

**Meadow Pointe II
Community Development District**

February 19, 2020

AGENDA PACKAGE

Meadow Pointe II Community Development District

Inframark, Infrastructure Management Services

210 North University Drive Suite 702, Coral Springs, Florida 33071

Phone: 954-603-0033 Fax: 954-345-1292

February 12, 2020

Board of Supervisors
Meadow Pointe II
Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Meadow Pointe II Community Development District will be held **Wednesday, February 19, 2020**, at 6:30 p.m. at the Meadow Pointe II Clubhouse; located at 30051 County Line Road; Wesley Chapel, Florida. Following is the advance agenda for the meeting:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance/Moment of Silence for our Fallen Service Members and First Responders**
- 4. Additions or Corrections to the Agenda**
- 5. Audience Comments (Comments will be limited to three minutes.)**
- 6. Consent Agenda**
 - A. Minutes of the January 2, 2020 Meeting and Workshop, and January 15, 2020 Meeting
 - B. Financial Report as of January 31, 2020
 - C. Deed Restrictions
- 7. Non-Staff Reports**
 - A. Law Enforcement
 - B. Residents Council
 - C. Government Liaison
- 8. Reports**
 - A. Architectural Review
 - B. District Manager
 - C. Operations Manager
 - D. Attorney – Discussion of Splash Pad Proposal
- 9. Action Items for Board Approval/Disapproval/Discussion**
 - A. Consideration of Resolution 2020-01, Internal Controls Policy
- 10. Supervisors' Remarks**
- 11. Audience Comments (Comments will be limited to three minutes.)**
- 12. Adjournment**

Any supporting documentation for agenda items not included in the Agenda Package will be distributed at the meeting. I look forward to seeing you and in the meantime, if you have any questions, please contact me.

Sincerely,

Robert Nanni

Robert Nanni
District Manager

Sixth Order of Business

6A.

**MINUTES OF MEETING
MEADOW POINTE II
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Meadow Pointe II Community Development District was held Thursday, January 2, 2020 at the Meadow Pointe II Clubhouse, located at 30051 County Line Road, Wesley Chapel, Florida.

Present and constituting a quorum were:

Michael Cline	Chairman
John Picarelli	Vice Chairman
Dana Sanchez	Assistant Secretary
Jamie Childers	Assistant Secretary
James Bovis	Assistant Secretary

Also present were:

Sheila Diaz	Operations Manager
Christine Masters	ARC/DRC
Scott Carlson	LMP
Brian Mortillaro	LMP
Steve	LMP
Jose	LMP
Numerous Residents	

The following is a summary of the discussions and actions taken at the January 2, 2020 Meadow Pointe II Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Call to Order

Mr. Cline called the meeting to order.

SECOND ORDER OF BUSINESS

Roll Call

Supervisors and staff introduced themselves, and a quorum was established.

THIRD ORDER OF BUSINESS

**Pledge of Allegiance/Moment of Silence
for our Fallen Service Members and First
Responders**

The Pledge of Allegiance was recited; a moment of silence was observed.

FOURTH ORDER OF BUSINESS**Additions or Corrections to the Agenda**

Mr. Cline presented the Agenda for the meeting. There being no additions or corrections, the next order of business followed.

FIFTH ORDER OF BUSINESS**Audience Comments (Comments will be limited to three minutes.)**

An audience member commented on the following item:

- Extending hours on the tennis courts.

SIXTH ORDER OF BUSINESS**Non-Staff Reports****A. Law Enforcement****B. Residents Council****C. Government Liaison**

There being no reports, the next item followed.

D. LMP – Mr. Scott Carlson

- The Board is dissatisfied with certain items.
- Enhancements were discussed by LMP.
- Ms. Diaz showed a slide presentation of the renderings, along with a current photograph of the conditions of the property.
- There was hog damage in certain areas.
- There was a fungus issue with the Annuals, and they will be replaced at no charge.
- Additional soil is brought in for the planting of Annuals, and it is tilled.
- LMP would like to attend a future meeting in which they will present a plan for planting of Annuals.
- LMP needs to raise their score with OLM.
- Ms. Sanchez commented there needs to be more color.
- Moving forward, Ms. Sanchez would like to see a date and signature on the renderings. Any changes must be presented for Board approval, and Mr. Picarelli should sign off on them.
- Mr. Cline discussed the proposal for County Line Road. Stump removal delayed the project.
- Mr. Picarelli indicated LMP should make the Board aware there may be problems with certain plants prior to planting them.
- Mr. Picarelli would like proposals for the four front entrances at the next meeting.

