



Bluewater Bay Municipal Benefit Services Unit

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

Finance Committee Report

Review of June 2019 Financials

- \$28,548.41 of assessments & interest was collected in April.
 - Total Y-T-D Collected - \$333,624
- \$23,773 of expenses were incurred for the month includes the following:
 - Total Y-T-D Expense - \$243,392
 - Management Fee Expense – May Management Fees (\$2,200)
 - Landscape Contract – Monthly Landscape Services – June 2019 (\$15,394)
 - Tree Maintenance & Removal – Install 4-16' Crape Myrtles/ 32 Bales of Pine Straw (\$3,486)
 - Utilities – Lighting – June Services (\$1,559)
 - Tax Collector Commission - (\$587)
 - Office Supplies – Print Board Meeting Packages (\$49)
 - Signs R&M – Repair Wood Fence on Bay Drive (\$498)

Financial Reconciliation

General Fund		Reserve Fund	
Receipts to Date	335,207.64	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 **	(125,581.44)	2018 Committed Expenses	(24,149.21)
Expenditures	(243,391.98)	Balance Cash (Carry Over)	
Subtotal	(16,422.45)	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	7,726.76	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: \$12,853.00 (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**

\$2,800.00 - Judy Griffin motioned to approve the demo and installation of new plant material on the southeast corner of Southwinds and Bluewater Blvd at the Traffic Circle. The berm would also be lowered in the demo. The price to complete the project will not exceed \$2,800.00 to complete. Steve Boswell seconded. 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.

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
JUNE 30, 2019

ACCOUNT DESCRIPTION	June Actual	Monthly Budget	YTD Actual	YTD Committed	YTD Actual/ Committed	Budget \$ Remaining	Annual Budget
REVENUE							
325212 - BLUEWATER BAY ASSESSMENTS	28,548.41	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	1,583.30	0.00	1,583.30	0.00	0.00
TOTAL REVENUE	29,363.39	29,098.46	335,207.64	17,343.33	352,550.97	-1,786.13	349,181.54
EXPENSES							
531100 - PS CONSULTANT							
ADMIN MANAGEMENT FEES	2,200.00	2,200.00	19,600.00	8,800.00	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	19,600.00	8,800.00	28,400.00	-2,000.00	26,400.00
534607 - CS LAWN SERVICE							
COMMON AREA ENHANCEMENTS	0.00	1,833.33	14,313.82	7,725.00	22,038.82	-38.82	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	153,710.84	46,181.49	199,892.33	-15,166.36	184,725.97
LANDSCAPE IRRIGATION	0.00	833.33	11,948.87	2,728.00	14,676.87	323.13	15,000.00
TREE MAINTENANCE & REMOVAL	3,485.65	833.33	13,015.65	2,400.00	15,415.65	-5,415.65	10,000.00
TOTAL 534607 - CS LAWN SERVICE	18,879.48	19,210.50	196,704.18	59,034.49	255,738.67	-20,212.70	235,525.97
543003 - UTILITIES LIGHTING							
ELEC LIGHTS & PUMPS	1,558.78	1,525.00	12,010.03	6,289.97	18,300.00	0.00	18,300.00
Total 543003 - UTILITIES LIGHTING	1,558.78	1,525.00	12,010.03	6,289.97	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	0.00	183.33	372.00	2,300.00	2,672.00	-472.00	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	0.00	283.33	372.00	3,700.00	4,072.00	-672.00	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	420.33	3,024.33	2,019.61	5,043.94	0.00	5,043.94
TOTAL 549004 - COMMISSIONS PROP APPRAISER	0.00	420.33	3,024.33	2,019.61	5,043.94	0.00	5,043.94
549005 - COMMISSION TAX COLLECTOR							
TAX COLLECTOR COMMISSION 2%	587.26	553.06	6,688.78	0.00	6,688.78	-52.02	6,636.76
TOTAL 549005 - COMMISSIONS TAX COLLECTOR	587.26	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

JUNE 30, 2019

ACCOUNT DESCRIPTION	June Actual	Monthly Budget	YTD Actual	YTD Committed	YTD Actual/ Committed	Budget \$ Remaining	Annual Budget
551001 -OFFICE SUPPLIES							
OFFICE SUPPLIES	48.99	83.33	402.06	200.00	602.06	397.94	1,000.00
TOTAL 551001 -OFFICE SUPPLIES	48.99	83.33	402.06	200.00	602.06	397.94	1,000.00
552013 - SIGN MATERIALS							
SIGN R&M	498.40	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	498.40	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	23,772.91	27,397.85	243,391.98	110,174.11	353,566.09	-19,791.88	333,774.21
NET INCOME	5,590.48	1,700.61	91,815.66	-92,830.78	-1,015.12		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	23,772.91	28,681.80	243,391.98	125,581.44	368,973.42	-4,384.55	349,181.54
NET ADJ'D INCOME	5,590.48	416.67	91,815.66	-108,238.11	-16,422.45		0.00

