



Bluewater Bay Municipal Benefit Services Unit

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

Finance Committee Report

Review of February 2018 Financials

- \$22,965 of assessments & interest was collected
- \$20,825 of expenses were incurred for the month includes the following:
 - Management Fee Expense – February Management Fees (\$2,000)
 - Landscape Contract – Monthly Landscape Services (\$15,166)
 - Landscape Irrigation – Lakeside Drive Well Replacement/ Installation (\$3,200)
 - Tax Collector Commission – (\$459)

Cash Reconciliation

General Fund		Reserve Fund		Projection	
Receipts to Date	303,091.08	Cash Balance	51,141.00	Total	354,232.08
Less:		Less:		Less:	
				Projected Expenses	(166,120.00)
Expenditures	<u>(107,256.08)</u>	Expenditures	<u>-</u>	Expenditures	<u>(107,256.08)</u>
Balance	<u><u>195,835.00</u></u>	Balance	<u><u>51,141.00</u></u>	Est. Funds Available	<u><u>80,856.00</u></u>



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BLUEWATER BAY MSBU

STATEMENT OF REVENUE EXPENSE BUDGET PERFORMANCE

FEBRUARY 28, 2018

ACCOUNT DESCRIPTION	Feb Actual	Monthly Budget	YTD Actual	YTD Budget	Budget \$ Remaining	Annual Budget
REVENUE (RECORDED @ 95%)						
325212 - BLUEWATER BAY ASSESSMENTS	22,964.83	26,491.58	303,000.49	52,983.17	\$ 14,898.51	317,899.00
389901 - BALANCE CASH (CARRYOVER)	0.00	1,974.58	0.00	3,949.17	\$ 23,695.00	23,695.00
361101 - INTEREST	0.00	0.00	90.59	0.00	\$ (90.59)	0.00
TOTAL REVENUE	22,964.83	28,466.17	303,091.08	56,932.34	38,502.92	341,594.00
EXPENSES						
531100 - PS CONSULTANT						
ADMIN MANAGEMENT FEES	2,000.00	2,000.00	10,000.00	4,000.00	\$ 14,000.00	24,000.00
WEBSITE MAINTENANCE FEE	0.00	35.00	0.00	70.00	\$ 420.00	420.00
531100 - PS CONSULTANT	2,000.00	2,035.00	10,000.00	4,070.00	14,420.00	24,420.00
534607 - CS LAWN SERVICE						
COMMON AREA ENHANCEMENTS	0.00	2,000.00	0.00	4,000.00	\$ 24,000.00	24,000.00
CHRISTMAS TREE LIGHTS	0.00	0.00	3,715.00	4,000.00	\$ (3,715.00)	0.00
LANDSCAPE CONTRACT	15,166.37	15,750.00	60,665.48	31,500.00	\$ 128,334.52	189,000.00
LANDSCAPE IRRIGATION	3,200.00	833.33	5,327.10	1,666.67	\$ 4,672.90	10,000.00
TREE MAINTENANCE & REMOVAL	0.00	1,250.00	11,625.00	2,500.00	\$ 3,375.00	15,000.00
TOTAL 534607 - CS LAWN SERVICE	18,366.37	19,833.33	81,332.58	43,666.67	136,382.42	238,000.00
543003 - UTILITIES LIGHTING						
ELEC LIGHTS & PUMPS	0.00	1,750.00	4,988.21	3,500.00	\$ 16,011.79	21,000.00
Total 543003 - UTILITIES LIGHTING	0.00	1,750.00	4,988.21	3,500.00	16,011.79	21,000.00
545010 - INSURANCE GENERAL LIABILITY						
DIRECTOR & OFFICER LIABILITY	0.00	183.33	2,165.06	366.67	\$ 34.94	2,200.00
GENERAL LIABILITY	0.00	100.00	0.00	200.00	\$ 1,200.00	1,200.00
TOTAL 545010 - INSURANCE GENERAL LIABILITY	0.00	283.33	2,165.06	566.67	1,234.94	3,400.00
545901 - COMMISSIONER BONDS						
SECURITY BONDS	0.00	16.67	100.00	33.33	\$ 100.00	200.00
TOTAL 545901 - COMMISSIONER BONDS	0.00	16.67	100.00	33.33	100.00	200.00
549004 - COMMISSIONS PROPERTY APPRAISER						
PROPERTY APPRAISER	0.00	402.70	1,072.51	805.39	\$ 3,759.88	4,832.39
TOTAL 549004 - COMMISSIONS PROP APPRAISER	0.00	402.70	1,072.51	805.39	3,759.88	4,832.39
549005 - COMMISSION TAX COLLECTOR						
TAX COLLECTOR COMMISSION 2%	459.29	529.84	6,060.02	1,059.67	\$ 298.02	6,358.04
TOTAL 549005 - COMMISSIONS TAX COLLECTOR	459.29	529.84	6,060.02	1,059.67	298.02	6,358.04
549901 - LEGAL ADVERTISING						
ADVERTISING	0.00	16.67	0.00	33.33	\$ 200.00	200.00
TOTAL 549901 - LEGAL ADVERTISING	0.00	16.67	0.00	33.33	200.00	200.00

