



Bluewater Bay Municipal Benefit Services Unit

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

Finance Committee Report

Review of December 2019 FY19-20 Financials

- \$88,178.40 of assessments & interest was collected in December.
 - Total Y-T-D Collected - \$103,885.87

- \$27,695.87 of expenses were incurred for the month includes the following:
 - Total Y-T-D Expense - \$68,024.45
 - Management Fee Expense – December Management Fees (\$2,200)
 - Landscape Contract – Monthly Landscape Services – December 2019 (\$15,624.74)
 - Utilities – Lighting – September/October Services (\$1,573.22)
 - Office Supplies – Print Board Meeting Packages (\$79.85)
 - Tax Collector Commissions – November Taxes (\$1,763.57)
 - Property Appraiser – Oct-Dec'19 Taxes (\$1,089.49)
 - Services Other – Christmas Lights (\$3,715.00)
 - Services Others – Tree Trim, Debris Removal (\$1,650.00)

Financial Reconciliation

General Fund		Reserve Fund	
Receipts to Date	103,885.87	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 **	(29,987.07)	2018 Committed Expenses	(24,149.21)
Expenditures	(68,024.45)	Balance Cash (Carry Over)	
Subtotal	23,217.68	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		
Balance	47,366.89	Balance	2,027.80

**** 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: \$14,595.00 (EXCLUDES ***OTHER COMMITTED PROJECT EXPENSE FUNDS**)**

10/08/19 Meeting

\$175 – Rich Johnson moved to approve to purchase of a deer camera not to exceed \$175. Debbie Stretch seconded the motion. Motion Approved Unanimously. – **COMPLETED/WAITING ON PAYMENT \$159.74**

11/12/19 Meeting

\$14,420 – David Vardaman moved to turn the sunshade project over to the County Parks Department to cover at least fifty percent of the play surface, not to exceed the current amount of \$14,420. Rich Johnson seconded the motion. Motion Approved Unanimously.

****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/IN PROCESS OF GETTING BIDS FOR SUNSHADES**

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 DECEMBER 31, 2019

ACCOUNT DESCRIPTION	Dec'19	Monthly	YTD	YTD	YTD	Budget \$	Annual
	Actual	Budget	Actual	Committed	Actual/ Committed	Remaining	Budget
REVENUE							
325212 - BLUEWATER BAY ASSESSMENTS	88,178.40	28,829.70	103,885.87	0.00	103,885.87	242,070.53	345,956.40
* 389901 - BALANCE CASH (CARRYOVER)	0.00	0.00	0.00	17,343.33	17,343.33	-17,343.33	0.00
361101 - INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUE	88,178.40	28,829.70	103,885.87	17,343.33	121,229.20	224,727.20	345,956.40
EXPENSES							
531100 - PS CONSULTANT							
ADMIN MANAGEMENT FEES	2,200.00	2,200.00	6,600.00	0.00	6,600.00	19,800.00	26,400.00
CONSULTANT OTHER ENGINEERING	0.00	0.00	875.00	0.00	875.00	-875.00	0.00
WEBSITE MAINTENANCE FEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 531100 - PS CONSULTANT	2,200.00	2,200.00	7,475.00	0.00	7,475.00	18,925.00	26,400.00
534607 - CS LAWN SERVICE							
LANDSCAPE CONTRACT	15,624.74	15,624.74	46,874.22	0.00	46,874.22	140,622.66	187,496.88
TOTAL 534607 - CS LAWN SERVICE	15,624.74	15,624.74	46,874.22	0.00	46,874.22	140,622.66	187,496.88
534900 - CS OTHERS							
COMMON AREA ENHANCEMENTS	0.00	2,250.00	0.00	14,420.00	14,420.00	13,766.21	28,186.21
CHRISTMAS TREE LIGHTS	3,715.00	316.67	3,715.00	0.00	3,715.00	85.00	3,800.00
LANDSCAPE IRRIGATION	0.00	833.33	0.00	0.00	0.00	15,000.00	15,000.00
TREE MAINTENANCE & REMOVAL	1,650.00	833.33	1,650.00	0.00	1,650.00	8,350.00	10,000.00
TOTAL 534900 - CS OTHERS	5,365.00	4,233.33	5,365.00	14,420.00	19,785.00	37,201.21	56,986.21
543003 - UTILITIES LIGHTING							
ELEC LIGHTS & PUMPS	1,573.22	1,525.00	4,816.86	0.00	4,816.86	13,483.14	18,300.00
Total 543003 - UTILITIES LIGHTING	1,573.22	1,525.00	4,816.86	0.00	4,816.86	13,483.14	18,300.00
543010 - UTILITIES WATER & SEWER							
WATER (IRRIGATION)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 543010 - UTILITIES WATER & SEWER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
545010 - INSURANCE GENERAL LIABILITY							
DIRECTOR & OFFICER LIABILITY	0.00	191.67	0.00	0.00	0.00	2,300.00	2,300.00
GENERAL LIABILITY	0.00	116.67	0.00	0.00	0.00	1,400.00	1,400.00
TOTAL 545010 - INSURANCE GENERAL LIABILITY	0.00	308.33	0.00	0.00	0.00	3,700.00	3,700.00
545901 - COMMISSIONER BONDS							
SECURITY BONDS	0.00	8.33	0.00	0.00	0.00	100.00	100.00
TOTAL 545901 - COMMISSIONER BONDS	0.00	8.33	0.00	0.00	0.00	100.00	100.00
549004 - COMMISSIONS PROPERTY APPRAISER							
PROPERTY APPRAISER	1,089.49	438.21	1,403.64	0.00	1,403.64	3,854.90	5,258.54
TOTAL 549004 - COMMISSIONS PROP APPRAISER	1,089.49	438.21	1,403.64	0.00	1,403.64	3,854.90	5,258.54
549005 - COMMISSION TAX COLLECTOR							
TAX COLLECTOR COMMISSION 2%	1,763.57	576.59	1,763.57	0.00	1,763.57	5,155.56	6,919.13
TOTAL 549005 - COMMISSIONS TAX COLLECTOR	1,763.57	576.59	1,763.57	0.00	1,763.57	5,155.56	6,919.13
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 DECEMBER 31, 2019

