



Bluewater Bay Municipal Benefit Services Unit

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

Finance Committee Report

Review of June 2018 Financials

- \$3,705 of assessments & interest was collected
 - Total Y-T-D Collected - \$319,120
 - Outstanding Assessments - \$0

- \$25,473 of expenses were incurred for the month includes the following:
 - Total Y-T-D Expense - \$213,188
 - Management Fee Expense – May Management Fees (\$2,000)
 - Landscape – Common Area Enhancements – HWY 20 Clean-up (\$1,650) and Leveled & Repaired Concrete Landscape (\$260)
 - Landscape Contract – Monthly Landscape Services (\$15,166)
 - Landscape Irrigation – Irrigation Repairs (\$845)
 - Utilities – Lighting – June Services (\$1,689)
 - Insurance – Directors & Officers (\$2,289)
 - Insurance – General Liability (\$1,196)
 - Tax Collector Commission - (\$74)
 - Legal Advertising – Election Advertisement (\$239)
 - Signs R&M – “Donated By” Plaques (\$65)

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 **	(121,368.21)	Balance Cash (Carry Over)	
Expenditures	<u>(213,188.40)</u>	Included - FYE 2018 Budget	<u>(23,695.00)</u>
Balance	<u>8,258.75</u>	Balance	<u>27,446.00</u>

**** Amount includes Reserve Allocation**

Committed Project Expense Funds

Total: \$17,254.30 (EXCLUDES \$8,000 PLAYGROUND EQUIPMENT)

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.

01/09/18 Meeting

\$850.00 - Judy Griffin proposed, not to exceed the amount of \$850.00 for a new irrigation repairs on Prestwick/Bay Drive. This is for the distribution system. Steve Boswell seconded. Approved. - **COMPLETED/ SUBMITTED PAYMENT 05/25/18**

02/13/18 Meeting

\$3,300.00 - Judy Griffin motioned to hire a tree company for two (2) days at a day rate of \$1,650.00 per day, 1 day for Bay Drive and 1 day for Bluewater Blvd. to trim and prune trees. Steve Boswell seconded. Motion approved unanimously. 06/12/18 – Board approved Arbor Barber to complete the work. – **IN PROGRESS**

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. – **COMPLETED/ AWAITING INVOICE**

06/12/18 Meeting

\$2,500.00 - Judy stated there are irrigation repairs required on Bay Drive by the first lake and Range Rd. in the amount of \$2,500. The Bay Dr. timer and sprinkler heads are in need of repair due to a water line break and also the Range road system has low pressure and needs to be addressed. Judy motioned to approve the \$2500 in repairs to the sprinkler system. David Vardaman seconded the motion. Motion Approved Unanimously. – **IN PROGRESS**

\$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.

Other Committed Funds:

\$750.00 – Emergency Tree Removal on Bay Drive – Work Completed on 05/31/18

\$250.00 – Painting two “No Soliciting” Signs – Bay Drive & Samana Way, White Point Road

BLUEWATER BAY MSBU

STATEMENT OF REVENUE EXPENSE BUDGET PERFORMANCE

JUNE 30, 2018

ACCOUNT DESCRIPTION	June Actual	Monthly Budget	YTD Actual	YTD Committed	YTD Actual/ Committed	Budget \$ Remaining	Annual Budget
REVENUE (RECORDED @ 95%)							
325212 - BLUEWATER BAY ASSESSMENTS	3,632.75	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	71.99	0.00	476.29	0.00	476.29	0.00	0.00
TOTAL REVENUE	3,704.74	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	18,000.00	6,000.00	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	18,000.00	6,000.00	24,000.00	420.00	24,420.00
534607 - CS LAWN SERVICE							
COMMON AREA ENHANCEMENTS	1,910.00	2,000.00	5,635.00	9,404.30	15,039.30	8,960.70	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	121,330.96	60,665.48	181,996.44	7,003.56	189,000.00
LANDSCAPE IRRIGATION	845.10	833.33	13,029.60	6,850.00	19,879.60	-9,879.60	10,000.00
TREE MAINTENANCE & REMOVAL	0.00	1,250.00	19,046.93	750.00	19,796.93	-4,796.93	15,000.00
TOTAL 534607 - CS LAWN SERVICE	17,921.47	19,833.33	162,757.49	77,669.78	240,427.27	-2,427.27	238,000.00
543003 - UTILITIES LIGHTING							
ELEC LIGHTS & PUMPS	1,688.80	1,750.00	12,706.37	5,250.00	17,956.37	3,043.63	21,000.00
Total 543003 - UTILITIES LIGHTING	1,688.80	1,750.00	12,706.37	5,250.00	17,956.37	3,043.63	21,000.00
545010 - INSURANCE GENERAL LIABILITY							
DIRECTOR & OFFICER LIABILITY	2,289.00	183.33	4,454.06	0.00	4,454.06	-2,254.06	2,200.00
GENERAL LIABILITY	1,196.00	100.00	1,196.00	0.00	1,196.00	4.00	1,200.00
TOTAL 545010 - INSURANCE GENERAL LIABILITY	3,485.00	283.33	5,650.06	0.00	5,650.06	-2,250.06	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	0.00	402.70	3,217.53	1,614.86	4,832.39	0.00	4,832.39
TOTAL 549004 - COMMISSIONS PROP APPRAISER	0.00	402.70	3,217.53	1,614.86	4,832.39	0.00	4,832.39
549005 - COMMISSION TAX COLLECTOR							
TAX COLLECTOR COMMISSION 2%	74.09	529.84	6,375.25	0.00	6,375.25	-17.21	6,358.04
TOTAL 549005 - COMMISSIONS TAX COLLECTOR	74.09	529.84	6,375.25	0.00	6,375.25	-17.21	6,358.04
549901 - LEGAL ADVERTISING							
ADVERTISING	239.25	16.67	239.25	0.00	239.25	-39.25	200.00
TOTAL 549901 - LEGAL ADVERTISING	239.25	16.67	239.25	0.00	239.25	-39.25	200.00

