



Bluewater Bay Municipal Benefit Services Unit

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

Finance Committee Report

Review of September 2019 Financials

- \$0.00 of assessments & interest was collected in September.
 - Total Y-T-D Collected - \$333,624

- \$42,704.04 of expenses were incurred for the month includes the following:
 - Total Y-T-D Expense - \$311,359.39
 - Management Fee Expense – August/September Management Fees (\$4,400)
 - Landscape Contract – Monthly Landscape Services – August/September 2019 (\$30,787.66)
 - Landscape Irrigation – Replace 1" Valve (\$480)
 - Tree Maintenance & Removal – Pruning and Debris Removal (\$500)
 - Utilities – Lighting – August/September Services (\$3,251.47)
 - Office Supplies – Print Board Meeting Packages (\$34.91)
 - Engineering Fees – Landscaping Design (\$3,250)

Financial Reconciliation

General Fund		Reserve Fund	
Receipts to Date	336,022.62	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 **	(64,427.74)	2018 Committed Expenses	(24,149.21)
Expenditures	(311,359.39)	Balance Cash (Carry Over)	
Subtotal	(22,421.18)	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	1,728.03	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: \$13,220.18 (EXCLUDES ***OTHER COMMITTED PROJECT EXPENSE FUNDS**)**

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**

07/09/19 Meeting

\$1,262.38 - David Vardaman moved to approve the \$1262.38 for the controller and valves. Debbie Strange seconded the motion. Motion Approved Unanimously. – **PARTIALLY COMPLETED/PAID \$480**

09/10/19 Meeting

\$475.02 – Replace an inoperable timer at corner of Woodlands Drive and Greenwood Way;
\$300.00 – Replace two stuck open one-inch valves at Southwinds traffic circle;
\$962.38 – Replace inoperable timer at Southwinds traffic circle;
\$1,000.00 – Not to exceed, to troubleshoot/repair wiring issue on Timer 5;
\$2,047.40 – August Irrigation inspection replace/repair items.
Debbie Stretch moved to approve Brightview quotes totaling \$5,784.80. David Vardaman seconded the motion. Motion Approved Unanimously. – **COMPLETED/SENT FOR PAYMENT**

****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**

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

SEPTEMBER 30, 2019

ACCOUNT DESCRIPTION	Sep	Monthly	YTD	YTD	YTD	Budget \$	Annual
	Actual	Budget	Actual	Committed	Actual/ Committed	Remaining	Budget
REVENUE							
325212 - BLUEWATER BAY ASSESSMENTS	0.00	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	0.00	0.00	2,398.28	0.00	2,398.28	0.00	0.00
TOTAL REVENUE	0.00	29,098.46	336,022.62	17,343.33	353,365.95	-1,786.13	349,181.54
EXPENSES							
531100 - PS CONSULTANT							
ADMIN MANAGEMENT FEES	4,400.00	2,200.00	26,200.00	2,200.00	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
TOTAL 531100 - PS CONSULTANT	4,400.00	2,200.00	26,200.00	2,200.00	28,400.00	-2,000.00	26,400.00
531500 - PS ENGINEERING							
ENGINEERING FEES	3,250.00	0.00	3,250.00	0.00	3,250.00	-3,250.00	0.00
TOTAL 531500 - PS ENGINEERING	3,250.00	0.00	3,250.00	0.00	3,250.00	-3,250.00	0.00
534607 - CS LAWN SERVICE							
COMMON AREA ENHANCEMENTS	0.00	2,250.00	15,893.82	5,425.00	21,318.82	681.18	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	30,787.66	15,393.83	199,892.33	0.00	199,892.33	-15,166.36	184,725.97
LANDSCAPE IRRIGATION	480.00	833.33	12,881.91	8,295.18	21,177.09	-6,177.09	15,000.00
TREE MAINTENANCE & REMOVAL	500.00	833.33	13,815.65	0.00	13,815.65	-3,815.65	10,000.00
TOTAL 534607 - CS LAWN SERVICE	31,767.66	19,627.16	246,198.71	13,720.18	259,918.89	-24,392.92	235,525.97
543003 - UTILITIES LIGHTING							
ELEC LIGHTS & PUMPS	3,251.47	1,525.00	16,929.81	1,370.19	18,300.00	0.00	18,300.00
Total 543003 - UTILITIES LIGHTING	3,251.47	1,525.00	16,929.81	1,370.19	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	3,032.08	0.00	3,032.08	-832.08	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	3,032.08	1,400.00	4,432.08	-1,032.08	3,400.00
545901 - COMMISSIONER BONDS							
SECURITY BONDS	0.00	16.67	100.00	0.00	100.00	100.00	200.00
TOTAL 545010 - 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	4,032.44	0.00	4,032.44	1,011.50	5,043.94
TOTAL 549004 - COMMISSIONS PROP APPRAISER	0.00	420.33	4,032.44	0.00	4,032.44	1,011.50	5,043.94
549005 - COMMISSION TAX COLLECTOR							
TAX COLLECTOR COMMISSION 2%	0.00	553.06	6,688.78	0.00	6,688.78	-52.02	6,636.76
TOTAL 549005 - COMMISSIONS TAX COLLECTOR	0.00	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 SEPTEMBER 30, 2019