- There should be a better plan at the beginning of the year for planting of Annuals.
- Mr. Picarelli indicated mulch should not have been applied in certain areas on County Line Road.
- Irrigation Improvements have been made without notifying Ms. Diaz.
- County Line Road still needs to be graded evenly. Most of the stump grinding is done.
- Mr. Cline would like to see any new renderings.

The record shall reflect LMP Representatives exited the meeting.

SEVENTH ORDER OF BUSINESS

Consent Agenda

A. Deed Restrictions/DRVC

Mr. Cline presented the Consent Agenda, comprised of Deed Restrictions/DRVC, and requested any additions, corrections or deletions.

There being none,

On MOTION by Ms. Sanchez, seconded by Mr. Picarelli, with all in favor, the Consent Agenda was approved.

Although the Board approved the Consent Agenda, there were no items.

EIGHTH ORDER OF BUSINESS

Reports

A. Architectural Review

<u>Case #</u>	<u>Village</u>	<u>Address</u>	<u>Request</u>	<u>Recommendation</u>
2020-01	Deer Run	29718 Eagle St.	New Roof	See Below
2020-02	Manor Isle	1309 Highwood	Paint Home	Approved
2020-03	Wrencrest	30434 Wrencrest	Paint Home	Approved

- Under 2020-01, the Board is in favor of the second option.

On MOTION by Mr. Bovis, seconded by Mr. Picarelli, with all in favor, the Architectural Review Report was approved as discussed.

B. Operations Manager

Ms. Diaz presented her report for discussion; a copy of which is attached hereto and made part of the public record.

- The mulch was installed on December 27, 2019. Mr. Cline and Mr. Picarelli are not in favor of paying the invoice in the amount of \$16,400, until it has been determined what would be done with the mulch which should not have been installed. Ms. Sanchez is in favor of making a partial payment. This cannot be done, as Inframark does not make partial payments. A new invoice would have to be issued. The Board would like something in writing stating they are not going to re-charge the District for the mulch which was moved aside for completion of the stump grinding.
 - Ms. Diaz commented LMP needs to provide a schedule of the work, along with a completion date.
 - They also need to finish the stump grinding.
- LMP Service Reports were briefly discussed.
- All security cameras are up and running. Ms. Sanchez suggested Mr. Cohen prepare a Warranty Agreement.
- The newsletter was discussed. It may be printed and sent via mail to everyone, since it can no longer be posted on the website.
 - Ms. Diaz will research the possibility of having the newsletter printed and mailed by an outside company.
 - Newsletters are also available at the office.

NINTH ORDER OF BUSINESS**Approval/Disapproval/Discussion**

There being no items for approval/disapproval/discussion, the next order of business followed.

TENTH ORDER OF BUSINESS**Supervisor Comments**

- Mr. Picarelli commented on LMP issues.
- Mr. Cline is dissatisfied with LMP.
- Ms. Sanchez discussed LMP. LMP attending a CDD meeting on a quarterly basis to give updates on their projects is a good idea.
- Mr. Bovis indicated there is a communication issue with LMP. Their contract will expire in October. The Board may go out for RFP in May or June.

FIFTH ORDER OF BUSINESS**Audience Comments (Comments will be limited to three minutes.) (Continued)**

Residents commented on the following items:

- The Joint Use Agreement, and what should be installed to serve as fencing at Wrencrest, since the agreement will expire February 6, 2020. This will be discussed further at the workshop.
- Tennis courts. The Clubhouse closes at 8:00 p.m. Keeping the tennis courts open late will require staff at the clubhouse. Clubhouse hours will extend in the spring when the clocks move forward.
- The gates.
- Trees.

TENTH ORDER OF BUSINESS**Supervisor Comments (Continued)**

- Ms. Sanchez gave kudos to staff for all their diligent work.
- Holiday decorations were addressed.
- The road at the Wrencrest entrance was discussed.

