



Bluewater Bay Municipal Benefit Services Unit

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Finance Committee Report

Review of August 2020 FY19-20 Financials

- \$0.00 of assessments & interest was collected in August.
 - Total Y-T-D Collected - \$352,104.10
- \$0.00 Other Misc. Revenues were collected in August.
 - Total Y-T-D Received - \$8,519.31
- \$19,877.71 of expenses were incurred for the month includes the following:
 - Total Y-T-D Expense - \$249,964.42
 - Management Fee Expense – Sep Management Fees (\$2,200)
 - Landscape Contract – Monthly Landscape Services – Aug'20 (\$15,624.74)
 - Services Other – Landscape Irrigation (\$372.20)
 - Utilities – Lighting – July Services (\$1,557.66)
 - Legal Advertising – Advertising (\$96.77)
 - Office Supplies – Print Board Meeting Packages (\$26.34)

Financial Reconciliation

General Fund		Reserve Fund	
Receipts to Date	360,623.41	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 **	(38,556.34)	2018 Committed Expenses	(24,149.21)
Expenditures	(249,964.42)	Balance Cash (Carry Over)	(17,343.33)
Subtotal	89,445.98	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	113,595.19	Balance	2,027.80

**** Amount includes Reserve Allocation**

NOTE: The final 2018-2019 year-end reconciliation has been provided by Okaloosa County on 08/06/20. Okaloosa County provided a resolution amending the fiscal year 2019 budget No.19-47.

Committed Project Expense Funds

Total: \$23,149.01 (EXCLUDES ***OTHER COMMITTED PROJECT EXPENSE FUNDS**)**

11/12/19 Meeting

\$14,420.00 – 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.

03/10/20 Meeting

\$4,849.01 – Debbie Stretch moved to approve Brightview's proposal for landscape work at the traffic circle to be paid from Common Area Enhancements. Pam Ragnoli seconded the motion. Motion Approved Unanimously.

07/14/20 Meeting

\$905.00 – Debbie Stretch moved to accept proposal from Brightview to remove hawthorns and place pine straw provided ability to scale down the project not to exceed \$905.00. Pam Ragnoli seconded the motion. Motion Approved Unanimously.

\$225.00 – Rich Johnson moved to approve the purchase and installation of a new park bench not to exceed \$905.00. Pam Ragnoli seconded the motion. Motion Approved Unanimously.

08/11/20 Meeting

\$2,000.00 – Debbie Stretch moved to approve not to exceed \$2,000.00 out of Common Area Enhancements to have Brightview install plants at the Woodlands entrance. Pam Ragnoli seconded the motion. Motion Approved Unanimously.

\$750.00 – Pam Ragnoli moved to approve not to exceed \$750.00 out of Signage toward road post installation on Bay Drive. Steve Boswell 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/ \$8,000.00 check from Friends of BWB deposited 01/06/20.**

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

AUGUST 31, 2020

ACCOUNT DESCRIPTION	Aug'20 Actual	Monthly Budget	YTD Actual	YTD Committed	YTD Actual/ Committed	Budget \$ Remaining	Annual Budget
REVENUE							
325212 - BLUEWATER BAY ASSESSMENTS	0.00	28,829.70	348,956.83	0.00	348,956.83	-3,000.43	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	3,147.27	0.00	3,147.27	-3,147.27	0.00
366990 - OTHER MISC REVENUE	0.00	0.00	8,519.31	0.00	8,519.31	0.00	0.00
TOTAL REVENUE	0.00	28,829.70	360,623.41	17,343.33	377,966.74	-23,491.03	345,956.40
EXPENSES							
531100 - PS CONSULTANT							
ADMIN MANAGEMENT FEES	2,200.00	2,200.00	26,400.00	0.00	26,400.00	0.00	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	27,275.00	0.00	27,275.00	-875.00	26,400.00
534607 - CS LAWN SERVICE							
LANDSCAPE CONTRACT	15,624.74	15,624.74	171,872.14	0.00	171,872.14	15,624.74	187,496.88
TOTAL 534607 - CS LAWN SERVICE	15,624.74	15,624.74	171,872.14	0.00	171,872.14	15,624.74	187,496.88
534900 - CS OTHERS							
COMMON AREA ENHANCEMENTS	0.00	2,348.85	0.00	22,399.01	22,399.01	5,787.20	28,186.21
CHRISTMAS TREE LIGHTS	0.00	316.67	3,715.00	0.00	3,715.00	85.00	3,800.00
LANDSCAPE IRRIGATION	372.20	1,250.00	5,591.52	0.00	5,591.52	9,408.48	15,000.00
TREE MAINTENANCE & REMOVAL	0.00	833.33	4,950.00	0.00	4,950.00	5,050.00	10,000.00
TOTAL 534900 - CS OTHERS	372.20	4,748.85	14,256.52	22,399.01	36,655.53	20,330.68	56,986.21
543003 - UTILITIES LIGHTING							
ELEC LIGHTS & PUMPS	1,557.66	1,525.00	16,816.70	0.00	16,816.70	1,483.30	18,300.00
Total 543003 - UTILITIES LIGHTING	1,557.66	1,525.00	16,816.70	0.00	16,816.70	1,483.30	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	3,503.93	0.00	3,503.93	-1,203.93	2,300.00
GENERAL LIABILITY	0.00	116.67	990.00	0.00	990.00	410.00	1,400.00
TOTAL 545010 - INSURANCE GENERAL LIABILITY	0.00	308.33	4,493.93	0.00	4,493.93	-793.93	3,700.00
545901 - COMMISSIONER BONDS							
SECURITY BONDS	0.00	8.33	0.00	0.00	0.00	100.00	100.00
TOTAL 545010 - COMMISSIONER BONDS	0.00	8.33	0.00	0.00	0.00	100.00	100.00
546990 - RM - OTHERS							
RM - OTHERS	0.00	0.00	100.00	0.00	100.00	-100.00	0.00
TOTAL 546990 - RM - OTHERS	0.00	0.00	100.00	0.00	100.00	-100.00	0.00
549004 - COMMISSIONS PROPERTY APPRAISER							
PROPERTY APPRAISER	0.00	438.21	4,357.96	0.00	4,357.96	900.58	5,258.54
TOTAL 549004 - COMMISSIONS PROP APPRAISER	0.00	438.21	4,357.96	0.00	4,357.96	900.58	5,258.54
549005 - COMMISSION TAX COLLECTOR							
TAX COLLECTOR COMMISSION 2%	0.00	576.59	6,979.87	0.00	6,979.87	-60.74	6,919.13