BLUEWATER BAY MSBU

STATEMENT OF REVENUE EXPENSE BUDGET PERFORMANCE

JUNE 30, 2018

ACCOUNT DESCRIPTION	June 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	964.75	274.50	1,000.00
552013 - SIGN MATERIALS							
SIGN R&M	64.36	300.00	0.00	250.00	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	64.36	966.67	3,416.95	250.00	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	25,472.97	28,466.17	213,188.40	121,368.21	334,795.86	7,037.39	341,594.00
NET INCOME	-21,768.23	-0.00	105,931.96	-97,673.21	8,019.50		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	25,472.97	28,466.17	213,188.40	121,368.21	334,795.86	7,037.39	341,594.00
NET ADJ'D INCOME	-21,768.23	-0.00	105,931.96	-97,673.21	8,019.50		0.00

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

Vendor	Date	Memo	Account	Amount
ACCENT SIGNS				
Total ACCENT SIGNS	06/28/2018	BENCH DONATION SIGNS	SIGN R&M	64.36
BAYOU ENTERPRISE				
Total BAYOU ENTERPRISE	06/28/2018	LEGAL ADVERTISING	ADVERTISING	239.25
BRIGHTVIEW LANDSCAPE MAINTENANCE				
Total BRIGHTVIEW LANDSCAPE MAINTENANCE	06/05/2018	REPAIR LAKESIDE TIMER	LANDSCAPE IRRIGATION	845.10
	06/05/2018	HWY 20 CLEANUP EAST OF HTE FLORIDA CLUB ENTRANCE/ WEST MAGNOLIA PLANATATION ENTRANCE/ SOUTH HWY 20	COMMON AREA ENHANCEMENTS	1,650.00
	06/05/2018	MONTHLY LANDSCAPE	LANDSCAPE CONTRACT	15,166.37
				17,661.47
CHELCO				
Total CHELCO	06/28/2018	JUNE 2018 LIGHTS & PUMPS	ELEC LIGHTS & PUMPS	1,688.80
FISHER-BROWN				
Total FISHER-BROWN	06/28/2018	18-19 D&O INSURANCE	DIRECTORS & OFFICERS LIABILITY	2,289.00
	06/28/2018	18-19 GENERAL LIABILITY	GENERAL LIABILITY	1,196.00
				3,485.00
OKALOOSA CO TAX COLLECTOR				
Total OKALOOSA CO TAX COLLECTOR	06/13/2018	053118 TAX	TAX COLLECTOR COMMISSION	25.76
	06/13/2018	053118 TAX	TAX COLLECTOR COMMISSION	24.16
	06/20/2018	DELI 061318	TAX COLLECTOR COMMISSION	24.17
				74.09
PROGRESSIVE MANAGEMENT OF AMERICA, INC.				
Total PROGRESSIVE MANAGEMENT OF AMERICA, INC.	06/28/2018	JUNE 2018	ADMIN MANAGEMENT FEES	2,000.00
	06/28/2018	LEVELED & REPAIRED 2 CONCRETE LANDSCAPE BORDERS BLUEWATER BAY DRIVE	COMMON AREA ENHANCEMENTS	260.00
				2,260.00
TOTAL				25,472.97

