



Bluewater Bay Municipal Benefit Services Unit

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

Finance Committee Report

Review of November 2017 Financials

- \$17,686 of assessments & interest was collected in November
- \$38,389 of expenses were incurred in November that includes the following expenses:
 - Management Fee Expense – November Management Fees (\$2,000)
 - Landscape Expense – Monthly Landscape Contract Services (\$30,332) and Irrigation Repairs (\$227)
 - Electricity Expense - October 2017 Usage Period (\$1,720)
 - Insurance - Directors & Officers Premiums (\$2,165)
(Original check issued in July became stale dated & returned. A new check was issued)
 - 4th Quarter Commissions to Property Appraiser (\$1,073)
 - Tax Collector Commission (\$354)
 - Office Supplies – Purchase of Flags (\$518)

Additional Information:

The final year-end reconciliation has been provided by Okaloosa County and will be presented in January to the Board for final review & approval for any required transfers/ amendments to the budget.

BLUEWATER BAY MSBU

STATEMENT OF REVENUE EXPENSE BUDGET PERFORMANCE NOVEMBER 30, 2017

ACCOUNT DESCRIPTION	Nov Actual	Monthly Budget	YTD Actual	YTD Budget	Budget \$ Remaining	Annual Budget
REVENUE (RECORDED @ 95%)						
325212 - BLUEWATER BAY ASSESSMENTS	17,686.18	26,491.58	17,686.18	52,983.17	\$ 300,212.82	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	0.00	0.00	\$ -	0.00
TOTAL REVENUE	17,686.18	28,466.17	17,686.18	56,932.34	323,907.82	341,594.00
EXPENSES						
531100 - PS CONSULTANT						
ADMIN MANAGEMENT FEES	2,000.00	2,000.00	4,000.00	4,000.00	\$ 20,000.00	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	4,000.00	4,070.00	20,420.00	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
LANDSCAPE CONTRACT	30,332.74	15,750.00	30,332.74	31,500.00	\$ 158,667.26	189,000.00
LANDSCAPE IRRIGATION	227.10	833.33	2,127.10	1,666.67	\$ 7,872.90	10,000.00
TREE MAINTENANCE & REMOVAL	0.00	1,250.00	11,150.00	2,500.00	\$ 3,850.00	15,000.00
TOTAL 534607 - CS LAWN SERVICE	30,559.84	19,833.33	43,609.84	39,666.67	170,390.16	238,000.00
543003 - UTILITIES LIGHTING						
ELEC LIGHTS & PUMPS	1,720.35	1,750.00	1,720.35	3,500.00	\$ 19,279.65	21,000.00
Total 543003 - UTILITIES LIGHTING	1,720.35	1,750.00	1,720.35	3,500.00	19,279.65	21,000.00
545010 - INSURANCE GENERAL LIABILITY						
DIRECTOR & OFFICER LIABILITY	2,165.06	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	2,165.06	283.33	2,165.06	566.67	1,234.94	3,400.00
545901 - COMMISSIONER BONDS						
SECURITY BONDS	0.00	16.67	0.00	33.33	\$ 200.00	200.00
TOTAL 545901 - COMMISSIONER BONDS	0.00	16.67	0.00	33.33	200.00	200.00
549004 - COMMISSIONS PROPERTY APPRAISER						
PROPERTY APPRAISER	1,072.51	402.70	1,072.51	805.39	\$ 3,759.88	4,832.39
TOTAL 549004 - COMMISSIONS PROP APPRAISER	1,072.51	402.70	1,072.51	805.39	3,759.88	4,832.39
549005 - COMMISSION TAX COLLECTOR						
TAX COLLECTOR COMMISSION 2%	353.72	529.84	353.72	1,059.67	\$ 6,004.32	6,358.04
TOTAL 549005 - COMMISSIONS TAX COLLECTOR	353.72	529.84	353.72	1,059.67	6,004.32	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 NOVEMBER 30, 2017

ACCOUNT DESCRIPTION	Nov Actual	Monthly Budget	YTD Actual	YTD Budget	Budget \$ Remaining	Annual Budget
551001 -OFFICE SUPPLIES						
OFFICE SUPPLIES	517.70	83.33	517.70	166.67	\$ 482.30	1,000.00
TOTAL 551001 -OFFICE SUPPLIES	517.70	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	0.00	1,333.33	\$ 8,000.00	8,000.00
TOTAL 552013 - SIGN MATERIALS	0.00	966.67	0.00	1,933.33	11,600.00	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	38,389.18	28,466.17	53,439.18	56,932.33	264,154.82	341,594.00
NET INCOME	-20,703.00	0.00	-35,753.00	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	38,389.18	28,466.17	53,439.18	56,932.33	264,154.82	341,594.00
NET ADJ'D INCOME	-20,703.00	0.00	-35,753.00	0.00		0.00

