



Bluewater Bay Municipal Benefit Services Unit

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

Finance Committee Report

Review of March 2019 Financials

- \$4,495 of assessments & interest was collected in February.
 - Total Y-T-D Collected - \$298,134
- \$90 of expenses were incurred for the month includes the following:
 - Total Y-T-D Expense - \$142,542
- Tax Collector Commission - (\$90)

Financial Reconciliation

General Fund		Reserve Fund	
Receipts to Date	298,531.95	Cash Balance	51,141.00
Outstanding Assessments	33,703.80	2018/19 Reserve Funding	31,667.54
Balance Cash (Carry Over)	17,343.33		
Less:		Less:	
Committed Expenses **	(216,340.28)	2018 Committed Expenses	(24,149.21)
Expenditures	(142,542.23)	Balance Cash (Carry Over)	
Subtotal	(9,303.43)	Included - FYE 2019 Budget	(17,343.33)
		Playground Equipment	(8,000.00)
Add:		Woodlands Sidewalk Project	(31,288.20)
2018 Committed Expense Funding	24,149.21	DOT Landscape Grant	(500.00)
Balance	14,845.78	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: \$23,229.75 (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**

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

\$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**

02/12/19 Meeting

\$4,389.24 - David Vardaman restated Judy's motion to approve the additional funding of \$1889.24 to complete the new plantings at the monument signs on the North and South sides of Bluewater Blvd. This would come out of the Landscaping fund. The total cost for this project that was previously approved is now going to cost \$4,389.24. This money shall be approved after Progressive looks into the allocations. Judy Griffin seconded the motion. Motion Approved Unanimously. – **COMPLETED/ INVOICE SUBMITTED FOR PAYMENT**

03/12/19 Meeting

\$1,170.00 – Steve Boswell motioned to approve the proposal to replace the foot valve on the pump located at Greenwood Way for \$1,170.00. David Vardaman seconded the motion. Motion Approved Unanimously. – **COMPLETED/ INVOICE SUBMITTED FOR PAYMENT**

\$1,110.00 – Judy Griffin motioned to approve the proposal for multiple irrigation issues in the amount of \$1,110.00. Steve Boswell seconded the motion. Motion Approved Unanimously. – **COMPLETED/ INVOICE SUBMITTED FOR PAYMENT**

\$3,570.50 - David Vardaman motioned to approve the proposal for multiple irrigation issues from the irrigation inspection in the amount of \$3,570.50. Debbie Stretch seconded the motion. Motion Approved Unanimously. – **COMPLETED/ AWAITING INVOICE**

\$345.84 - Judy Griffin motioned to approve \$345.84 to replace the foxtail ferns at Bermuda Cove. Motion Approved Unanimously. – **COMPLETED/ AWAITING INVOICE**

****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

MARCH 31, 2019

ACCOUNT DESCRIPTION	March	Monthly	YTD	YTD	YTD	Budget \$	Annual
	Actual	Budget	Actual	Committed	Actual/ Committed	Remaining	Budget
REVENUE							
325212 - BLUEWATER BAY ASSESSMENTS	4,494.89	27,653.18	298,134.41	33,703.80	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	0.00	0.00	397.54	0.00	397.54	0.00	0.00
TOTAL REVENUE	4,494.89	29,098.46	298,531.95	51,047.13	349,579.08	0.00	349,181.54
EXPENSES							
531100 - PS CONSULTANT							
ADMIN MANAGEMENT FEES	0.00	2,200.00	10,800.00	17,600.00	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	0.00	2,200.00	10,800.00	17,600.00	28,400.00	-2,000.00	26,400.00
534607 - CS LAWN SERVICE							
COMMON AREA ENHANCEMENTS	0.00	1,583.33	5,183.41	12,251.25	17,434.66	1,565.34	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	92,135.52	107,756.81	199,892.33	-15,166.36	184,725.97
LANDSCAPE IRRIGATION	0.00	833.33	5,262.03	8,758.50	14,020.53	-4,020.53	10,000.00
TREE MAINTENANCE & REMOVAL	0.00	833.33	8,080.00	2,400.00	10,480.00	-480.00	10,000.00
TOTAL 534607 - CS LAWN SERVICE	0.00	18,960.50	114,375.96	131,166.56	245,642.52	-18,016.55	227,525.97
543003 - UTILITIES LIGHTING							
ELEC LIGHTS & PUMPS	0.00	1,525.00	6,065.44	12,234.56	18,300.00	0.00	18,300.00
Total 543003 - UTILITIES LIGHTING	0.00	1,525.00	6,065.44	12,234.56	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	2,300.00	2,300.00	-100.00	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	0.00	3,700.00	3,700.00	-300.00	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	2,016.22	3,027.72	5,043.94	0.00	5,043.94
TOTAL 549004 - COMMISSIONS PROP APPRAISER	0.00	420.33	2,016.22	3,027.72	5,043.94	0.00	5,043.94
549005 - COMMISSION TAX COLLECTOR							
TAX COLLECTOR COMMISSION 2%	89.90	553.06	5,962.69	674.07	6,636.76	0.00	6,636.76
TOTAL 549005 - COMMISSIONS TAX COLLECTOR	89.90	553.06	5,962.69	674.07	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