SUNGARD PENTAMATION, INC.
 DATE: 07/09/2018
 TIME: 11:24:16

OKALOOSA COUNTY BOCC
 REVENUE STATUS REPORT

PAGE NUMBER: 1
 REVSTAIL

SELECTION CRITERIA: revledgr.key_orgn='1695R'
 ACCOUNTING PERIOD: 9/18

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	3,632.75	.00	318,644.07	-744.07	100.23
361101	INTEREST ON TIME DEPOSIT	.00	71.99	.00	476.29	-476.29	.00
389901	BALANCES-CASH	51,141.00	.00	.00	.00	51,141.00	.00
	TOTAL BLUEWATER BAY REVENUE	369,041.00	3,704.74	.00	319,120.36	49,920.64	86.47
	TOTAL BLUEWATER BAY REVENUE	369,041.00	3,704.74	.00	319,120.36	49,920.64	86.47
	TOTAL M.S.B.U. FUND	369,041.00	3,704.74	.00	319,120.36	49,920.64	86.47
	TOTAL REPORT	369,041.00	3,704.74	.00	319,120.36	49,920.64	86.47

SUNGARD PENTAMATION, INC.
 DATE: 07/09/2018
 TIME: 11:26:39

PAGE NUMBER: 1
 AUDIT11

OKALOOSA COUNTY BOCC
 EXPENDITURE TRANSACTION ANALYSIS

SELECTION CRITERIA: transact.yr='18' and transact.period='9' and transact.key_orgn='1695'
 ACCOUNTING PERIOD: 10/18

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							
9 /18 06/06/18 21			1806261	20302554 FISHER BROWN BOT		1,196.00	.00	162322-78756943-18
9 /18 06/25/18 19			21800939			-2,165.06		COR EXPENSE ACCT
9 /18 06/25/18 19			21800939			-1,196.00		COR EXPENSE ACCT
9 /18 06/28/18 21			V1806763	21700138 PROGRESSIVE MGMT		2,000.00	.00	MONTHLY MGMT FEE
TOTAL	PS-CONSULTANT				.00	-165.06	.00	
534607	CS-LAWN SERVICE							
9 /18 06/05/18 21			1806224	21600187 BRIGHTVIEW LANDS		845.10	.00	BWB MSBU
9 /18 06/05/18 21			1806224	21600187 BRIGHTVIEW LANDS		1,650.00	.00	BWB MSBU
9 /18 06/05/18 21			1806224	21600187 BRIGHTVIEW LANDS		15,166.37	.00	BWB MSBU
9 /18 06/28/18 21			V1806763	21700138 PROGRESSIVE MGMT		260.00	.00	BLUEWATER BAY DR
TOTAL	CS-LAWN SERVICE				.00	17,921.47	.00	
543003	UTILITIES-LIGHTING							
9 /18 06/28/18 21			1806690	001924 CHOCTAWHATCHEE E		1,688.80	.00	BWB MSBU
TOTAL	UTILITIES-LIGHTING				.00	1,688.80	.00	
545010	INSURANCE-GEN LIABILITY							
9 /18 06/25/18 19			21800939			2,165.06		COR EXPENSE ACCT
9 /18 06/25/18 19			21800939			1,196.00		COR EXPENSE ACCT
9 /18 06/28/18 21			1806711	20302554 FISHER BROWN BOT		2,289.00	.00	BLUEEAY02
TOTAL	INSURANCE-GEN LIABILITY				.00	5,650.06	.00	
549005	COMMISSIONS-TAX COLLECTOR							
9 /18 06/13/18 24				000004 BENJAMIN F ANDER		25.76		053118 ACH
9 /18 06/13/18 24				000004 BENJAMIN F ANDER		24.16		053118 CASH
9 /18 06/20/18 24				000004 BENJAMIN F ANDER		24.17		DELI 061318 ACH
TOTAL	COMMISSIONS-TAX COLLECTOR				.00	74.09	.00	
549901	LEGAL ADVERTISING							
9 /18 06/28/18 21			1806693	009698 BAYOU ENTERPRISE		239.25	.00	BWB MSBU
TOTAL	LEGAL ADVERTISING				.00	239.25	.00	
552013	SIGN MATERIALS							
9 /18 06/28/18 21			1806675	004661 POPE ENTERPRISES		64.36	.00	BWB MSBU
TOTAL	SIGN MATERIALS				.00	64.36	.00	
TOTAL	BLUEWATER BAY MSBU				.00	25,472.97	.00	
TOTAL	M.S.B.U. FUND				.00	25,472.97	.00	
TOTAL REPORT					.00	25,472.97	.00	