



Bluewater Bay Municipal Benefit Services Unit

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

Finance Committee Report

Review of February 2019 Financials

- \$24,252 of assessments & interest was collected in February.
 - Total Y-T-D Collected - \$294,037
- \$44,115 of expenses were incurred for the month includes the following:
 - Total Y-T-D Expense - \$142,452
 - Management Fee Expense – Management Fees (\$2,200)
 - Common Area Enhancement – Light Bulb Purchase & Replacement (\$515)
 - Landscape Contract – Monthly Landscape Services – January/ February 2019 (\$30,788)
 - Landscape Irrigation – Pump Station Repairs (\$400)
 - Tree Removal – Bay Drive Tree Removal (\$6,400)
 - Utilities – Lighting – January Services (\$1,430)
 - Tax Collector Commission - (\$485)
 - Sign R&M – Purchase Flags (\$359)
 - Reserve Allocation – Utility Location for Grant (\$1538)

Financial Reconciliation

General Fund		Reserve Fund	
Receipts to Date	294,037.06	Cash Balance	51,141.00
Outstanding Assessments	38,198.69	2018/19 Reserve Funding	31,667.54
Balance Cash (Carry Over)	17,343.33		
Less:		Less:	
Committed Expenses **	(209,753.84)	2018 Committed Expenses	(24,149.21)
Expenditures	(142,452.33)	Balance Cash (Carry Over)	
Subtotal	(2,627.09)	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	21,522.12	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: \$17,033.41 (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 follows: 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. – **IN-PROGRESS**

****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.

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

FEBRUARY 28, 2019

ACCOUNT DESCRIPTION	February Actual	Monthly Budget	YTD Actual	YTD Committed	YTD Actual/ Committed	Budget \$ Remaining	Annual Budget
REVENUE							
325212 - BLUEWATER BAY ASSESSMENTS	24,252.37	27,653.18	293,639.52	38,198.69	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	24,252.37	29,098.46	294,037.06	55,542.02	349,579.08	0.00	349,181.54
EXPENSES							
531100 - PS CONSULTANT							
ADMIN MANAGEMENT FEES	2,200.00	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	2,200.00	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	515.00	1,583.33	5,183.41	11,905.41	17,088.82	1,911.18	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	30,787.66	15,393.83	92,135.52	107,756.81	199,892.33	-15,166.36	184,725.97
LANDSCAPE IRRIGATION	400.00	833.33	5,262.03	2,728.00	7,990.03	2,009.97	10,000.00
TREE MAINTENANCE & REMOVAL	6,400.00	833.33	8,080.00	2,400.00	10,480.00	-480.00	10,000.00
TOTAL 534607 - CS LAWN SERVICE	38,102.66	18,960.50	114,375.96	124,790.22	239,166.18	-11,640.21	227,525.97
543003 - UTILITIES LIGHTING							
ELEC LIGHTS & PUMPS	1,429.94	1,525.00	6,065.44	12,234.56	18,300.00	0.00	18,300.00
Total 543003 - UTILITIES LIGHTING	1,429.94	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	2,200.00	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 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%	485.04	553.06	5,872.79	763.97	6,636.76	0.00	6,636.76
TOTAL 549005 - COMMISSIONS TAX COLLECTOR	485.04	553.06	5,872.79	763.97	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 FEBRUARY 28, 2019

ACCOUNT DESCRIPTION	February Actual	Monthly Budget	YTD Actual	YTD Committed	YTD Actual/ Committed	Budget \$ Remaining	Annual 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	358.85	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	358.85	916.67	1,417.03	0.00	1,417.03	9,582.97	11,000.00
599010 - RESERVES & SUPPLEMENTAL							
RESERVE ALLOCATION	1,537.50	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	1,537.50	2,638.96	1,537.50	30,130.04	31,667.54	0.00	31,667.54
Total EXPENSES	44,113.99	27,814.52	142,452.33	194,346.51	336,798.84	-3,024.63	333,774.21
NET INCOME	-19,861.62	1,283.94	151,584.73	-138,804.49	12,780.24		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	44,113.99	29,098.46	142,452.33	209,753.84	352,206.17	12,382.70	349,181.54
NET ADJ'D INCOME	-19,861.62	-0.00	151,584.73	-154,211.82	-2,627.09		0.00

