



Bluewater Bay Municipal Benefit Services Unit

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

Finance Committee Report

Review of June 2018 Financials

- \$0 of assessments & interest was collected
 - Total Y-T-D Collected - \$319,120
 - Outstanding Assessments - \$0

- \$26,848 of expenses were incurred for the month includes the following:
 - Total Y-T-D Expense - \$240,036
 - Management Fee Expense – May Management Fees (\$2,000)
 - Landscape Contract – Monthly Landscape Services (\$15,166)
 - Landscape Irrigation – Irrigation Repairs Bay Drive by First Lake & Range Road (\$2,472)
 - Tree Maintenance & Removal – Bay Drive & Woodlands Tree Removal (\$3,950)
 - Utilities – Lighting – July Services (\$1,783)
 - Insurance – General Liability (\$154)
 - Property Appraiser - (\$1,073)
 - Signs R&M – Painted two "No Soliciting" signs (\$250)

Financial Reconciliation

General Fund		Reserve Fund	
Receipts to Date	319,120.36	Cash Balance	51,141.00
Outstanding Assessments	0.00		
Balance Cash (Carry Over)	23,695.00		
Less:		Less:	
Committed Expenses **	(93,828.89)	Balance Cash (Carry Over)	
Expenditures	<u>(240,036.34)</u>	Included - FYE 2018 Budget	<u>(23,695.00)</u>
Balance	<u>8,950.13</u>	Balance	<u>27,446.00</u>

**** Amount includes Reserve Allocation**

Committed Project Expense Funds

Total: \$10,246.21 (EXCLUDES ***OTHER COMMITTED PROJECT EXPENSE FUNDS**)**

11/14/17 Meeting

\$200.00 - David Vardaman motioned to accept the proposal from BrightView for cleaning the Muirfield Island in the amount of \$200.00. Steve Boswell seconded. Motion approved.

04/18/18 Meeting

\$1,904.30 - Judy Griffin motioned to approve installation dwarf Rudbeckai in front of both signs. David Costa Seconded the motion. David Vardaman & Felix Beukenkamp opposed. – **COMPLETED/ AWAITING INVOICE**

\$3,500.00 – Bluewater Bay Monument Pump – Pump is no longer working. Judy Griffin motioned to spend up to \$3,500 to redrill the well. Steve Boswell seconded the motion. Motion Approved Unanimously. – **COMPLETED/ AWAITING INVOICE**

05/08/18 Meeting

\$1,500.00 - Judy Griffin motioned to approve not to exceed the amount of \$1,500 to improve the two areas at Oaklake and have owners help establish plants with watering. Steve Boswell seconded the motion. Motion Approved Unanimously. – **IN PROGRESS**

\$2,500.00 - Judy Griffin motioned that the board approve not to exceed \$2,500 to improve the north and south monuments with new plants and also have work completed prior to the June meeting. Steve Boswell seconded the motion. Motion Approved Unanimously. – **IN PROGRESS**

07/10/18 Meeting

\$641.91 - Judy Griffin motioned to approve the proposal to install 10 white vinyl posts on Bay Drive in the amount of \$641.91. David Costa Jr. seconded the motion.

****Other Committed Project Expense Funds**

06/12/18 Meeting

\$8,000.00 - David Vardaman motioned that MSBU would commit/allocate \$8,000 to the Woodlands Park project in the event the county or any other organization is willing to install playground equipment. The \$8,000 would be for the planting of shade trees at the location. Judy Griffin seconded the motion. The committed funds would be funded through the reserve account. Motion Approved Unanimously.

07/10/18 Meeting

\$2,400.00 - David Vardaman motioned to approve up to \$2400 to retain CHELCO Tree service. This service will be paid out of the 2019 budget. David Costa Jr. seconded the motion. Motion Approved Unanimously.

