



Bluewater Bay Municipal Benefit Services Unit

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

Finance Committee Report

Review of October 2019 FY19-20 Financials

- \$0.00 of assessments & interest was collected in October.
 - Total Y-T-D Collected - \$0.00

- \$19,652.90 of expenses were incurred for the month includes the following:
 - Total Y-T-D Expense - \$19,652.90
 - Management Fee Expense – October Management Fees (\$2,200)
 - Landscape Contract – Monthly Landscape Services – October 2019 (\$15,624.74)
 - Utilities – Lighting – August/September Services (\$1,629.58)
 - Office Supplies – Print Board Meeting Packages (\$47.64)
 - Sign Materials – Flags (\$150.94)

Financial Reconciliation

General Fund		Reserve Fund	
Receipts to Date	0.00	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 **	(16,382.33)	2018 Committed Expenses	(24,149.21)
Expenditures	(19,652.90)	Balance Cash (Carry Over)	
Subtotal	(18,691.90)	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	5,457.31	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: \$975.00 (EXCLUDES ***OTHER COMMITTED PROJECT EXPENSE FUNDS**)**

10/08/19 Meeting

\$800 – Debbie Stretch moved to approve Arbor Barber to trim and remove dead trees and plants along Bluewater Boulevard between Highway 20 and Antiqua Way not to exceed \$800. Rich Johnson seconded the motion. Motion Approved Unanimously. – **WAITING ON INVOICE**

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. – **WAITING ON 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. – **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

OCTOBER 31, 2019

ACCOUNT DESCRIPTION	Oct'19 Actual	Monthly Budget	YTD Actual	YTD Committed	YTD Actual/ Committed	Budget \$ Remaining	Annual Budget
REVENUE							
325212 - BLUEWATER BAY ASSESSMENTS	0.00	28,829.70	0.00	0.00	0.00	345,956.40	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	0.00	28,829.70	0.00	17,343.33	17,343.33	328,613.07	345,956.40
EXPENSES							
531100 - PS CONSULTANT							
ADMIN MANAGEMENT FEES	2,200.00	2,200.00	2,200.00	0.00	2,200.00	24,200.00	26,400.00
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	2,200.00	0.00	2,200.00	24,200.00	26,400.00
531500 - PS ENGINEERING							
ENGINEERING FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 531500 - PS ENGINEERING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
534607 - CS LAWN SERVICE							
COMMON AREA ENHANCEMENTS	0.00	2,250.00	0.00	175.00	175.00	28,011.21	28,186.21
CHRISTMAS TREE LIGHTS	0.00	316.67	0.00	0.00	0.00	3,800.00	3,800.00
LANDSCAPE CONTRACT	15,624.74	15,624.74	15,624.74	0.00	15,624.74	171,872.14	187,496.88
LANDSCAPE IRRIGATION	0.00	833.33	0.00	0.00	0.00	15,000.00	15,000.00
TREE MAINTENANCE & REMOVAL	0.00	833.33	0.00	800.00	800.00	9,200.00	10,000.00
TOTAL 534607 - CS LAWN SERVICE	15,624.74	19,858.07	15,624.74	975.00	16,599.74	227,883.35	244,483.09
543003 - UTILITIES LIGHTING							
ELEC LIGHTS & PUMPS	1,629.58	1,525.00	1,629.58	0.00	1,629.58	16,670.42	18,300.00
Total 543003 - UTILITIES LIGHTING	1,629.58	1,525.00	1,629.58	0.00	1,629.58	16,670.42	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	0.00	438.21	0.00	0.00	0.00	5,258.54	5,258.54
TOTAL 549004 - COMMISSIONS PROP APPRAISER	0.00	438.21	0.00	0.00	0.00	5,258.54	5,258.54
549005 - COMMISSION TAX COLLECTOR							
TAX COLLECTOR COMMISSION 2%	0.00	576.59	0.00	0.00	0.00	6,919.13	6,919.13
TOTAL 549005 - COMMISSIONS TAX COLLECTOR	0.00	576.59	0.00	0.00	0.00	6,919.13	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 OCTOBER 31, 2019

ACCOUNT DESCRIPTION	Oct'19 Actual	Monthly Budget	YTD Actual	YTD Committed	YTD Actual/ Committed	Budget \$ Remaining	Annual Budget
551001 -OFFICE SUPPLIES							
OFFICE SUPPLIES	47.64	83.33	47.64	0.00	47.64	952.36	1,000.00
TOTAL 551001 -OFFICE SUPPLIES	47.64	83.33	47.64	0.00	47.64	952.36	1,000.00
552013 - SIGN MATERIALS							
SIGN R&M	150.94	416.67	150.94	0.00	150.94	4,849.06	5,000.00
SIGN STREET	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 552013 - SIGN MATERIALS	150.94	416.67	150.94	0.00	150.94	4,849.06	5,000.00
599010 - RESERVES & SUPPLEMENTAL							
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	19,652.90	27,030.24	19,652.90	975.00	20,627.90	309,921.17	330,549.07
NET INCOME	-19,652.90	1,799.46	-19,652.90	16,368.33	-3,284.57		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	19,652.90	28,314.18	19,652.90	16,382.33	36,035.23	325,328.50	345,956.40
NET ADJ'D INCOME	-19,652.90	515.52	-19,652.90	961.00	-18,691.90		0.00

