



Bluewater Bay Municipal Benefit Services Unit

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Finance Committee Report

Review of March 2020 FY19-20 Financials

- \$2,842.28 of assessments & interest was collected in March.
 - Total Y-T-D Collected - \$305,917.12
- \$0 donation in March.
 - Total Y-T-D Received - \$8,031.00
- \$21,069.50 of expenses were incurred for the month includes the following:
 - Total Y-T-D Expense - \$138,623.91
 - Management Fee Expense – April Management Fees (\$2,200)
 - Landscape Contract – Monthly Landscape Services – March'20 (\$15,624.74)
 - Utilities – Lighting – January/February Services (\$1,441.37)
 - Office Supplies – Print Board Meeting Packages (\$96.54)
 - Tax Collector Commissions – February'20 Taxes (\$56.85)
 - Tree Maintenance and Removal – Pruning Pear Trees (\$1,650)

Financial Reconciliation

General Fund		Reserve Fund	
Receipts to Date	313,948.12	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 **	(34,676.34)	2018 Committed Expenses	(24,149.21)
Expenditures	(138,623.91)	Balance Cash (Carry Over)	
Subtotal	157,991.20	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	182,140.41	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: \$19,269.01 (EXCLUDES ***OTHER COMMITTED PROJECT EXPENSE FUNDS**)**

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.

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.

****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

MARCH 31, 2020

ACCOUNT DESCRIPTION	Mar'20 Actual	Monthly Budget	YTD Actual	YTD Committed	YTD Actual/ Committed	Budget \$ Remaining	Annual Budget
REVENUE							
325212 - BLUEWATER BAY ASSESSMENTS	2,842.28	28,829.70	305,674.28	0.00	305,674.28	40,282.12	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	242.84	0.00	242.84	-242.84	0.00
366990 - OTHER MISC REVENUE	0.00	0.00	8,031.00	0.00	8,031.00	0.00	0.00
TOTAL REVENUE	2,842.28	28,829.70	313,948.12	17,343.33	331,291.45	22,695.95	345,956.40
EXPENSES							
531100 - PS CONSULTANT							
ADMIN MANAGEMENT FEES	2,200.00	2,200.00	15,400.00	0.00	15,400.00	11,000.00	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	16,275.00	0.00	16,275.00	10,125.00	26,400.00
534607 - CS LAWN SERVICE							
LANDSCAPE CONTRACT	15,624.74	15,624.74	93,748.44	0.00	93,748.44	93,748.44	187,496.88
TOTAL 534607 - CS LAWN SERVICE	15,624.74	15,624.74	93,748.44	0.00	93,748.44	93,748.44	187,496.88
534900 - CS OTHERS							
COMMON AREA ENHANCEMENTS	0.00	2,250.00	0.00	19,269.01	19,269.01	8,917.20	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	0.00	833.33	350.00	0.00	350.00	14,650.00	15,000.00
TREE MAINTENANCE & REMOVAL	1,650.00	833.33	3,300.00	0.00	3,300.00	6,700.00	10,000.00
TOTAL 534900 - CS OTHERS	1,650.00	4,233.33	7,365.00	19,269.01	26,634.01	30,352.20	56,986.21
543003 - UTILITIES LIGHTING							
ELEC LIGHTS & PUMPS	1,441.37	1,525.00	9,229.34	0.00	9,229.34	9,070.66	18,300.00
Total 543003 - UTILITIES LIGHTING	1,441.37	1,525.00	9,229.34	0.00	9,229.34	9,070.66	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	744.00	0.00	744.00	1,556.00	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	744.00	0.00	744.00	2,956.00	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	2,178.98	0.00	2,178.98	3,079.56	5,258.54
TOTAL 549004 - COMMISSIONS PROP APPRAISER	0.00	438.21	2,178.98	0.00	2,178.98	3,079.56	5,258.54
549005 - COMMISSION TAX COLLECTOR							
TAX COLLECTOR COMMISSION 2%	56.85	576.59	6,147.17	0.00	6,147.17	771.96	6,919.13
TOTAL 549005 - COMMISSIONS TAX COLLECTOR	56.85	576.59	6,147.17	0.00	6,147.17	771.96	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
MARCH 31, 2020

ACCOUNT DESCRIPTION	Mar'20 Actual	Monthly Budget	YTD Actual	YTD Committed	YTD Actual/ Committed	Budget \$ Remaining	Annual Budget
551001 -OFFICE SUPPLIES							
OFFICE SUPPLIES	96.54	83.33	339.01	0.00	339.01	660.99	1,000.00
TOTAL 551001 -OFFICE SUPPLIES	96.54	83.33	339.01	0.00	339.01	660.99	1,000.00
552013 - SIGN MATERIALS							
SIGN R&M	0.00	403.33	487.23	0.00	487.23	4,352.77	4,840.00
SIGN STREET	0.00	0.00	1,950.00	0.00	1,950.00	-1,950.00	0.00
TOTAL 552013 - SIGN MATERIALS	0.00	403.33	2,437.23	0.00	2,437.23	2,402.77	4,840.00
552800 - COMPUTER SUPPLIES							
COMPUTER SUPPLIES	0.00	0.00	159.74	0.00	159.74	0.26	160.00
TOTAL 552800 - COMPUTER SUPPLIES	0.00	0.00	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	21,069.50	27,016.91	138,623.91	19,269.01	157,892.92	172,656.15	330,549.07
NET INCOME	-18,227.22	1,812.79	175,324.21	-1,925.68	173,398.53		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	21,069.50	28,300.85	138,623.91	34,676.34	173,300.25	188,063.48	345,956.40
NET ADJ'D INCOME	-18,227.22	528.85	175,324.21	-17,333.01	157,991.20		0.00