BLUEWATER BAY MSBU

STATEMENT OF REVENUE EXPENSE BUDGET PERFORMANCE

JULY 31, 2018

ACCOUNT DESCRIPTION	July	Monthly	YTD	YTD	YTD	Budget \$	Annual
	Actual	Budget	Actual	Committed	Actual/ Committed	Remaining	Budget
REVENUE (RECORDED @ 95%)							
325212 - BLUEWATER BAY ASSESSMENTS	0.00	26,491.58	318,644.07	0.00	318,644.07	-745.07	317,899.00
389901 - BALANCE CASH (CARRYOVER)	0.00	1,974.58	0.00	23,695.00	23,695.00	0.00	23,695.00
361101 - INTEREST	0.00	0.00	476.29	0.00	476.29	0.00	0.00
TOTAL REVENUE	0.00	28,466.17	319,120.36	23,695.00	342,815.36	-745.07	341,594.00
EXPENSES							
531100 - PS CONSULTANT							
ADMIN MANAGEMENT FEES	2,000.00	2,000.00	20,000.00	4,000.00	24,000.00	0.00	24,000.00
WEBSITE MAINTENANCE FEE	0.00	35.00	0.00	0.00	0.00	420.00	420.00
531100 - PS CONSULTANT	2,000.00	2,035.00	20,000.00	4,000.00	24,000.00	420.00	24,420.00
534607 - CS LAWN SERVICE							
COMMON AREA ENHANCEMENTS	0.00	2,000.00	5,635.00	6,746.21	12,381.21	11,618.79	24,000.00
CHRISTMAS TREE LIGHTS	0.00	0.00	3,715.00	0.00	3,715.00	-3,715.00	0.00
LANDSCAPE CONTRACT	15,166.37	15,750.00	136,497.33	45,499.11	181,996.44	7,003.56	189,000.00
LANDSCAPE IRRIGATION	2,472.00	833.33	15,501.60	3,500.00	19,001.60	-9,001.60	10,000.00
TREE MAINTENANCE & REMOVAL	3,950.00	1,250.00	22,996.93	0.00	22,996.93	-7,996.93	15,000.00
TOTAL 534607 - CS LAWN SERVICE	21,588.37	19,833.33	184,345.86	55,745.32	240,091.18	-2,091.18	238,000.00
543003 - UTILITIES LIGHTING							
ELEC LIGHTS & PUMPS	1,783.54	1,750.00	14,489.91	3,500.00	17,989.91	3,010.09	21,000.00
Total 543003 - UTILITIES LIGHTING	1,783.54	1,750.00	14,489.91	3,500.00	17,989.91	3,010.09	21,000.00
545010 - INSURANCE GENERAL LIABILITY							
DIRECTOR & OFFICER LIABILITY	0.00	183.33	4,454.06	0.00	4,454.06	-2,254.06	2,200.00
GENERAL LIABILITY	153.52	100.00	1,349.52	0.00	1,349.52	-149.52	1,200.00
TOTAL 545010 - INSURANCE GENERAL LIABILITY	153.52	283.33	5,803.58	0.00	5,803.58	-2,403.58	3,400.00
545901 - COMMISSIONER BONDS							
SECURITY BONDS	0.00	16.67	100.00	0.00	100.00	100.00	200.00
TOTAL 545901 - COMMISSIONER BONDS	0.00	16.67	100.00	0.00	100.00	100.00	200.00
549004 - COMMISSIONS PROPERTY APPRAISER							
PROPERTY APPRAISER	1,072.51	402.70	4,290.04	0.00	4,290.04	542.35	4,832.39
TOTAL 549004 - COMMISSIONS PROP APPRAISER	1,072.51	402.70	4,290.04	0.00	4,290.04	542.35	4,832.39
549005 - COMMISSION TAX COLLECTOR							
TAX COLLECTOR COMMISSION 2%	0.00	529.84	6,375.25	0.00	6,375.25	-17.21	6,358.04
TOTAL 549005 - COMMISSIONS TAX COLLECTOR	0.00	529.84	6,375.25	0.00	6,375.25	-17.21	6,358.04
549901 - LEGAL ADVERTISING							
ADVERTISING	0.00	16.67	239.25	0.00	239.25	-39.25	200.00
TOTAL 549901 - LEGAL ADVERTISING	0.00	16.67	239.25	0.00	239.25	-39.25	200.00