Bluewater Bay MSBU
Expenses by Vendor Detail
FEBRUARY 2019

Vendor	Date	Memo	Account	Amount
ARBOR BARBER TREES, LLC	02/28/2019	TREE REMOVAL FOR BAY DRIVE	TREE MAINTENANCE & REMOVAL	6,400.00
Total ARBOR BARBER TREES, LLC				<u>6,400.00</u>
BRIGHTVIEW LANDSCAPE MAINTENANCE				
	02/28/2019	PUMP STATION REPAIRS	LANDSCAPE IRRIGATION	400.00
	02/28/2019	UTILITY LOCATION	RESERVES ALLOCATIONS	1,537.50
	02/28/2019	0119 LANDSCAPE SERVICE	LANDSCAPE CONTRACT	15,393.83
	02/28/2019	0219 LANDSCAPE SERVICE	LANDSCAPE CONTRACT	15,393.83
Total BRIGHTVIEW LANDSCAPE MAINTENANCE				<u>32,725.16</u>
CHELCO				
	02/28/2019	FEBRUARY 2019 LIGHTS & PUMPS	ELEC LIGHTS & PUMPS	1,429.94
Total CHELCO				<u>1,429.94</u>
OKALOOSA CO TAX COLLECTOR				
	02/13/2019	12/31 TAXES	TAX COLLECTOR COMMISSION	301.15
	02/18/2019	01/31 TAXES	TAX COLLECTOR COMMISSION	31.29
	02/25/2019	01/31 TAXES	TAX COLLECTOR COMMISSION	152.60
Total OKALOOSA CO TAX COLLECTOR				<u>485.04</u>
PROGRESSIVE MANAGEMENT OF AMERICA, INC.				
	02/28/2019	0219 MGMT FEE	ADMIN MANAGEMENT FEES	2,200.00
	02/28/2019	FLAG REPLACEMENT	SIGN R&M	358.85
	02/28/2019	LIGHTBULB REPLACEMENT	COMMON AREA ENHANCEMENTS	515.00
Total PROGRESSIVE MANAGEMENT OF AMERICA, INC.				<u>3,073.85</u>
TOTAL				<u><u>44,113.99</u></u>

SUNGARD PENTAMATION, INC.
 DATE: 03/07/2019
 TIME: 06:51:27

OKALOOSA COUNTY BOCC
 REVENUE STATUS REPORT

PAGE NUMBER: 1
 REVSTALL

SELECTION CRITERIA: revldgr.key_orgr='1695R'
 ACCOUNTING PERIOD: 5/19

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	24,252.37	.00	293,639.52	26,360.48	91.76
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	24,252.37	.00	294,037.06	77,103.94	79.23
	TOTAL BLUEWATER BAY REVENUE	371,141.00	24,252.37	.00	294,037.06	77,103.94	79.23
	TOTAL M.S.B.U. FUND	371,141.00	24,252.37	.00	294,037.06	77,103.94	79.23
	TOTAL REPORT	371,141.00	24,252.37	.00	294,037.06	77,103.94	79.23

OKALOOSA COUNTY BOCC
EXPENDITURE TRANSACTION ANALYSIS

SUNGARD PENTAMATION, INC.
DATE: 03/07/2019
TIME: 06:46:32

SELECTION CRITERIA: transact.yr='19' and transact.reference='5' and transact.key_orgn='1695'
ACCOUNTING PERIOD: 6/19

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							
5 /19 02/28/19 21			VL903942	21700138	PROGRESSIVE MGMT	2,200.00	.00	MONTHLY MGMT FEE
TOTAL	PS-CONSULTANT					2,200.00	.00	
534607	CS-LAWN SERVICE							
5 /19 02/28/19 21			1903860	21600187	BRIGHTVIEW LANDS	400.00	.00	BWB MSBU PUMP STATION
5 /19 02/28/19 21			1903860	21600187	BRIGHTVIEW LANDS	1,537.50	.00	BWB MSBU BLOODHOUND
5 /19 02/28/19 21			1903852	21600153	ARBOR BARBER TRE	6,400.00	.00	BAY DRIVE
5 /19 02/28/19 21			1903860	21600187	BRIGHTVIEW LANDS	15,393.83	.00	BWB MSBU FEB19 MAINT
5 /19 02/28/19 21			1903860	21600187	BRIGHTVIEW LANDS	15,393.83	.00	BWB MSBU JAN19 MAINT
5 /19 02/28/19 21			VL903942	21700138	PROGRESSIVE MGMT	515.00	.00	REPLACE LIGHT BULBS
TOTAL	CS-LAWN SERVICE					39,640.16	.00	
543003	UTILITIES-LIGHTING							
5 /19 02/28/19 21			1903868	001924	CHOCTAWHATCHEE E	1,429.94	.00	BWB MSBU
TOTAL	UTILITIES-LIGHTING					1,429.94	.00	
549005	COMMISSIONS-TAX COLLECTOR							
5 /19 02/13/19 24			000004	BENJAMIN F ANDER		301.15	.00	12/31 CURRENT TAX ACH
5 /19 02/18/19 24			000004	BENJAMIN F ANDER		31.29	.00	0131 TX ACH
5 /19 02/25/19 24			000004	BENJAMIN F ANDER		152.60	.00	JAN13 TX ACH
TOTAL	COMMISSIONS-TAX COLLECTOR					485.04	.00	
551001	OFFICE SUPPLIES							
5 /19 02/28/19 21			VL903942	21700138	PROGRESSIVE MGMT	358.85	.00	FLAG REPLACEMENT
TOTAL	OFFICE SUPPLIES					358.85	.00	
TOTAL	BLUEWATER BAY MSBU					44,113.99	.00	
TOTAL	M.S.B.U. FUND					44,113.99	.00	
TOTAL REPORT						44,113.99	.00	