BLUEWATER BAY MSBU

STATEMENT OF REVENUE EXPENSE BUDGET PERFORMANCE FEBRUARY 28, 2018

ACCOUNT DESCRIPTION	Feb Actual	Monthly Budget	YTD Actual	YTD Budget	Budget \$ Remaining	Annual Budget
551001 -OFFICE SUPPLIES						
OFFICE SUPPLIES	0.00	83.33	517.70	166.67	\$ 482.30	1,000.00
TOTAL 551001 -OFFICE SUPPLIES	0.00	83.33	517.70	166.67	482.30	1,000.00
552013 - SIGN MATERIALS						
SIGN R&M	0.00	300.00	0.00	600.00	\$ 3,600.00	3,600.00
SIGN STREET	0.00	666.67	1,020.00	1,333.33	\$ 6,980.00	8,000.00
TOTAL 552013 - SIGN MATERIALS	0.00	966.67	1,020.00	1,933.33	10,580.00	11,600.00
599010 - RESERVES & SUPPLEMENTAL						
RESERVE ALLOCATION	0.00	2,649.16	0.00	5,298.30	\$ 31,789.90	31,789.90
RESERVE ALLOCATION ADJUSTMENT	0.00	-100.53	0.00	-201.03	\$ (1,206.33)	-1,206.33
TOTAL 599010 - RESERVES & SUPPLEMENTAL	0.00	2,548.63	0.00	5,097.27	30,583.57	30,583.57
Total EXPENSES	20,825.66	28,466.17	107,256.08	60,932.33	214,052.92	341,594.00
NET INCOME	2,139.17	-0.00	195,835.00	0.00		0.00
563191 - CAPITAL EXPENSE						
SIDEWALKS	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	20,825.66	28,466.17	107,256.08	60,932.33	214,052.92	341,594.00
NET ADJ'D INCOME	2,139.17	-0.00	195,835.00	0.00		0.00