Bluewater Bay MSBU
Expenses by Vendor Detail
JUNE 2019

Vendor	Date	Memo	Account	Amount
BRIGHTVIEW LANDSCAPE MAINTENANCE				
	06/20/2019	16' NATCHEZ CRAPE MYRTLES (4)/ INSTALL 32 BALES OF PINE TREE MAINTENANCE & REMOVAL		3,485.65
	06/20/2019	0619 LANDSCAPE CONTRACT	LANDSCAPE CONTRACT	15,393.83
Total BRIGHTVIEW LANDSCAPE MAINTENANCE				<u>18,879.48</u>
CHELCO				
	06/20/2019	JUNE 2019 LIGHTS & PUMPS	ELEC LIGHTS & PUMPS	1,558.78
Total CHELCO				<u>1,558.78</u>
J'S PROFESSIONAL HOME SERVICES, LLC				
	06/20/2019	REPAIR WOOD FENCE ON BAY DRIVE	SIGN R&M	498.40
Total J'S PROFESSIONAL HOME SERVICES, LLC				<u>498.40</u>
OKALOOSA CO TAX COLLECTOR				
	06/19/2019	053119 TX	TAX COLLECTOR COMMISSION	547.21
	06/19/2019	061219 TX	TAX COLLECTOR COMMISSION	40.05
Total OKALOOSA CO TAX COLLECTOR				<u>587.26</u>
PROGRESSIVE MANAGEMENT OF AMERICA, INC.				
	06/20/2019	0619 MGMT FEE	ADMIN MANAGEMENT FEES	2,200.00
	06/20/2019	0519 BOARD MEETING COPIES	OFFICE SUPPLIES	48.99
Total PROGRESSIVE MANAGEMENT OF AMERICA, INC.				<u>2,248.99</u>
TOTAL				<u><u>23,772.91</u></u>

OKALOOSA COUNTY BOCC
 REVENUE STATUS REPORT

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

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

OKALOOSA COUNTY BOCC
EXPENDITURE TRANSACTION ANALYSIS

SUNGARD PENTAMATION, INC.
DATE: 07/02/2019
TIME: 17:36:35

SELECTION CRITERIA: transact.yr='19' and transact.period='9' and transact.key_orgn='1695'
ACCOUNTING PERIOD: 10/19

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							
9 /19 06/17/19 19			21901069			-372.00		INSURANCE JUN-SEP19
9 /19 06/20/19 21			V1907092	21700138	PROGRESSIVE MGMT	2,200.00	.00	JUNE 2019 MGMT FEE
TOTAL	PS-CONSULTANT				.00	1,828.00	.00	
534607	CS-LAWN SERVICE							
9 /19 06/20/19 21			1907002	21600187	BRIGHTVIEW LANDS	3,485.65	.00	BWB MSBU
9 /19 06/20/19 21			1907002	21600187	BRIGHTVIEW LANDS	15,393.83	.00	BWB MSBU JUNE 2019
TOTAL	CS-LAWN SERVICE				.00	18,879.48	.00	
543003	UTILITIES-LIGHTING							
9 /19 06/20/19 21			26903623	001924	CHOCTAWHATCHEE E	-1,558.78	.00	BWB MSBU
9 /19 06/20/19 21			1907012	001924	CHOCTAWHATCHEE E	1,558.78	.00	BWB MSBU
9 /19 06/20/19 21			26903623	001924	CHOCTAWHATCHEE E	1,558.78	.00	BWB MSBU
TOTAL	UTILITIES-LIGHTING				.00	1,558.78	.00	
545010	INSURANCE-GEN LIABILITY							
9 /19 06/17/19 19			21901069			372.00	.00	INSURANCE JUN-SEP19
TOTAL	INSURANCE-GEN LIABILITY				.00	372.00	.00	
549005	COMMISSIONS-TAX COLLECTOR							
9 /19 06/19/19 24				000004	BENJAMIN F ANDER	28.41	.00	053119 TX ACH
9 /19 06/19/19 24				000004	BENJAMIN F ANDER	518.80	.00	053119 ACH
9 /19 06/21/19 24				000004	BENJAMIN F ANDER	40.05	.00	061219 TX ACH
TOTAL	COMMISSIONS-TAX COLLECTOR				.00	587.26	.00	
551001	OFFICE SUPPLIES							
9 /19 06/20/19 21			V1907092	21700138	PROGRESSIVE MGMT	48.99	.00	JUNE 2019 MEETING COPY
TOTAL	OFFICE SUPPLIES				.00	48.99	.00	
552013	SIGN MATERIALS							
9 /19 06/20/19 21			1907069	21800073	J'S PROFESSIONAL	498.40	.00	MSBU BAY DRIVE
TOTAL	SIGN MATERIALS				.00	498.40	.00	
TOTAL	BLUEWATER BAY MSBU					23,772.91	.00	
TOTAL	M.S.B.U. FUND					23,772.91	.00	
TOTAL REPORT						23,772.91	.00	