT - BLUEWATER BAY MSBU | | | | | | 341,595.00 | 15,050.00 | .00 | | 326,545.00 |
| TOTAL DEPARTMENT TOTL - BLUEWATER BAY MSBU | | | | | | 341,595.00 | 15,050.00 | .00 | | 326,545.00 |
| TOTAL FUND - M.S.B.U. FUND | | | | | | 341,595.00 | 15,050.00 | .00 | | 326,545.00 |
| TOTAL REPORT | | | | | | 341,595.00 | 15,050.00 | .00 | | 326,545.00 |

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION