



Bluewater Bay Municipal Benefit Services Unit

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

Finance Committee Report

Review of July 2019 Financials

- \$0.00 of assessments & interest was collected in July.
 - Total Y-T-D Collected - \$333,624

- \$25,263.37 of expenses were incurred for the month includes the following:
 - Total Y-T-D Expense - \$268,655.35
 - Management Fee Expense – July Management Fees (\$2,200)
 - Common Area Enhancement – Shade Trees for Playground Area (\$1,580)
 - Landscape Contract – Monthly Landscape Services – July 2019 (\$15,394)
 - Landscape Irrigation – Replace 2HP Control Box (\$453)
 - Tree Maintenance & Removal – Pear Tree Debris Haul Away (\$300)
 - Utilities – Lighting – July Services (\$1,668)
 - Insurance – Public Officials Liability/ Employment Practice (\$2,660)
 - Property Tax Appraiser Commission - (\$1,008)

Financial Reconciliation

General Fund		Reserve Fund	
Receipts to Date	336,022.62	Cash Balance	51,141.00
Outstanding Assessments	0.00	2018/19 Reserve Funding	31,667.54
Balance Cash (Carry Over)	17,343.33		
Less:		Less:	
Committed Expenses **	(100,962.07)	2018 Committed Expenses	(24,149.21)
Expenditures	(268,655.35)	Balance Cash (Carry Over)	
Subtotal	(16,251.47)	Included - FYE 2019 Budget	(17,343.33)
		Playground Enhancement	(8,000.00)
Add:		Woodlands Sidewalk Project	(31,288.20)
2018 Committed Expense Funding	24,149.21	DOT Landscape Grant	(500.00)
Balance	7,897.74	Balance	1,527.80

**** Amount includes Reserve Allocation**

NOTE: The final year-end reconciliation has not been provided by Okaloosa County. Once completed, 2018/2019 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: \$11,815.38 (EXCLUDES ***OTHER COMMITTED PROJECT EXPENSE FUNDS**)**

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. – **SCHEDULED FOR APRIL/ MAY 2019**

08/14/18 Meeting

\$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

\$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**

04/14/19 Meeting

\$2,000.00 - Steve Boswell motioned to approve raised pavement markers be installed around the circle by the county. With the motion he requested as many markers be installed but not exceed \$2,000.00. Debbie Stretch seconded the motion. Motion Approved Unanimously. – **NOT YET COMPLETED**

07/09/19 Meeting

\$1,262.38 - David Vardaman moved to approve the \$1262.38 for the controller and valves. Debbie Strange seconded the motion. Motion Approved Unanimously. – **NOT YET COMPLETED**

\$500.00 - David Vardaman moved to approve (not to exceed) \$500 for landscape reduction for the shrubs on both sides of Southwinds and Bluewater Blvd corners. Pam Ragnoli seconded the motion. Motion Approved Unanimously. – **NOT YET COMPLETED**

****Other Committed Project Expense Funds**

06/12/18 Meeting

\$8,000.00 - David Vardaman motioned that MSBU would commit/allocate \$8,000.00 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. – **Paid \$1,580.00 Y-T-D**

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 begin. – Board Approved 11/13/18.

BLUEWATER BAY MSBU

STATEMENT OF REVENUE EXPENSE BUDGET PERFORMANCE JULY 31, 2019

ACCOUNT DESCRIPTION	July	Monthly	YTD	YTD	YTD	Budget \$	Annual
	Actual	Budget	Actual	Committed	Actual/ Committed	Remaining	Budget
REVENUE							
325212 - BLUEWATER BAY ASSESSMENTS	0.00	27,653.18	333,624.34	0.00	333,624.34	-1,786.13	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	814.98	0.00	2,398.28	0.00	2,398.28	0.00	0.00
TOTAL REVENUE	814.98	29,098.46	336,022.62	17,343.33	353,365.95	-1,786.13	349,181.54
EXPENSES							
531100 - PS CONSULTANT							
ADMIN MANAGEMENT FEES	2,200.00	2,200.00	21,800.00	6,600.00	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	21,800.00	6,600.00	28,400.00	-2,000.00	26,400.00
534607 - CS LAWN SERVICE							
COMMON AREA ENHANCEMENTS	1,580.00	2,250.00	15,893.82	5,425.00	21,318.82	681.18	22,000.00
CHRISTMAS TREE LIGHTS	0.00	316.67	3,715.00	0.00	3,715.00	85.00	3,800.00
LANDSCAPE CONTRACT	15,393.83	15,393.83	169,104.67	30,787.66	199,892.33	-15,166.36	184,725.97
LANDSCAPE IRRIGATION	453.04	833.33	12,401.91	3,990.38	16,392.29	-1,392.29	15,000.00
TREE MAINTENANCE & REMOVAL	300.00	833.33	13,315.65	2,400.00	15,715.65	-5,715.65	10,000.00
TOTAL 534607 - CS LAWN SERVICE	17,726.87	19,627.16	214,431.05	42,603.04	257,034.09	-21,508.12	235,525.97
543003 - UTILITIES LIGHTING							
ELEC LIGHTS & PUMPS	1,668.31	1,525.00	13,678.34	4,621.66	18,300.00	0.00	18,300.00
Total 543003 - UTILITIES LIGHTING	1,668.31	1,525.00	13,678.34	4,621.66	18,300.00	0.00	18,300.00
543010 - UTILITIES WATER & SEWER							
WATER (IRRIGATION)	0.00	200.00	0.00	0.00	0.00	2,400.00	2,400.00
TOTAL 543010 - UTILITIES WATER & SEWER	0.00	200.00	0.00	0.00	0.00	2,400.00	2,400.00
545010 - INSURANCE GENERAL LIABILITY							
DIRECTOR & OFFICER LIABILITY	2,660.08	183.33	3,032.08	0.00	3,032.08	-832.08	2,200.00
GENERAL LIABILITY	0.00	100.00	0.00	1,400.00	1,400.00	-200.00	1,200.00
TOTAL 545010 - INSURANCE GENERAL LIABILITY	2,660.08	283.33	3,032.08	1,400.00	4,432.08	-1,032.08	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	4,032.44	0.00	4,032.44	1,011.50	5,043.94
TOTAL 549004 - COMMISSIONS PROP APPRAISER	1,008.11	420.33	4,032.44	0.00	4,032.44	1,011.50	5,043.94
549005 - COMMISSION TAX COLLECTOR							
TAX COLLECTOR COMMISSION 2%	0.00	553.06	6,688.78	0.00	6,688.78	-52.02	6,636.76
TOTAL 549005 - COMMISSIONS TAX COLLECTOR	0.00	553.06	6,688.78	0.00	6,688.78	-52.02	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 JULY 31, 2019

ACCOUNT DESCRIPTION	July	Monthly	YTD	YTD	YTD	Budget \$	Annual
	Actual	Budget	Actual	Committed	Actual/ Committed	Remaining	Budget
551001 -OFFICE SUPPLIES							
OFFICE SUPPLIES	0.00	83.33	402.06	200.00	602.06	397.94	1,000.00
TOTAL 551001 -OFFICE SUPPLIES	0.00	83.33	402.06	200.00	602.06	397.94	1,000.00
552013 - SIGN MATERIALS							
SIGN R&M	0.00	250.00	2,773.10	0.00	2,773.10	226.90	3,000.00
SIGN STREET	0.00	0.00	180.00	0.00	180.00	-180.00	0.00
TOTAL 552013 - SIGN MATERIALS	0.00	250.00	2,953.10	0.00	2,953.10	46.90	3,000.00
599010 - RESERVES & SUPPLEMENTAL							
RESERVE ALLOCATION	0.00	2,765.32	1,537.50	31,646.32	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	1,537.50	30,130.04	31,667.54	0.00	31,667.54
Total EXPENSES	25,263.37	27,814.52	268,655.35	85,554.74	354,210.09	-20,435.88	333,774.21
NET INCOME	-24,448.39	1,283.94	67,367.27	-68,211.41	-844.14		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	25,263.37	29,098.46	268,655.35	100,962.07	369,617.42	-5,028.55	349,181.54
NET ADJ'D INCOME	-24,448.39	-0.00	67,367.27	-83,618.74	-16,251.47		0.00

Bluewater Bay MSBU
Expenses by Vendor Detail
JULY 2019

Vendor	Date	Memo	Account	Amount
ARBOR BARBER TREES, LLC	07/18/2019	PEAR TREE DEBRIS HAUL OFF	TREE MAINTENANCE & REMOVAL	300.00
Total ARBOR BARBER TREES, LLC				<u>300.00</u>
BRIGHTVIEW LANDSCAPE MAINTENANCE	07/18/2019	REPLACE A 2HP CONTROL BOX (PARTS & LABOR)	LANDSCAPE IRRIGATION	453.04
	07/18/2019	0619 LANDSCAPE CONTRACT	LANDSCAPE CONTRACT	15,393.83
Total BRIGHTVIEW LANDSCAPE MAINTENANCE				<u>15,846.87</u>
CHELCO	07/18/2019	JULY 2019 LIGHTS & PUMPS	ELEC LIGHTS & PUMPS	1,668.31
Total CHELCO				<u>1,668.31</u>
Dax Gill Insurance	07/25/2019	PUBLIC OFFICIALS LIABILITY & EMPLOYMENT PRACTICE	DIRECTORS & OFFICERS LIABILITY	2,660.08
Total Dax Gill Insurance				<u>2,660.08</u>
Emerald Coast Retail Nursery Wholesale	07/11/2019	WOODLANDS PLAYGROUND	COMMON AREA ENHANCEMENTS	1,580.00
Total Emerald Coast Retail Nursery Wholesale				<u>1,580.00</u>
OKALOOSA COUNTY PROPERTY APPRAISOR	07/18/2019	4Q19 PROPERTY TAX JULY-SEPT 2019	PROPERTY APPRAISER	1,008.11
Total OKALOOSA COUNTY PROPERTY APPRAISOR				<u>1,008.11</u>
PROGRESSIVE MANAGEMENT OF AMERICA, INC.	07/18/2019	0719 MGMT FEE	ADMIN MANAGEMENT FEES	2,200.00
Total PROGRESSIVE MANAGEMENT OF AMERICA, INC.				<u>2,200.00</u>
TOTAL				<u><u><u>25,263.37</u></u></u>

OKALOOSA COUNTY BOCC
EXPENDITURE TRANSACTION ANALYSIS

SUNGARD PENTAMATION, INC.
DATE: 08/05/2019
TIME: 14:28:13

SELECTION CRITERIA: transact.yr='19' and transact.period='10' and transact.key_orgn='1695'
ACCOUNTING PERIOD: 11/19

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							
10/19 07/18/19 21			V1907676	21700138	PROGRESSIVE MGMT	2,200.00	.00	MONTHLY MGMT FEE
TOTAL						2,200.00	.00	
534607	CS-LAWN SERVICE							
10/19 07/18/19 21			1907584	21800153	ARBOR BARBER TRE	300.00	.00	BWB MSBU
10/19 07/18/19 21			1907594	21600187	BRIGHTVIEW LANDS	453.04	.00	BWB MSBU 2HP CONTROL
10/19 07/18/19 21			1907594	21600187	BRIGHTVIEW LANDS	15,393.83	.00	JULY19 BWB MSBU EXT
TOTAL						16,146.87	.00	
543003	UTILITIES-LIGHTING							
10/19 07/18/19 21			1907604	001924	CHOCTAWHATCHEE E	1,668.31	.00	BWB MSBU
TOTAL						1,668.31	.00	
545010	INSURANCE-GEN LIABILITY							
10/19 07/25/19 21			1907741	21900137	DAX GILL INSURAN	2,660.08	.00	6/20/19-6/20/20
TOTAL						2,660.08	.00	
546990	RM-OTHER							
10/19 07/11/19 21			1907480	21900135	EMERALD COAST WH	1,580.00	.00	WOODLANDS PLAYGROUND
TOTAL						1,580.00	.00	
549004	COMMISSIONS-PROP APPRAISE							
10/19 07/18/19 21			V1907597	004028	MACK BUSBEE	1,008.11	.00	4TH QTR BWB MSBU
TOTAL						1,008.11	.00	
TOTAL						25,263.37	.00	
TOTAL						25,263.37	.00	
TOTAL						25,263.37	.00	

SUNGARD PENTAMATION, INC.
 DATE: 07/02/2019
 TIME: 17:37:13

OKALOOSA COUNTY BOCC
 REVENUE STATUS REPORT

PAGE NUMBER: 1
 REVSTAIL

SELECTION CRITERIA: revldgr.key_orgn='1695R'
 ACCOUNTING PERIOD: 9/19

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	320,000.00	28,548.41	.00	333,624.34	-13,624.34	104.26
361101	INTEREST ON TIME DEPOSIT	.00	814.98	.00	1,583.30	-1,583.30	.00
389901	BALANCES-CASH	93,946.00	.00	.00	93,946.00	93,946.00	.00
	TOTAL BLUEWATER BAY REVENUE	413,946.00	29,363.39	.00	335,207.64	78,738.36	80.98
	TOTAL BLUEWATER BAY REVENUE	413,946.00	29,363.39	.00	335,207.64	78,738.36	80.98
	TOTAL M.S.B.U. FUND	413,946.00	29,363.39	.00	335,207.64	78,738.36	80.98
	TOTAL REPORT	413,946.00	29,363.39	.00	335,207.64	78,738.36	80.98