Bluewater Bay MSBU
Expenses by Vendor Detail
February 2018

Vendor	Date	Memo	Account	Amount
BERRY'S WELL DRILLING				
	02/15/2018	LAKESIDE DRIVE WELL REPLACEMENT/ INSTALLATION	LANDSCAPE IRRIGATION	3,200.00
Total BERRY'S WELL DRILLING				<u>3,200.00</u>
BRIGHTVIEW LANDSCAPE MAINTENANCE				
	02/15/2018	JANUARY 2018 LANDSCAPE SERVICE	LANDSCAPE CONTRACT	15,168.37
Total BRIGHTVIEW LANDSCAPE MAINTENANCE				<u>15,168.37</u>
OKALOOSA CO TAX COLLECTOR				
	02/12/2018	1217 TAX	TAX COLLECTOR COMMISSION	336.71
	02/19/2018	0118 TAX	TAX COLLECTOR COMMISSION	28.43
	02/21/2018	0118 TAX	TAX COLLECTOR COMMISSION	94.15
Total OKALOOSA CO TAX COLLECTOR				<u>459.29</u>
PROGRESSIVE MANAGEMENT OF AMERICA, INC.				
	02/15/2018	MGMT FEES	ADMIN MANAGEMENT FEES	2,000.00
Total PROGRESSIVE MANAGEMENT OF AMERICA, INC.				<u>2,000.00</u>
TOTAL				<u><u>20,825.66</u></u>

SUNGARD PENTAMATION, INC.
 DATE: 03/06/2018
 TIME: 12:15:14

SELECTION CRITERIA: revledgr.key_orgn='1695R'
 ACCOUNTING PERIOD: 5/18

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 TOTL-1695R BLUEWATER BAY REVENUE
 DEPARTMENT-1695R BLUEWATER BAY REVENUE

ACCOUNT	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
325212	BLUEWATER BAY ASSESSMENT	317,900.00	22,964.83	.00	303,000.49	14,899.51	95.31
361101	INTEREST ON TIME DEPOSIT	.00	.00	.00	90.59	-90.59	.00
389901	BALANCES-CASH	51,141.00	.00	.00	.00	51,141.00	.00
	TOTAL BLUEWATER BAY REVENUE	369,041.00	22,964.83	.00	303,091.08	65,949.92	82.13
	TOTAL BLUEWATER BAY REVENUE	369,041.00	22,964.83	.00	303,091.08	65,949.92	82.13
	TOTAL M.S.B.U. FUND	369,041.00	22,964.83	.00	303,091.08	65,949.92	82.13
	TOTAL REPORT	369,041.00	22,964.83	.00	303,091.08	65,949.92	82.13

SUNGARD PENTAMATION, INC.
DATE: 03/06/2018
TIME: 12:20:37
OKALOOSA COUNTY BOCC
EXPENDITURE TRANSACTION ANALYSIS

SELECTION CRITERIA: transact.yr='18' and transact.period='5' and transact.key_orgn='1695'
ACCOUNTING PERIOD: 6/18

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

ACCOUNT DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
531100	PS-CONSULTANT							
5 /18	02/15/18 21	V1803279	1803179	21700138	PROGRESSIVE MGMT	2,000.00	.00	MONTHLY MGMT FEE
TOTAL	PS-CONSULTANT					2,000.00	.00	
534607	CS-LAWN SERVICE							
5 /18	02/15/18 21	1803179	1803181	007935	BERY'S WELL DRI	3,200.00	.00	LAKESIDE, NVILLE
5 /18	02/15/18 21	1803181		21600187	BRIGHTVIEW LANDS	15,166.37	.00	MAINT
TOTAL	CS-LAWN SERVICE					18,366.37	.00	
549005	COMMISSIONS-TAX COLLECTOR							
5 /18	02/12/18 24			000004	BENJAMIN F ANDER	336.71		123117 ACH
5 /18	02/19/18 24			000004	BENJAMIN F ANDER	28.43		01312018 ACH
5 /18	02/21/18 24			000004	BENJAMIN F ANDER	94.15		013118 ACH
TOTAL	COMMISSIONS-TAX COLLECTOR					459.29	.00	
565192	CIP-BWB WINGED FOOT							
5 /18	02/06/18 11					.00		ESTABLISH PER LP FOR JE
TOTAL	CIP-BWB WINGED FOOT					.00	.00	
TOTAL	BLUEWATER BAY MSBU					20,825.66	.00	
TOTAL	M.S.B.U. FUND					20,825.66	.00	
TOTAL REPORT						20,825.66	.00	