BLUEWATER BAY MSBU

STATEMENT OF REVENUE EXPENSE BUDGET PERFORMANCE AUGUST 31, 2020

ACCOUNT DESCRIPTION	Aug'20	Monthly	YTD	YTD	YTD	Budget \$	Annual
	Actual	Budget	Actual	Committed	Actual/ Committed	Remaining	Budget
TOTAL 549005 - COMMISSIONS TAX COLLECTOR	0.00	576.59	6,979.87	0.00	6,979.87	-60.74	6,919.13
549901 - LEGAL ADVERTISING							
ADVERTISING	96.77	16.67	190.05	0.00	190.05	9.95	200.00
TOTAL 549901 - LEGAL ADVERTISING	96.77	16.67	190.05	0.00	190.05	9.95	200.00
551001 -OFFICE SUPPLIES							
OFFICE SUPPLIES	26.34	83.33	403.92	0.00	403.92	596.08	1,000.00
TOTAL 551001 -OFFICE SUPPLIES	26.34	83.33	403.92	0.00	403.92	596.08	1,000.00
552013 - SIGN MATERIALS							
SIGN R&M	0.00	403.33	1,108.59	0.00	1,108.59	3,731.41	4,840.00
SIGN STREET	0.00	0.00	1,950.00	750.00	2,700.00	-2,700.00	0.00
TOTAL 552013 - SIGN MATERIALS	0.00	403.33	3,058.59	750.00	3,808.59	1,031.41	4,840.00
552800 - COMPUTER SUPPLIES							
COMPUTER SUPPLIES	0.00	13.33	159.74	0.00	159.74	0.26	160.00
TOTAL 552800 - COMPUTER SUPPLIES	0.00	13.33	159.74	0.00	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	19,877.71	27,545.76	249,964.42	23,149.01	273,113.43	57,435.64	330,549.07
NET INCOME	-19,877.71	1,283.94	110,658.99	-5,805.68	104,853.31		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	19,877.71	28,829.70	249,964.42	38,556.34	288,520.76	72,842.97	345,956.40
NET ADJ'D INCOME	-19,877.71	0.00	110,658.99	-21,213.01	89,445.98		0.00

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

Bluewater Bay MSBU
Expenses by Vendor Detail
August 2020

VENDOR	Date	Memo	Account	Amount
BRIGHTVIEW LANDSCAPE MAINTENANCE				
	08/13/2020	LAWN SERVICE AUG'20	LANDSCAPE CONTRACT	15,624.74
	08/13/2020	EXCAVATE AND REPAIR A BROKEN LATERAL LINE	LANDSCAPE IRRIGATION	372.20
Total BRIGHTVIEW LANDSCAPE MAINTENANCE				<u>15,996.94</u>
CA FLORIDA HOLDING				
	08/20/2020	LEGAL ADS REF 20195090720	ADVERTISING	96.77
Total CA FLORIDA HOLDING				<u>96.77</u>
CHELCO				
	08/13/2020	JULY 2020 LIGHTS & PUMPS	ELEC LIGHTS & PUMPS	1,557.66
Total CHELCO				<u>1,557.66</u>
PROGRESSIVE MANAGEMENT OF AMERICA, INC.				
	08/13/2020	MANAGEMENT FEES SEP'20	ADMIN MANAGEMENT FEES	2,200.00
	08/13/2020	JUL'20 COPIES	OFFICE SUPPLIES	26.34
Total PROGRESSIVE MANAGEMENT OF AMERICA, INC.				<u>2,226.34</u>
TOTAL				<u><u>19,877.71</u></u>