ELEVENTH ORDER OF BUSINESS**Adjourn the Regular Meeting and Proceed to a Workshop**

There being no further business,

On MOTION by Ms. Sanchez, seconded by Ms. Childers, with all in favor, the meeting was adjourned at approximately 8:05 p.m., and the Board proceeded to a workshop.

Michael Cline
Chairman

**MINUTES OF WORKSHOP
MEADOW POINTE II
COMMUNITY DEVELOPMENT DISTRICT**

A workshop of the Board of Supervisors of the Meadow Pointe II Community Development District was held Thursday, January 2, 2020, immediately following the regular meeting, at the Meadow Pointe II Clubhouse, located at 30051 County Line Road, Wesley Chapel, Florida.

Present were:

Michael Cline	Chairman
John Picarelli	Vice Chairman
Dana Sanchez	Assistant Secretary
Jamie Childers	Assistant Secretary
James Bovis	Assistant Secretary
Sheila Diaz	Operations Manager
Residents	

The following items were discussed during the January 2, 2020 Meadow Pointe II Community Development District Workshop; no motions, votes or actions were taken. Any action to be taken on the items listed below will occur at a regular meeting of the Board of Supervisors.

FIRST ORDER OF BUSINESS

Call to Order

Mr. Cline called the workshop to order at 8:38 p.m.

SECOND ORDER OF BUSINESS

Items for Discussion

The Wrencrest gate was discussed.

- Mr. Picarelli suggested contacting the gate company being used for all of the entrance gates to determine what they suggest for closing down the areas. Ms. Diaz will investigate the possibility of pillars or bollards.
- It should look similar to all of the other front gates in the community.
- Stone pillars may work.

- A white vinyl fence would not look better. An aluminum fence is a possibility.
- There has not been a final decision regarding the gates.
- A concrete wall requires County approval.
- Ms. Sanchez suggested using material from one of the fences which is being removed from one of the other Villages.
- Ms. Diaz will obtain prices for 10 bollards. She will also obtain a proposal for a six-foot wrought iron fence.
- Ms. Diaz will determine whether there is a company which will recycle the gates from the other Villages.
- Staff will ensure the bollards are installed by February 7, 2020.

The lap pool was discussed.

- Work needs to get done soon, in order for it to be operational for the summer of 2021.
- Official quotes are needed.
- Mr. Picarelli suggested having a list of companies at the next meeting for Board discussion. Representatives from the companies should attend a meeting and make presentations.
- Mr. Cline would like the representatives from the pool companies just attend a meeting and make their presentations without having to discuss further, as all the information regarding the pool is listed in the bond.
- Ms. Diaz was directed to obtain a list of pool companies, for presentation at the February or March meeting. The Board will discuss the list first.

Ms. Diaz discussed the possibility of resurfacing the tennis courts.

- There are large cracks.
- Ms. Sanchez discussed tennis court hours.
 - There is the possibility of getting people who do not belong here remaining on the property.
 - Once people have access to the tennis courts, they also have access to the playground.
- The tennis courts were previously re-sealed.

- Michael Cline
Chairman

**MINUTES OF MEETING
MEADOW POINTE II
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Meadow Pointe II Community Development District was held Wednesday, January 15, 2020, and called to order at 6:37 p.m. at the Meadow Pointe II Clubhouse, located at 30051 County Line Road, Wesley Chapel, Florida.

Present and constituting a quorum were:

Michael Cline	Chairman
John Picarelli	Vice Chairman
Jamie Childers	Assistant Secretary
James Bovis	Assistant Secretary

Also present were:

Robert Nanni	District Manager
Sheila Diaz	Operations Manager
Christine Masters	ARC/DRC
Gerald Lynn	Government Liaison
Numerous Residents	

The following is a summary of the discussions and actions taken at the January 15, 2020 Meadow Pointe II Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Call to Order

Mr. Cline called the meeting to order.

SECOND ORDER OF BUSINESS

Roll Call

Supervisors and staff introduced themselves, and a quorum was established.

THIRD ORDER OF BUSINESS

**Pledge of Allegiance/Moment of Silence
for our Fallen Service Members and First
Responders**

The Pledge of Allegiance was recited; a moment of silence was observed.

FOURTH ORDER OF BUSINESS

Additions or Corrections to the Agenda

There being no additions or corrections to the agenda, the next order of business followed.

FIFTH ORDER OF BUSINESS

Audience Comments (Comments will be limited to three minutes.)