BLUEWATER BAY MSBU

STATEMENT OF REVENUE EXPENSE BUDGET PERFORMANCE

JULY 31, 2018

ACCOUNT DESCRIPTION	July Actual	Monthly Budget	YTD Actual	YTD Committed	YTD Actual/ Committed	Budget \$ Remaining	Annual Budget
551001 -OFFICE SUPPLIES							
OFFICE SUPPLIES	0.00	83.33	725.50	0.00	725.50	274.50	1,000.00
TOTAL 551001 -OFFICE SUPPLIES	0.00	83.33	725.50	0.00	725.50	274.50	1,000.00
552013 - SIGN MATERIALS							
SIGN R&M	250.00	300.00	250.00	0.00	250.00	3,350.00	3,600.00
SIGN STREET	0.00	666.67	3,416.95	0.00	3,416.95	4,583.05	8,000.00
TOTAL 552013 - SIGN MATERIALS	250.00	966.67	3,666.95	0.00	3,666.95	7,933.05	11,600.00
599010 - RESERVES & SUPPLEMENTAL							
RESERVE ALLOCATION	0.00	2,649.16	0.00	31,789.90	31,789.90	0.00	31,789.90
RESERVE ALLOCATION ADJUSTMENT	0.00	-100.53	0.00	-1,206.33	-1,206.33	0.00	-1,206.33
TOTAL 599010 - RESERVES & SUPPLEMENTAL	0.00	2,548.63	0.00	30,583.57	30,583.57	0.00	30,583.57
Total EXPENSES	26,847.94	28,466.17	240,036.34	93,828.89	333,865.23	7,728.77	341,594.00
NET INCOME	-26,847.94	-0.00	79,084.02	-70,133.89	8,950.13		0.00
563191 - CAPITAL EXPENSE							
SIDEWALKS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 563191 - CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ADJ'D EXPENSES	26,847.94	28,466.17	240,036.34	93,828.89	333,865.23	7,728.77	341,594.00
NET ADJ'D INCOME	-26,847.94	-0.00	79,084.02	-70,133.89	8,950.13		0.00

**Bluewater Bay MSBU
Expenses by Vendor Detail
July 2018**

Vendor	Date	Memo	Account	Amount
ARBOR BARBER TREES, LLC	07/05/2018	BAY DRIVE TREE REMOVAL	TREE MAINTENANCE & REMOVAL	500.00
	07/05/2018	BAY DRIVE TREE REMOVAL	TREE MAINTENANCE & REMOVAL	250.00
	07/26/2018	1 DAY BAY DRIVE TREE REMOVAL/1 DAY WOODLANDS DRIVE TREE REMOVAL	TREE MAINTENANCE & REMOVAL	3,200.00
Total ARBOR BARBER TREES, LLC				3,950.00
BRIGHTVIEW LANDSCAPE MAINTENANCE	07/05/2018	MONTHLY LANDSCAPE	LANDSCAPE CONTRACT	15,166.37
	07/26/2018	SPRINKLER REPAIRS - BAY DRIVE BY FIRST LAKE & RANGE ROAD	LANDSCAPE IRRIGATION	2,472.00
	Total BRIGHTVIEW LANDSCAPE MAINTENANCE			
CHELCO	07/26/2018	JULY 2018 LIGHTS & PUMPS	ELEC LIGHTS & PUMPS	1,783.54
	Total CHELCO			
FISHER-BROWN	07/26/2018	18-'19 GENERAL LIABILITY - ADDITIONAL PREMIUM NOT INVOICED	GENERAL LIABILITY	153.52
	Total FISHER-BROWN			
J'S PROFESSIONAL HOME SERVICES, LLC	07/26/2018	PAINT TWO "NO SOLICITING" SIGNS	SIGN R&M	250.00
	Total J'S PROFESSIONAL HOME SERVICES, LLC			
OKALOOSA COUNTY PROPERTY APPRAISOR	07/26/2018	4TH QUARTER PROPERTY TAX JUL-SEP 2018	PROPERTY APPRAISER	1,072.51
	Total OKALOOSA COUNTY PROPERTY APPRAISOR			
PROGRESSIVE MANAGEMENT OF AMERICA, INC.	07/26/2018	JULY 2018	ADMIN MANAGEMENT FEES	2,000.00
	Total PROGRESSIVE MANAGEMENT OF AMERICA, INC.			
TOTAL				26,847.94