OKALOOSA COUNTY BOCC
REVENUE STATUS REPORT

SUNGARD PENTAMATION, INC.
DATE: 09/02/2020
TIME: 14:11:08

SELECTION CRITERIA: orgn.fund='113' and orgn.orgn4='1695R' and orgn.orgn4='1695R' and revldgr.key_orgn='1695R'
ACCOUNTING PERIOD: 11/20

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	335,000.00	.00	.00	348,956.83	-13,956.83	104.17
361101	INTEREST ON TIME DEPOSIT	.00	.00	.00	3,147.27	-3,147.27	.00
361104	STATE INVESTMENT POOL IN	.00	.00	.00	.00	.00	.00
361301	UNREAL INC(DEC)-FAIR VAL	.00	.00	.00	.00	.00	.00
361400	GAIN OR (LOSS) SALE INVS	.00	.00	.00	.00	.00	.00
366990	DONATIONS-OTHER	8,000.00	.00	.00	8,000.00	.00	100.00
369990	OTHER MISC REVENUE	.00	.00	.00	519.31	-519.31	.00
386701	TRF FROM TAX COLL-EX FEE	.00	.00	.00	.00	.00	.00
389901	BALANCES-CASH	110,974.00	.00	.00	.00	110,974.00	.00
TOTAL	BLUEWATER BAY REVENUE	453,974.00	.00	.00	360,623.41	93,350.59	79.44
TOTAL	BLUEWATER BAY REVENUE	453,974.00	.00	.00	360,623.41	93,350.59	79.44
TOTAL	M.S.B.U. FUND	453,974.00	.00	.00	360,623.41	93,350.59	79.44
TOTAL	REPORT	453,974.00	.00	.00	360,623.41	93,350.59	79.44

SUNGARD PENTAMATION, INC.
 DATE: 09/02/2020
 TIME: 14:08:49

OKALOOSA COUNTY BOCC
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
 EXPSTAIL

SELECTION CRITERIA: orgn.fund='113' and orgn.orgn4='1695' and expledgr.key_orgn='1695'
 ACCOUNTING PERIOD: 11/20

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-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	28,019.00	-1,619.00	106.13
534607	CS-LAWN SERVICE	187,497.00	15,624.74	.00	171,872.14	15,624.86	91.67
534900	CS-OTHER	56,986.00	372.20	.00	14,256.52	42,729.48	25.02
543003	UTILITIES-LIGHTING	18,300.00	1,557.66	.00	16,816.70	1,483.30	91.89
543010	UTILITIES-WATER & SEWER	.00	.00	.00	.00	.00	.00
545010	INSURANCE-GEN LIABILITY	3,700.00	.00	.00	3,749.93	-49.93	101.35
545901	INSURANCE-COMMISS BONDS	100.00	.00	.00	.00	100.00	.00
546990	RM-OTHER	.00	.00	.00	100.00	-100.00	.00
549004	COMMISSIONS-PROF APPRAIS	5,259.00	.00	.00	4,357.96	901.04	82.87
549005	COMMISSIONS-TAX COLLECTO	6,919.00	.00	.00	6,979.87	-60.87	100.88
549901	LEGAL ADVERTISING	200.00	96.77	.00	190.05	9.95	95.03
551001	OFFICE SUPPLIES	1,000.00	26.34	.00	403.92	596.08	40.39
552013	SIGN MATERIALS	4,840.00	.00	.00	3,058.59	1,781.41	63.19
552800	COMPUTER SUPPLIES	160.00	.00	.00	159.74	.26	99.84
563192	BWB WINGED FOOT SIDEWALK	.00	.00	.00	.00	.00	.00
563193	BWB WOODLANDS SIDEWALK	.00	.00	.00	.00	.00	.00
563713	WOODLANDS PARK PLAY STRU	14,420.00	.00	.00	.00	14,420.00	.00
599010	RESERVE/CASH CARRYFORWAR	128,193.00	.00	.00	.00	128,193.00	.00
	TOTAL BLUEWATER BAY MSBU	453,974.00	19,877.71	.00	249,964.42	204,009.58	55.06
	TOTAL BLUEWATER BAY MSBU	453,974.00	19,877.71	.00	249,964.42	204,009.58	55.06
	TOTAL M.S.B.U. FUND	453,974.00	19,877.71	.00	249,964.42	204,009.58	55.06
	TOTAL REPORT	453,974.00	19,877.71	.00	249,964.42	204,009.58	55.06