



Bluewater Bay Municipal Benefit Services Unit

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

Finance Committee Report

Review of January 2018 Financials

- \$165,128 of assessments & interest was collected in January.
 - Total Y-T-D Collected - \$269,387

- \$9,084 of expenses were incurred for the month includes the following:
 - Total Y-T-D Expense - \$98,338
 - Management Fee Expense – Management Fees (\$2,200)
 - Common Area Enhancement – Flag Pole Replacement (\$900)
 - Utilities – Lighting – December Services (\$1,495)
 - Property Appraiser Commission – (\$1,008)
 - Tax Collector Commission - (\$3,303)
 - Office Supplies – Board Meeting Package Printing (\$23); Website Hosting Renewal (\$155)

Financial Reconciliation

General Fund		Reserve Fund	
Receipts to Date	269,784.69	Cash Balance	51,141.00
Outstanding Assessments	62,451.06	2018/19 Reserve Funding	31,667.54
Balance Cash (Carry Over)	17,343.33		
Less:		Less:	
Committed Expenses **	(250,400.74)	2018 Committed Expenses	(24,149.21)
Expenditures	(98,338.34)	Balance Cash (Carry Over)	
Subtotal	840.00	Included - FYE 2019 Budget	(17,343.33)
Add:		Woodlands Sidewalk Project	(31,288.20)
2018 Committed Expense Funding	24,149.21	DOT Landscape Grant	(500.00)
Balance	24,989.21	Balance	9,527.80

**** Amount includes Reserve Allocation**

NOTE: The final year-end reconciliation has not been provided by Okaloosa County. Once completed, 2017/2018 Financial Statements will be presented to the Board for final review & approval for any required transfers/ amendments to the budget.

Committed Project Expense Funds

Total: \$21,041.17 (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. – **COMPLETED/ AWAITING INVOICE**

05/08/18 Meeting

\$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. – **BRIGHTVIEW WAITING ON JUDY'S DESIGN**

08/14/18 Meeting

\$6,400.00 - David Vardaman re stated his motion. David Vardaman motioned to spend up to \$6,600 for four days work on Bay Drive. The work performed must include a height of 10ft high and 4ft cutting back from walkways and shoulders. All debris must be removed. All work will be done within 60 days. David Costa Jr. seconded the motion. Motion approved with 3 yes votes and 2 no votes. – **COMPLETED/ PAYMENT REQUESTED**

\$2,000.00 - Judy Griffin motioned to accept Brightview's proposal of \$2,000 to cut back 3 feet and limb up the trail. David Vardaman seconded the motion. Motion approved unanimously. – **COMPLETED/ AWAITING INVOICE**

09/11/18 Meeting

\$2,728.00 - Judy Griffin motioned to approve the irrigation throughout Bluewater proposal of \$2,728.00. Steve Boswell seconded the motion. After discussion and explanation from Brightview the vote was as followed: 3 members approved and 1 member unapproved. Motion Approved. – **COMPLETED/ AWAITING INVOICE**

11/13/18 Meeting

\$4,391.17 - Judy Griffin motioned to approve the sod proposal of \$4,391.17 from Bermuda Circle to Prestwick Dr. Debbie Stretch seconded the motion. Motion Approved Unanimously. – **COMPLETED/ AWAITING INVOICE**

\$925.00 - Judy Griffin motioned to approve a not to exceed \$925.00 to cleanup around the well on Southwind Drive. Additional bids shall be obtained before approving Brightview's proposal. David Costa Jr. seconded the motion. Motion Approved Unanimously. – **COMPLETED/ AWAITING INVOICE**

01/08/19 Meeting

\$359.00 - Judy Griffin motioned to replace the three flags at the circle - the cost will be taken from the Signs R and M line item from the budget. The property managers will check with the vendors to see if advance ordering second BWB flag is cost efficient and warranted. The overall cost for 3 or 4 flags will not exceed an average of \$100 each [i.e. \$300 for three flags, \$400 for four]. Debbie Stretch seconded. Motion Approved Unanimously. – **COMPLETED/ PAYMENT REQUESTED**

\$1,538.00 - Judy Griffin motioned to approve the proposal of \$1,537.50 from Blood Hound to perform the utility location. The money will come out of the reserves account and be reimbursed out of the grant. Debbie Stretch seconded. Motion Approved Unanimously. – **COMPLETED/ PAYMENT REQUESTED**

****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 \$2,400 to retain CHELCO Tree service. This service will be paid out of the 2019 budget. David Costa Jr. seconded the motion. Motion Approved Unanimously.

09/11/18 Meeting

\$500.00 - Judy Griffin motioned to approve a not to exceed \$500.00 amount to have designs stamped by a landscape architect if required. David Costa Jr. seconded the motion. Motion Approved Unanimously.

Other

\$31,288.20 – The Woodlands Sidewalk Project has been scheduled for Spring 2019 with a construction estimate of \$31,288.20. The OMB Director needs to be reasonably certain funds are available to prepare the Budget Resolution for the Board of County Commission to approve the budget transfer from reserves before work can be begin. – Board Approved 11/13/18.

BLUEWATER BAY MSBU

STATEMENT OF REVENUE EXPENSE BUDGET PERFORMANCE

JANUARY 31, 2019

ACCOUNT DESCRIPTION	January Actual	Monthly Budget	YTD Actual	YTD Committed	YTD Actual/ Committed	Budget \$ Remaining	Annual Budget
REVENUE							
325212 - BLUEWATER BAY ASSESSMENTS	165,127.68	27,653.18	269,387.15	62,451.06	331,838.21	0.00	331,838.21
389901 - BALANCE CASH (CARRYOVER)	0.00	1,445.28	0.00	17,343.33	17,343.33	0.00	17,343.33
361101 - INTEREST	235.26	0.00	397.54	0.00	397.54	0.00	0.00
TOTAL REVENUE	165,362.94	29,098.46	269,784.69	79,794.39	349,579.08	0.00	349,181.54
EXPENSES							
531100 - PS CONSULTANT							
ADMIN MANAGEMENT FEES	2,200.00	2,200.00	8,600.00	19,800.00	28,400.00	-2,000.00	26,400.00
WEBSITE MAINTENANCE FEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
531100 - PS CONSULTANT	2,200.00	2,200.00	8,600.00	19,800.00	28,400.00	-2,000.00	26,400.00
534607 - CS LAWN SERVICE							
COMMON AREA ENHANCEMENTS	900.00	1,583.33	10,172.35	18,512.17	28,684.52	-9,684.52	19,000.00
CHRISTMAS TREE LIGHTS	0.00	316.67	3,715.00	0.00	3,715.00	85.00	3,800.00
LANDSCAPE CONTRACT	0.00	15,393.83	61,347.86	138,544.47	199,892.33	-15,166.36	184,725.97
LANDSCAPE IRRIGATION	0.00	833.33	0.00	2,728.00	2,728.00	7,272.00	10,000.00
TREE MAINTENANCE & REMOVAL	0.00	833.33	1,680.00	0.00	1,680.00	8,320.00	10,000.00
TOTAL 534607 - CS LAWN SERVICE	900.00	18,960.50	76,915.21	159,784.64	236,699.85	-9,173.88	227,525.97
543003 - UTILITIES LIGHTING							
ELEC LIGHTS & PUMPS	1,494.67	1,525.00	4,635.50	13,664.50	18,300.00	0.00	18,300.00
Total 543003 - UTILITIES LIGHTING	1,494.67	1,525.00	4,635.50	13,664.50	18,300.00	0.00	18,300.00
543010 - UTILITIES WATER & SEWER							
WATER (IRRIGATION)	0.00	200.00	0.00	2,400.00	2,400.00	0.00	2,400.00
TOTAL 543010 - UTILITIES WATER & SEWER	0.00	200.00	0.00	2,400.00	2,400.00	0.00	2,400.00
545010 - INSURANCE GENERAL LIABILITY							
DIRECTOR & OFFICER LIABILITY	0.00	183.33	0.00	2,200.00	2,200.00	0.00	2,200.00
GENERAL LIABILITY	0.00	100.00	0.00	1,200.00	1,200.00	0.00	1,200.00
TOTAL 545010 - INSURANCE GENERAL LIABILITY	0.00	283.33	0.00	3,400.00	3,400.00	0.00	3,400.00
545901 - COMMISSIONER BONDS							
SECURITY BONDS	0.00	16.67	100.00	0.00	100.00	100.00	200.00
TOTAL 545010 - COMMISSIONER BONDS	0.00	16.67	100.00	0.00	100.00	100.00	200.00
549004 - COMMISSIONS PROPERTY APPRAISER							
PROPERTY APPRAISER	1,008.11	420.33	2,016.22	3,027.72	5,043.94	0.00	5,043.94
TOTAL 549004 - COMMISSIONS PROP APPRAISER	1,008.11	420.33	2,016.22	3,027.72	5,043.94	0.00	5,043.94
549005 - COMMISSION TAX COLLECTOR							
TAX COLLECTOR COMMISSION 2%	3,302.57	553.06	5,387.75	1,249.01	6,636.76	0.00	6,636.76
TOTAL 549005 - COMMISSIONS TAX COLLECTOR	3,302.57	553.06	5,387.75	1,249.01	6,636.76	0.00	6,636.76
549901 - LEGAL ADVERTISING							
ADVERTISING	0.00	16.67	0.00	0.00	0.00	200.00	200.00
TOTAL 549901 - LEGAL ADVERTISING	0.00	16.67	0.00	0.00	0.00	200.00	200.00

BLUEWATER BAY MSBU

STATEMENT OF REVENUE EXPENSE BUDGET PERFORMANCE

JANUARY 31, 2019

ACCOUNT DESCRIPTION	January	Monthly	YTD	YTD	YTD	Budget \$	Annual
	Actual	Budget	Actual	Committed	Actual/ Committed	Remaining	Budget
551001 -OFFICE SUPPLIES							
OFFICE SUPPLIES	179.01	83.33	267.39	0.00	267.39	732.61	1,000.00
TOTAL 551001 -OFFICE SUPPLIES	179.01	83.33	267.39	0.00	267.39	732.61	1,000.00
552013 - SIGN MATERIALS							
SIGN R&M	0.00	250.00	236.27	0.00	236.27	2,763.73	3,000.00
SIGN STREET	0.00	666.67	180.00	0.00	180.00	7,820.00	8,000.00
TOTAL 552013 - SIGN MATERIALS	0.00	916.67	416.27	0.00	416.27	10,583.73	11,000.00
599010 - RESERVES & SUPPLEMENTAL							
RESERVE ALLOCATION	0.00	2,765.32	0.00	33,183.82	33,183.82	0.00	33,183.82
RESERVE ALLOCATION ADJUSTMENT	0.00	-126.36	0.00	-1,516.28	-1,516.28	0.00	-1,516.28
TOTAL 599010 - RESERVES & SUPPLEMENTAL	0.00	2,638.96	0.00	31,667.54	31,667.54	0.00	31,667.54
Total EXPENSES	9,084.36	27,814.52	98,338.34	234,993.41	333,331.75	442.46	333,774.21
NET INCOME	156,278.58	1,283.94	171,446.35	-155,199.02	16,247.33		15,407.33
563191 - CAPITAL EXPENSE							
DEM HAZARD MITIGATION GRANT	0.00	1,283.94	0.00	15,407.33	15,407.33	0.00	15,407.33
TOTAL 563191 - CAPITAL EXPENSE	0.00	1,283.94	0.00	15,407.33	15,407.33	15,407.33	15,407.33
TOTAL ADJ'D EXPENSES	9,084.36	29,098.46	98,338.34	250,400.74	348,739.08	15,849.79	349,181.54
NET ADJ'D INCOME	156,278.58	-0.00	171,446.35	-170,606.35	840.00		0.00

Bluewater Bay MSBU
Expenses by Vendor Detail
JANUARY 2019

Vendor	Date	Memo	Account	Amount
CHELCO	01/24/2019	JANUARY 2019 LIGHTS & PUMPS	ELEC LIGHTS & PUMPS	1,494.67
Total CHELCO				<u>1,494.67</u>
OKALOOSA CO TAX COLLECTOR	01/09/2019	11/24 TAXES	TAX COLLECTOR COMMISSION	612.13
	01/29/2019	11/30 TAXES	TAX COLLECTOR COMMISSION	2,690.44
Total OKALOOSA CO TAX COLLECTOR				<u>3,302.57</u>
OKALOOSA COUNTY PROPERTY APPRAISOR	01/24/2019	2Q19 PROPERTY TAX JAN-MAR 2019	PROPERTY APPRAISER	1,008.11
Total OKALOOSA COUNTY PROPERTY APPRAISOR				<u>1,008.11</u>
PROGRESSIVE MANAGEMENT OF AMERICA, INC.	01/24/2019	0119 MGMT FEE	ADMIN MANAGEMENT FEES	2,200.00
	01/24/2019	19-'20 WEBSITE HOSTING	OFFICE SUPPLIES	155.88
	01/24/2019	FLAG POLE REPLACEMENT	COMMON AREA ENHANCEMENTS	900.00
	01/24/2019	BOARD MEETING PKGS - PRINTING	OFFICE SUPPLIES	23.13
Total PROGRESSIVE MANAGEMENT OF AMERICA, INC.				<u>3,279.01</u>
TOTAL				<u><u>9,084.36</u></u>