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

**Bluewater Bay MSBU
Expenses by Vendor Detail**

March 2020

VENDOR	Date	Memo	Account	Amount
ARBOR BARBER TREES, LLC				
	03/19/2020	INV604, PRUNING/RAISE PEAR TREES CENTER BLUEWATER BLVD 02/17/20	TREE MAINTENANCE & REMOVAL	1,650.00
Total ARBOR BARBER TREES, LLC				<u>1,650.00</u>
BENJAMIN F ANDERSON				
	03/19/2020	FEB'20 TAX	TAX COLLECTOR COMMISSION	56.85
Total BENJAMIN F ANDERSON				<u>56.85</u>
BRIGHTVIEW LANDSCAPE MAINTENANCE				
	03/19/2020	MAR'20 SERVICE	LANDSCAPE CONTRACT	15,624.74
Total BRIGHTVIEW LANDSCAPE MAINTENANCE				<u>15,624.74</u>
CHELCO				
	03/19/2020	FEBRUARY 2020 LIGHTS & PUMPS	ELEC LIGHTS & PUMPS	1,441.37
Total CHELCO				<u>1,441.37</u>
PROGRESSIVE MANAGEMENT OF AMERICA, INC.				
	03/19/2020	APR'20 MANAGEMENT FEES	ADMIN MANAGEMENT FEES	2,200.00
	03/19/2020	FEB'20 COPIES	OFFICE SUPPLIES	96.54
Total PROGRESSIVE MANAGEMENT OF AMERICA, INC.				<u>2,296.54</u>
TOTAL				<u><u><u>21,069.50</u></u></u>

SUNGARD PENTAMATION, INC.
 DATE: 04/07/2020
 TIME: 07:16:21

OKALOOSA COUNTY BOCC
 REVENUE STATUS REPORT

PAGE NUMBER: 1
 REVSTAL1

SELECTION CRITERIA: revldgr.key_orgn='1695R'
 ACCOUNTING PERIOD: 6/20

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	2,842.28	.00	307,358.49	27,641.51	91.75
361101	INTEREST ON TIME DEPOSIT	.00	.00	.00	242.84	-242.84	.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	31.00	-31.00	.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	433,000.00	2,842.28	.00	315,632.33	117,367.67	72.89
TOTAL	BLUEWATER BAY REVENUE	433,000.00	2,842.28	.00	315,632.33	117,367.67	72.89
TOTAL	M.S.B.U. FUND	433,000.00	2,842.28	.00	315,632.33	117,367.67	72.89
TOTAL	REPORT	433,000.00	2,842.28	.00	315,632.33	117,367.67	72.89

OKALOOSA COUNTY BOCC
EXPENDITURE TRANSACTION ANALYSIS

SUNGARD PENTAMATION, INC.
DATE: 04/07/2020
TIME: 07:19:23

SELECTION CRITERIA: transact.yr='20' and transact.period='6' and transact.key_orgn='1695'
ACCOUNTING PERIOD: 7/20

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		V2003992	21700138	PROGRESSIVE MGMT	2,200.00	.00	APR 2020 FEE
6 /20 03/19/20 21						2,200.00	.00	
TOTAL	PS-CONSULTANT							
534607	CS-LAWN SERVICE		2003905	21600187	BRIGHTVIEW LANDS	15,624.74	.00	BWB MSBU MAR 2020
6 /20 03/19/20 21						15,624.74	.00	
TOTAL	CS-LAWN SERVICE							
534900	CS-OTHER		2003894	21800153	ARBOR BARBER TRE	1,650.00	.00	BWB MSBU INV #604
6 /20 03/19/20 21						1,650.00	.00	
TOTAL	CS-OTHER							
543003	UTILITIES-LIGHTING		2003912	001924	CHOCTAWHATCHEE E	1,441.37	.00	BWB MSBU MAR 2020
6 /20 03/19/20 21						1,441.37	.00	
TOTAL	UTILITIES-LIGHTING							
549005	COMMISSIONS-TAX COLLECTOR			000004	BENJAMIN F ANDER	56.85	.00	FEB20 BWB TX ACH
6 /20 03/12/20 24						56.85	.00	
TOTAL	COMMISSIONS-TAX COLLECTOR							
551001	OFFICE SUPPLIES		03012020	21700138	PROGRESSIVE MGMT	-96.54	.00	FEB20 COPIES
6 /20 03/19/20 21						96.54	.00	FEB20 COPIES
6 /20 03/19/20 21						96.54	.00	FEB20 COPIES
TOTAL	OFFICE SUPPLIES							
TOTAL	BLUEWATER BAY MSBU					21,069.50	.00	
TOTAL	M.S.B.U. FUND					21,069.50	.00	
TOTAL REPORT						21,069.50	.00	