SUNGARD PENTAMATION, INC.
 DATE: 08/03/2018
 TIME: 16:14:09

OKALOOSA COUNTY BOCC
 REVENUE STATUS REPORT

PAGE NUMBER: 1
 REVSTALL

SELECTION CRITERIA: revldgr.key_orgr='1695R'
 ACCOUNTING PERIOD: 10/18

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	.00	.00	318,644.07	-744.07	100.23
361101	INTEREST ON TIME DEPOSIT	.00	.00	.00	476.29	-476.29	.00
382901	BALANCES-CASH	51,141.00	.00	.00	.00	51,141.00	.00
	TOTAL BLUEWATER BAY REVENUE	369,041.00	.00	.00	319,120.36	49,920.64	86.47
	TOTAL BLUEWATER BAY REVENUE	369,041.00	.00	.00	319,120.36	49,920.64	86.47
	TOTAL M.S.B.U. FUND	369,041.00	.00	.00	319,120.36	49,920.64	86.47
	TOTAL REPORT	369,041.00	.00	.00	319,120.36	49,920.64	86.47

SUNGARD PENTAMATION, INC.
DATE: 08/06/2018
TIME: 12:36:07
OKALOOSA COUNTY BOCC
EXPENDITURE TRANSACTION ANALYSIS

SELECTION CRITERIA: transact.yr='18' and transact.reference='10' and transact.key_orgn='1695'
ACCOUNTING PERIOD: 11/18

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						
10/18 07/26/18 21			VI807751	21700138	PROGRESSIVE MGMT	2,000.00	.00 JULY 2018
TOTAL	PS-CONSULTANT					2,000.00	.00
534607	CS-LAWN SERVICE						
10/18 07/05/18 21			1807037	21800153	ARBOR BARBER TRE	250.00	.00 BAY DR
10/18 07/05/18 21			1807037	21800153	ARBOR BARBER TRE	500.00	.00 BAY DR
10/18 07/05/18 21			1807050	21600187	BRIGHTVIEW LANDS	15,166.37	.00 MSBU JUNE 2018
10/18 07/26/18 21			1807675	21600187	BRIGHTVIEW LANDS	2,472.00	.00 BWE MSBU JUNE 2018
10/18 07/26/18 21			1807666	21800153	ARBOR BARBER TRE	3,200.00	.00 BLUEWATER/WOODLANDS
TOTAL	CS-LAWN SERVICE					21,588.37	.00
543003	UTILITIES-LIGHTING						
10/18 07/26/18 21			1807685	001924	CHOCTAWHATCHEE E	1,783.54	.00 BWB MSBU
TOTAL	UTILITIES-LIGHTING					1,783.54	.00
545010	INSURANCE-GEN LIABILITY						
10/18 07/26/18 21			1807706	20302554	FISHER BROWN BOT	153.52	.00 CC & SURPLUS LINES
TOTAL	INSURANCE-GEN LIABILITY					153.52	.00
549004	COMMISSIONS-PROP APPRAISE						
10/18 07/26/18 21			VI807676	004028	MACK BUSBEE	1,072.51	.00 BLUEWATER BAY MSBU
TOTAL	COMMISSIONS-PROP APPRAISE					1,072.51	.00
552013	SIGN MATERIALS						
10/18 07/26/18 21			1807730	21800073	J'S PROFESSIONAL	250.00	.00 SIGN PAINTING
TOTAL	SIGN MATERIALS					250.00	.00
TOTAL	BLUEWATER BAY MSBU					26,847.94	.00
TOTAL	M.S.B.U. FUND					26,847.94	.00
TOTAL REPORT						26,847.94	.00