OKALOOSA COUNTY BOCC
REVENUE STATUS REPORT

SUNGARD PENTAMATION, INC.
DATE: 02/04/2019
TIME: 14:55:22

SELECTION CRITERIA: revldgr.key_orgn='1695R'
ACCOUNTING PERIOD: 4/19

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	320,000.00	165,127.68	.00	269,387.15	50,612.85	84.18
361101	INTEREST ON TIME DEPOSIT	.00	235.26	.00	397.54	-397.54	.00
389901	BALANCES-CASH	51,141.00	.00	.00	.00	51,141.00	.00
	TOTAL BLUEWATER BAY REVENUE	371,141.00	165,362.94	.00	269,784.69	101,356.31	72.69
	TOTAL BLUEWATER BAY REVENUE	371,141.00	165,362.94	.00	269,784.69	101,356.31	72.69
	TOTAL M.S.B.U. FUND	371,141.00	165,362.94	.00	269,784.69	101,356.31	72.69
	TOTAL REPORT						

OKALOOSA COUNTY BOCC
EXPENDITURE TRANSACTION ANALYSIS

SUNGARD PENTAMATION, INC.
DATE: 02/04/2019
TIME: 14:53:59

SELECTION CRITERIA: transact.yr='19' and transact.reference='4' and transact.key_orgn='1695'
ACCOUNTING PERIOD: 5/19

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							
4 /19 01/24/19 21			V1902921	21700138	PROGRESSIVE MGMT	155.88	.00	WEBSIT HOSTING RENEW
4 /19 01/24/19 21			V1902921	21700138	PROGRESSIVE MGMT	2,200.00	.00	MONTHLY MGMT FEE
TOTAL	PS-CONSULTANT				.00	2,355.88	.00	
534607	CS-LAWN SERVICE							
4 /19 01/24/19 21			V1902921	21700138	PROGRESSIVE MGMT	900.00	.00	FLAG POLE REPLACEMENT
4 /19 01/28/19 25					-42,800.00			BT-CA-19-021
TOTAL	CS-LAWN SERVICE				-42,800.00	900.00	.00	
534900	CS-OTHER							
4 /19 01/28/19 25					3,800.00			BT-CA-19-021
4 /19 01/28/19 11					.00			ESTABLISH ACCOUNT
TOTAL	CS-OTHER				3,800.00	.00	.00	
543003	UTILITIES-LIGHTING							
4 /19 01/24/19 21			1902858	001924	CHOCTAWHATCHEE E	1,494.67	.00	BLUEWATER BAY MSBU
TOTAL	UTILITIES-LIGHTING				.00	1,494.67	.00	
546990	RM-OTHER							
4 /19 01/28/19 25					39,000.00			BT-CA-19-021
4 /19 01/28/19 11					.00			ESTABLISH ACCOUNT
TOTAL	RM-OTHER				39,000.00	.00	.00	
549004	COMMISSIONS-PROP APPRAISE							
4 /19 01/24/19 21			V1902854	004028	MACK BUSBEE	1,008.11	.00	BWB MSBU
TOTAL	COMMISSIONS-PROP APPRAISE				.00	1,008.11	.00	
549005	COMMISSIONS-TAX COLLECTOR							
4 /19 01/09/19 24				000004	BENJAMIN F ANDER	612.13	.00	11/24 TX ACH
4 /19 01/29/19 24				000004	BENJAMIN F ANDER	2,690.44	.00	11/30 TX ACH
TOTAL	COMMISSIONS-TAX COLLECTOR				.00	3,302.57	.00	
551001	OFFICE SUPPLIES							
4 /19 01/24/19 21			V1902921	21700138	PROGRESSIVE MGMT	23.13	.00	COPIES BOARD MEETING
TOTAL	OFFICE SUPPLIES				.00	23.13	.00	
TOTAL	BLUEWATER BAY MSBU				.00	9,084.36	.00	
TOTAL	M.S.B.U. FUND				.00	9,084.36	.00	
TOTAL REPORT					.00	9,084.36	.00	