MARCH 31, 2019

ACCOUNT DESCRIPTION	March	Monthly	YTD	YTD	YTD	Budget \$	Annual
	Actual	Budget	Actual	Committed	Actual/ Committed	Remaining	Budget
551001 -OFFICE SUPPLIES							
OFFICE SUPPLIES	0.00	83.33	267.39	0.00	267.39	732.61	1,000.00
TOTAL 551001 -OFFICE SUPPLIES	0.00	83.33	267.39	0.00	267.39	732.61	1,000.00
552013 - SIGN MATERIALS							
SIGN R&M	0.00	250.00	1,237.03	0.00	1,237.03	1,762.97	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	1,417.03	0.00	1,417.03	9,582.97	11,000.00
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	89.90	27,814.52	142,542.23	200,932.95	343,475.18	-9,700.97	333,774.21
NET INCOME	4,404.99	1,283.94	155,989.72	-149,885.82	6,103.90		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	89.90	29,098.46	142,542.23	216,340.28	358,882.51	5,706.36	349,181.54
NET ADJ'D INCOME	4,404.99	-0.00	155,989.72	-165,293.15	-9,303.43		0.00

Bluewater Bay MSBU
Expenses by Vendor Detail
MARCH 2019

Vendor	Date	Memo	Account	Amount
OKALOOSA CO TAX COLLECTOR	03/12/2019	02/28 TAXES	TAX COLLECTOR COMMISSION	89.90
Total OKALOOSA CO TAX COLLECTOR				<u>89.90</u>
TOTAL				<u><u>89.90</u></u>

SUNGARD PENTAMATION, INC.
 DATE: 04/08/2019
 TIME: 06:14:32

PAGE NUMBER: 1
 AUDIT11

OKALOOSA COUNTY BOCC
 EXPENDITURE TRANSACTION ANALYSIS

SELECTION CRITERIA: transact.yr='19' and transact.period='6' and transact.key_orign='1695'
 ACCOUNTING PERIOD: 7/19

FUND - 113 - M.S.B.U. FUND
 DEPARTMENT - 1695 - BLUEWATER BAY MSBU

ACCOUNT DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
549005			COMMISSIONS-TAX COLLECTOR					
6 /19 03/12/19 24				000004 BENJAMIN F ANDER	.00	89.90		022819 TX ACH
TOTAL			COMMISSIONS-TAX COLLECTOR			89.90	.00	
TOTAL			BLUEWATER BAY MSBU		.00	89.90	.00	
TOTAL			M.S.B.U. FUND		.00	89.90	.00	
TOTAL			REPORT		.00	89.90	.00	

OKALOOSA COUNTY BOCC
REVENUE STATUS REPORT

SUNGARD PENTAMATION, INC.
DATE: 04/08/2019
TIME: 06:21:10

SELECTION CRITERIA: revledgr.key_orgn='1695R'
ACCOUNTING PERIOD: 6/19

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	4,494.89	.00	298,134.41	21,865.59	93.17
361101	INTEREST ON TIME DEPOSIT	.00	.00	.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	4,494.89	.00	298,531.95	72,609.05	80.44
	TOTAL BLUEWATER BAY REVENUE	371,141.00	4,494.89	.00	298,531.95	72,609.05	80.44
	TOTAL M.S.B.U. FUND	371,141.00	4,494.89	.00	298,531.95	72,609.05	80.44
	TOTAL REPORT	371,141.00	4,494.89	.00	298,531.95	72,609.05	80.44