ACCOUNT DESCRIPTION	Dec'19	Monthly	YTD	YTD	YTD	Budget \$	Annual
	Actual	Budget	Actual	Committed	Actual/ Committed	Remaining	Budget
551001 -OFFICE SUPPLIES							
OFFICE SUPPLIES	79.85	83.33	175.22	0.00	175.22	824.78	1,000.00
TOTAL 551001 -OFFICE SUPPLIES	79.85	83.33	175.22	0.00	175.22	824.78	1,000.00
552013 - SIGN MATERIALS							
SIGN R&M	0.00	403.33	150.94	0.00	150.94	4,689.06	4,840.00
SIGN STREET	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 552013 - SIGN MATERIALS	0.00	403.33	150.94	0.00	150.94	4,689.06	4,840.00
552800 - COMPUTER SUPPLIES							
COMPUTER SUPPLIES	0.00	0.00	0.00	159.74	159.74	0.26	160.00
TOTAL 552800 - COMPUTER SUPPLIES	0.00	0.00	0.00	159.74	159.74	0.26	160.00
RESERVE ALLOCATION	0.00	2,882.97	0.00	0.00	0.00	34,595.64	34,595.64
RESERVE ALLOCATION ADJUSTMENT	0.00	-1,283.94	0.00	0.00	0.00	-15,407.33	-15,407.33
TOTAL 599010 - RESERVES & SUPPLEMENTAL	0.00	1,599.03	0.00	0.00	0.00	19,188.31	19,188.31
Total EXPENSES	27,695.87	27,016.91	68,024.45	14,579.74	82,604.19	247,944.88	330,549.07
NET INCOME	60,482.53	1,812.79	35,861.42	2,763.59	38,625.01		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	27,695.87	28,300.85	68,024.45	29,987.07	98,011.52	263,352.21	345,956.40
NET ADJ'D INCOME	60,482.53	528.85	35,861.42	-12,643.74	23,217.68		0.00

* Balance Cash (Carry Over) is unaudited balance from FY18-19

**Bluewater Bay MSBU
Cashflow Projection**

General Fund		Reserve Fund	
Receipts to Date	103,885.87	Cash Balance	51,141.00
Outstanding Assessments	-		
Balance Cash (Carry Over)	17,343.33		
Less:		Less:	
Committed Expenses **	(29,987.07)	Expenditures	<u>(23,695.00)</u>
Expenditures	<u>(68,024.45)</u>		
Balance	<u><u>23,217.68</u></u>	Balance	<u><u>27,446.00</u></u>