**Bluewater Bay MSBU
Cashflow Projection**

General Fund		Reserve Fund	
Receipts to Date	-	Cash Balance	51,141.00
Outstanding Assessments	-		
Balance Cash (Carry Over)	17,343.33		
Less:		Less:	
Committed Expenses **	(16,382.33)	Expenditures	(23,695.00)
Expenditures	<u>(19,652.90)</u>		
Balance	<u>(18,691.90)</u>	Balance	<u>27,446.00</u>

**** Amount includes Reserve Allocation**

Bluewater Bay MSBU
Expenses by Vendor Detail
 October 2019

VENDOR	Date	Memo	Account	Amount
BRIGHTVIEW LANDSCAPE MAINTENANCE	10/31/2019	OCT'19 SERVICE	LANDSCAPE CONTRACT	15,624.74
Total BRIGHTVIEW LANDSCAPE MAINTENANCE				15,624.74
CHELCO	10/31/2019	SEPTEMBER 2019 LIGHTS & PUMPS	ELEC LIGHTS & PUMPS	1,629.58
Total CHELCO				1,629.58
PROGRESSIVE MANAGEMENT OF AMERICA, INC.	10/31/2019	OCT'19 MANAGEMENT FEES	ADMIN MANAGEMENT FEES	2,200.00
	10/31/2019	SEP'19 COPIES	551001 - OFFICE SUPPLIES	47.64
	10/31/2019	SURVEILLANCE SIGNS	552013 - SIGN MATERIALS	17.99
Total PROGRESSIVE MANAGEMENT OF AMERICA, INC.				2,265.63
TIDMORE FLAGS	10/31/2019	4X8 CUSTOM FLAG	SIGN R&M	132.95
Total TIDMORE FLAGS				132.95
TOTAL				19,652.90

SELECTION CRITERIA: revledger.key_orgn='1695R'
 ACCOUNTING PERIOD: 1/20

SORTED BY: FUND, DEPARTMENT TOTL, DEPARTMENT, ACCOUNT
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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	.00	.00	.00	335,000.00	.00
361101	INTEREST ON TIME DEPOSIT	.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	.00	.00	.00	425,000.00	.00
	TOTAL BLUEWATER BAY REVENUE	425,000.00	.00	.00	.00	425,000.00	.00
	TOTAL M.S.B.U. FUND	425,000.00	.00	.00	.00	425,000.00	.00
	TOTAL REPORT	425,000.00	.00	.00	.00	425,000.00	.00

SELECTION CRITERIA: *expldedr.key_orgn='1695'
 ACCOUNTING PERIOD: 1/20

SORTED BY: FUND, DEPARTMENT TOTL, DEPARTMENT, ACCOUNT
 TOTALED ON: FUND, DEPARTMENT TOTL, DEPARTMENT
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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	2,200.00	24,200.00	8.33
534607	CS-LAWN SERVICE	244,483.00	15,624.74	.00	15,624.74	228,858.26	6.39
534900	CS-OTHER	.00	.00	.00	.00	.00	.00
543003	UTILITIES-LIGHTING	18,300.00	1,629.58	.00	1,629.58	16,670.42	8.90
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-COMMIS 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	.00	.00	.00	5,259.00	.00
549005	COMMISSIONS-TAX COLLECTO	6,919.00	.00	.00	.00	6,919.00	.00
549901	LEGAL ADVERTISING	200.00	.00	.00	.00	200.00	.00
551001	OFFICE SUPPLIES	1,000.00	47.64	.00	47.64	952.36	4.76
552013	SIGN MATERIALS	5,000.00	150.94	.00	150.94	4,849.06	3.02
563192	BWB WINGED FOOT SIDEWALK	.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	19,652.90	.00	19,652.90	405,347.10	4.62
	TOTAL BLUEWATER BAY MSBU	425,000.00	19,652.90	.00	19,652.90	405,347.10	4.62
	TOTAL M.S.B.U. FUND	425,000.00	19,652.90	.00	19,652.90	405,347.10	4.62
	TOTAL REPORT	425,000.00	19,652.90	.00	19,652.90	405,347.10	4.62