ACCOUNT DESCRIPTION	Sep Actual	Monthly Budget	YTD Actual	YTD Committed	YTD Actual/ Committed	Budget \$ Remaining	Annual Budget
551001 -OFFICE SUPPLIES							
OFFICE SUPPLIES	34.91	83.33	436.97	200.00	636.97	363.03	1,000.00
TOTAL 551001 -OFFICE SUPPLIES	34.91	83.33	436.97	200.00	636.97	363.03	1,000.00
552013 - SIGN MATERIALS							
SIGN R&M	0.00	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	0.00	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	42,704.04	27,814.52	311,359.39	49,020.41	360,379.80	-26,605.59	333,774.21
NET INCOME	-42,704.04	1,283.94	24,663.23	-31,677.08	-7,013.85		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	42,704.04	29,098.46	311,359.39	64,427.74	375,787.13	-11,198.26	349,181.54
NET ADJ'D INCOME	-42,704.04	-0.00	24,663.23	-47,084.41	-22,421.18		0.00

**Bluewater Bay MSBU
Cashflow Projection**

General Fund		Reserve Fund	
Receipts to Date	336,022.62	Cash Balance	51,141.00
Outstanding Assessments	-		
Balance Cash (Carry Over)	17,343.33		
Less:		Less:	
Committed Expenses **	(64,427.74)	Expenditures	<u>(23,695.00)</u>
Expenditures	<u>(311,359.39)</u>		
Balance	<u>(22,421.18)</u>	Balance	<u>27,446.00</u>

**** Amount includes Reserve Allocation**

Bluewater Bay MSBU
Expenses by Vendor Detail
 September 2019

Vendor	Date	Memo	Account	Amount
BRIGHTVIEW LANDSCAPE MAINTENANCE				
	09/19/2019	REPLACE 1" VALVE	LANDSCAPE IRRIGATION	480.00
	09/19/2019	PRUNING AND DEBRIS REMOVAL	TREE MAINTENANCE & REMOVAL	500.00
	09/30/2019	0819 LANDSCAPE CONTRACT	LANDSCAPE CONTRACT	15,393.83
	09/30/2019	0619 LANDSCAPE CONTRACT	LANDSCAPE CONTRACT	15,393.83
				<u>31,767.66</u>
Total BRIGHTVIEW LANDSCAPE MAINTENANCE				
CALLIE & CO INC.				
	09/30/2019	LANDSCAPING DESIGN, INVOICE 523	ENGINEERING FEES	3,250.00
				<u>3,250.00</u>
Total CALLIE & CO INC.				
CHELCO				
	09/19/2019	AUGUST 2019 LIGHTS & PUMPS	ELEC LIGHTS & PUMPS	1,630.41
	09/19/2019	SEPTEMBER 2019 LIGHTS & PUMPS	ELEC LIGHTS & PUMPS	1,621.06
				<u>3,251.47</u>
Total CHELCO				
PROGRESSIVE MANAGEMENT OF AMERICA, INC.				
	09/19/2019	0719 MGMT FEE	ADMIN MANAGEMENT FEES	2,200.00
	09/30/2019	0719 MGMT FEE	ADMIN MANAGEMENT FEES	2,200.00
	09/30/2019	COPIES JUL-AUG'19	OFFICE SUPPLIES	34.91
				<u>4,434.91</u>
Total PROGRESSIVE MANAGEMENT OF AMERICA, INC.				
TOTAL				<u><u>42,704.04</u></u>

SUNGARD PENTAMATION, INC.
 DATE: 10/01/2019
 TIME: 12:57:50

OKALOOSA COUNTY BOCC
 REVENUE STATUS REPORT

PAGE NUMBER: 1
 REVSTALL

SELECTION CRITERIA: revledgr_key_orgn='1695R'
 ACCOUNTING PERIOD: 12/19

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	.00	.00	333,624.34	-13,624.34	104.26
361101	INTEREST ON TIME DEPOSIT	.00	.00	.00	1,595.68	-1,595.68	.00
389901	BALANCES-CASH	93,946.00	.00	.00	.00	93,946.00	.00
	TOTAL BLUEWATER BAY REVENUE	413,946.00	.00	.00	335,220.02	78,725.98	80.98
	TOTAL BLUEWATER BAY REVENUE	413,946.00	.00	.00	335,220.02	78,725.98	80.98
	TOTAL M.S.B.U. FUND	413,946.00	.00	.00	335,220.02	78,725.98	80.98
	TOTAL REPORT	413,946.00	.00	.00	335,220.02	78,725.98	80.98

SUNGARD PENTAMATION, INC.
 DATE: 10/01/2019
 TIME: 12:55:09

OKALOOSA COUNTY BOCC
 EXPENDITURE TRANSACTION ANALYSIS

PAGE NUMBER: 1
 ADITT11

SELECTION CRITERIA: transact.yr='19' and transact.period='12' and transact.key_orgn='1695'
 ACCOUNTING PERIOD: 12/19

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		V1909383	21700138	PROGRESSIVE MGMT	2,200.00	.00	MONTHLY MGMT FEE
12/19	09/19/19 21					2,200.00	.00	MONTHLY MGMT FEE
12/19	09/30/19 21		V1909952	21700138	PROGRESSIVE MGMT	4,400.00	.00	MONTHLY MGMT FEE
TOTAL	PS-CONSULTANT							
531500	PS-ENGINEERING							
12/19	09/30/19 11					3,250.00	.00	EST PER JA
12/19	09/30/19 21					3,250.00	.00	MSBU LANDSCAPE PLAN
TOTAL	PS-ENGINEERING							
534607	CS-LAWN SERVICE							
12/19	09/19/19 21		1909299	21600187	BRIGHTVIEW LANDS	480.00	.00	BWB MSBU MAINT
12/19	09/19/19 21		1909299	21600187	BRIGHTVIEW LANDS	500.00	.00	PRUNING AND DEBRIS RE
12/19	09/30/19 21		1909924	21600187	BRIGHTVIEW LANDS	15,393.83	.00	AUG 2019 SVC BWB MSBU
12/19	09/30/19 21		1909924	21600187	BRIGHTVIEW LANDS	15,393.83	.00	SEPT 2019 BWB MSBU
TOTAL	CS-LAWN SERVICE							
543003	UTILITIES-LIGHTING							
12/19	09/19/19 21		1909313	001924	CHOCTAWHATCHEE E	1,630.41	.00	2031125531 BWB MSBU
12/19	09/30/19 21		1909926	001924	CHOCTAWHATCHEE E	1,621.06	.00	BWB MSBU
TOTAL	UTILITIES-LIGHTING							
551001	OFFICE SUPPLIES							
12/19	09/30/19 21		V1909952	21700138	PROGRESSIVE MGMT	34.91	.00	COPIES JULY/AUG 2019
TOTAL	OFFICE SUPPLIES							
TOTAL	BLUEWATER BAY MSBU					42,704.04	.00	
TOTAL	M.S.B.U. FUND					42,704.04	.00	
TOTAL REPORT						42,704.04	.00	