**** Amount includes Reserve Allocation**

Bluewater Bay MSBU
Expenses by Vendor Detail
 December 2019

VENDOR	Date	Memo	Account	Amount
ARBOR BARBER TREES, LLC				
Total ARBOR BARBER TREES, LLC	12/19/2019	TREE TRIM, DEBRIS HAUL OFF	TREE MAINTENANCE & REMOVAL	1,650.00
BENJAMIN F ANDERSON				
Total BENJAMIN F ANDERSON	12/09/2019	11/6 TAX	TAX COLLECTOR COMMISSION	572.98
	12/23/2019	11/16 TAX	TAX COLLECTOR COMMISSION	1,190.59
BRIGHTVIEW LANDSCAPE MAINTENANCE				
Total BRIGHTVIEW LANDSCAPE MAINTENANCE	12/19/2019	DEC19 SERVICE	LANDSCAPE CONTRACT	15,624.74
CHELCO				
Total CHELCO	12/19/2019	NOVEMBER 2019 LIGHTS & PUMPS	ELEC LIGHTS & PUMPS	1,573.22
OKALOOSA COUNTY PROPERTY APPRAISOR				
Total OKALOOSA COUNTY PROPERTY APPRAISOR	12/19/2019	4Q19 PROPERTY TAX COT-DEC 2019	PROPERTY APPRAISER	1,089.49
PROGRESSIVE MANAGEMENT OF AMERICA, INC.				
Total PROGRESSIVE MANAGEMENT OF AMERICA, INC.	12/19/2019	DEC19 MANAGEMENT FEES	ADMIN MANAGEMENT FEES	2,200.00
	12/19/2019	NOV19 COPIES	561001 - OFFICE SUPPLIES	79.85
PROPERTY INNOVATIONS, INC				
Total PROPERTY INNOVATIONS, INC	12/19/2019	HOLIDAY LIGHTING AND DECOR PROGRAMM	CHRISTMAS LIGHTS	2,279.85
				3,715.00
				3,715.00
				<u>27,695.87</u>

SUNGARD PENTAMATION, INC.
 DATE: 01/09/2020
 TIME: 09:57:08

OKALOOSA COUNTY BOCC
 REVENUE STATUS REPORT

PAGE NUMBER: 1
 REVSTA11

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 ACCOUNTING PERIOD: 3/20

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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	335,000.00	88,178.40	.00	103,885.87	231,114.13	31.01
361101	INTEREST ON TIME DEPOSIT	.00	.00	.00	.00	.00	.00
366990	DONATIONS-OTHER	.00	.00	.00	.00	.00	.00
386701	TRF FROM TAX COLL-EX FEE	.00	.00	.00	.00	.00	.00
389901	BALANCES-CASH	90,000.00	.00	.00	.00	90,000.00	.00
TOTAL	BLUEWATER BAY REVENUE	425,000.00	88,178.40	.00	103,885.87	321,114.13	24.44
TOTAL	BLUEWATER BAY REVENUE	425,000.00	88,178.40	.00	103,885.87	321,114.13	24.44
TOTAL	M.S.B.U. FUND	425,000.00	88,178.40	.00	103,885.87	321,114.13	24.44
TOTAL	REPORT	425,000.00	88,178.40	.00	103,885.87	321,114.13	24.44

SUNGARD PENTAWATTION, INC.
 DATE: 01/09/2020
 TIME: 09:51:28

OKALOOSA COUNTY BOCC
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
 EXPSTALL

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 ACCOUNTING PERIOD: 3/20

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

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
531100	PS-CONSULTANT	26,400.00	2,200.00	.00	7,475.00	18,925.00	28.31
534607	CS-LAWN SERVICE	244,483.00	15,624.74	.00	46,874.22	197,608.78	19.17
534900	CS-OTHER	.00	5,365.00	.00	5,365.00	-5,365.00	.00
543003	UTILITIES-LIGHTING	18,300.00	1,573.22	.00	4,816.86	13,483.14	26.32
543010	UTILITIES-WATER & SEWER	.00	.00	.00	.00	.00	.00
545010	INSURANCE-GEN LIABILITY	3,700.00	.00	.00	.00	3,700.00	.00
545901	INSURANCE-COMMISS BONDS	100.00	.00	.00	.00	100.00	.00
546990	RM-OTHER	.00	.00	.00	.00	.00	.00
549004	COMMISSIONS-PROP APPRAIS	5,259.00	1,089.49	.00	1,089.49	4,169.51	20.72
549005	COMMISSIONS-TAX COLLECTO	6,919.00	1,763.57	.00	2,077.72	4,841.28	30.03
549901	LEGAL ADVERTISING	200.00	.00	.00	.00	200.00	.00
551001	OFFICE SUPPLIES	1,000.00	79.85	.00	175.22	824.78	17.52
552013	SIGN MATERIALS	5,000.00	.00	.00	150.94	4,849.06	3.02
552800	COMPUTER SUPPLIES	.00	.00	.00	.00	.00	.00
563192	BWB WINGED FOOT SIDEWALK	.00	.00	.00	.00	.00	.00
563713	WOODLANDS PARK PLAY STRU	.00	.00	.00	.00	.00	.00
599010	RESERVE/CASH CARRYFORWAR	113,639.00	.00	.00	.00	113,639.00	.00
	TOTAL BLUEWATER BAY MSBU	425,000.00	27,695.87	.00	68,024.45	356,975.55	16.01
	TOTAL BLUEWATER BAY MSBU	425,000.00	27,695.87	.00	68,024.45	356,975.55	16.01
	TOTAL M.S.B.U. FUND	425,000.00	27,695.87	.00	68,024.45	356,975.55	16.01
	TOTAL REPORT	425,000.00	27,695.87	.00	68,024.45	356,975.55	16.01