Bluewater Bay MSBU
Expenses by Vendor Detail
 November 2017

Vendor	Date	Memo	Account	Amount
BRIGHTVIEW LANDSCAPE MAINTENANCE				
	11/08/2017	OCTOBER 2017 LANDSCAPE SERVICE	LANDSCAPE CONTRACT	15,166.37
	11/30/2017	IRRIGATION REPAIRS	LANDSCAPE IRRIGATION	227.10
	11/30/2017	NOVEMBER 2017 LANDSCAPE SERVICE	LANDSCAPE CONTRACT	15,166.37
Total BRIGHTVIEW LANDSCAPE MAINTENANCE				<u>30,559.84</u>
CHELCO				
	11/30/2017	OCT STREET, SIGN LIGHTS AND IRRIGATION SERVICE	ELEC LIGHTS & PUMPS	1,720.35
Total CHELCO				<u>1,720.35</u>
FISHER-BROWN				
	11/16/2017	D & O POLICY	DIRECTORS & OFFICERS LIABILITY	2,165.06
Total FISHER-BROWN				<u>2,165.06</u>
OKALOOSA CO TAX COLLECTOR				
	11/15/2017		TAX COLLECTOR COMMISSION	45.97
	11/27/2017		TAX COLLECTOR COMMISSION	307.75
Total OKALOOSA CO TAX COLLECTOR				<u>353.72</u>
OKALOOSA COUNTY PROPERTY APPRAISOR				
	11/30/2017	4TH QUARTER PROPERTY TAX OCT-DEC 2017	PROPERTY APPRAISER	1,072.51
Total OKALOOSA COUNTY PROPERTY APPRAISOR				<u>1,072.51</u>
PROGRESSIVE MANAGEMENT OF AMERICA, INC.				
	11/30/2017	MGMT FEE	ADMIN MANAGEMENT FEES	2,000.00
	11/30/2017	FLAGS	OFFICE SUPPLIES	617.70
Total PROGRESSIVE MANAGEMENT OF AMERICA, INC.				<u>2,617.70</u>
TOTAL				<u><u>38,389.18</u></u>

SUNGARD PENTAMATION, INC.
 DATE: 12/05/2017
 TIME: 13:47:52

OKALOOSA COUNTY BOCC
 REVENUE STATUS REPORT

PAGE NUMBER: 1
 REVSTAIL

SELECTION CRITERIA: revledgr.key_orgn='1695R'
 ACCOUNTING PERIOD: 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 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	17,686.18	.00	17,686.18	300,213.82	5.56
389901	BALANCES-CASH	23,695.00	.00	.00	.00	23,695.00	.00
TOTAL	BLUEWATER BAY REVENUE	341,595.00	17,686.18	.00	17,686.18	323,908.82	5.18
TOTAL	BLUEWATER BAY REVENUE	341,595.00	17,686.18	.00	17,686.18	323,908.82	5.18
TOTAL	M.S.B.U. FUND	341,595.00	17,686.18	.00	17,686.18	323,908.82	5.18
TOTAL	REPORT	341,595.00	17,686.18	.00	17,686.18	323,908.82	5.18

SUNGARD PENTAMATION, INC.
 DATE: 12/05/2017
 TIME: 13:45:54

PAGE NUMBER: 1
 AUDIT11

OKALOOSA COUNTY BOCC
 EXPENDITURE TRANSACTION ANALYSIS

SELECTION CRITERIA: transact.yr='18' and transact.period='2' and transact.key_orgn='1695'
 ACCOUNTING PERIOD: 3/18

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							
2 /18 11/16/17 21			1801204	20302554 FISHER BROWN BOT		2,165.06	.00	BLUEBAY02
2 /18 11/30/17 21			V1801466	21700138 PROGRESSIVE MGMT	.00	2,000.00	.00	MONTHLY MAINT
TOTAL	PS-CONSULTANT					4,165.06		
534607	CS-LAWN SERVICE							
2 /18 11/08/17 21			1801007	21600187 BRIGHTVIEW LANDS		15,166.37	.00	OCT2017
2 /18 11/30/17 21			1801382	21600187 BRIGHTVIEW LANDS		227.10	.00	BWB MSBU
2 /18 11/30/17 21			1801382	21600187 BRIGHTVIEW LANDS		15,166.37	.00	EX MAINT
TOTAL	CS-LAWN SERVICE					30,559.84		
543003	UTILITIES-LIGHTING							
2 /18 11/30/17 21			1801392	001924 CHOCTAWHATCHEE E		1,720.35	.00	BWB MSBU
TOTAL	UTILITIES-LIGHTING					1,720.35		
549004	COMMISSIONS-PROP APPRAISE							
2 /18 11/30/17 21			V1801383	004028 MACK BUSBEE	.00	1,072.51	.00	BWB MSBU
TOTAL	COMMISSIONS-PROP APPRAISE					1,072.51		
549005	COMMISSIONS-TAX COLLECTOR							
2 /18 11/15/17 24				000004 BENJAMIN F ANDER		45.97		NOV1
2 /18 11/27/17 24				000004 BENJAMIN F ANDER		307.75		11/4 TX
TOTAL	COMMISSIONS-TAX COLLECTOR					353.72		
551001	OFFICE SUPPLIES							
2 /18 11/30/17 21			V1801466	21700138 PROGRESSIVE MGMT	.00	517.70	.00	MONTHLY MAINT
TOTAL	OFFICE SUPPLIES					517.70		
TOTAL	BLUEWATER BAY MSBU					38,389.18		
TOTAL	M.S.B.U. FUND					38,389.18		
TOTAL REPORT						38,389.18		