A resident inquired regarding the following item:

- Gates. The Board is waiting for the final contract.

SIXTH ORDER OF BUSINESS

Consent Agenda

- A. Minutes of the December 4, 2019 Meeting and Workshop, and December 18, 2019 Meeting**
- B. Financial Report as of December 31, 2019**
- C. Deed Restrictions**

Mr. Cline stated each Board member received a copy of the Consent Agenda, with the items as listed above, and requested any additions, corrections or deletions.

There being none,

On MOTION by Mr. Picarelli, seconded by Ms. Childers, with all in favor, the Consent Agenda, comprised of the Minutes of the December 4, 2019 Meeting and Workshop, Minutes of the December 18, 2019 Meeting, Financial Report as of December 31, 2019, and Deed Restrictions, was approved.

SEVENTH ORDER OF BUSINESS

Non-Staff Reports

A. Law Enforcement

- Mr. Cline expressed his dissatisfaction with Inframark and the length of time it takes to process invoices; the law enforcement invoices in particular. He will discuss this with Inframark and request payment be made within seven days.
- Mr. Cline will also discuss with Inframark the Boards involvement in individual pay raises. The Board has never approved individual pay raises. Each year, there is a budgeted amount of money to cover increases; however, the Operations Manager conducts the evaluations, Mr. Cline reviews them, and the pay raise is determined by the Operations Manager who stays within the budgeted amount.

B. Residents Council

There being no reports, the next item followed.

C. Government Liaison

Mr. Lynn discussed the following:

- The Mansfield issue has not come up for discussion and is still outstanding.
- PACA had a meeting in December and the Board unanimously voted to terminate. Termination is effective December 31, 2019.

EIGHTH ORDER OF BUSINESS**Reports****A. Architectural Review**

<u>Case #</u>	<u>Village</u>	<u>Address</u>	<u>Request</u>	<u>Recommendation</u>
2020-04	Wrencrest	30618 Tremont	Paint Home	Approved
2020-05	Colehaven	30524 Treyburn	Paint Home	See below
2020-06	Colehaven	30428 Colehaven	Paint Home	Approved
2020-07	Wrencrest	30644 Nickerson	Paint Home	Approved

- Under 2020-05, the Board is in favor of the approved color scheme #61.

On MOTION by Mr. Picarelli, seconded by Ms. Childers, with all in favor, the Architectural Review Report was approved as amended.

B. District Manager

There being no report, the next item followed.

C. Operations Manager

Ms. Diaz presented her report for discussion; a copy of which is attached hereto and made part of the public record.

- Quotes from two vendors for printing the Meadow Point II Newsletter were reviewed. One quote from Allegra Marketing Print Mail was for 2,000 copies of a four-page newsletter folded and delivered for \$1,251.40, or \$1,590.10 for 2,000 copies of an eight-page newsletter printed, folded and delivered. The second quote was from Office Depot for \$620, which includes copying only.
 - Ms. Diaz will contact Allegra to begin printing the four-page newsletter with deliveries every other month and ask if there is a contract for services.

Mr. Pacarelli MOVED to approve taking \$10,000 out of Operations Reserve to print the Meadow Point Newsletter every other month using Allegra Design Print Mail Service, and Ms. Childers seconded the motion.

- An amendment to include mailing was suggested.

On VOICE Vote, with all in favor the prior motion was approved as amended.

- Mr. Cline reminded the Board to submit articles and include information relating to PTA and school activities.
- The revised Employee Manual was reviewed and several changes were discussed. Ms. Diaz will make the changes for the Board's review prior to the next Board meeting.

Let the record reflect Mr. Nanni joined the meeting.

- The Pond Restoration Project is rescheduled for January 27, 2020.
- Mr. Cline noted the bank along the Mansfield pond, towards the houses, needs to be looked at.
- The maintenance staff will install new flag poles beginning next Monday.
- LMP passed the landscape inspection with a score of 93.5% for January 2020.
- Mr. Cline shared an email from LMP with the Board. After discussion, the Board decided not to approve the Village renovation proposals from LMP; instead, one task at a time needs to be completed.
- The spring garage sale will be held on April 18, 2020.
- The permit for the Announcement Board was approved and the sign is in production with an anticipated delivery date of February 21, 2020.
- All systems for the security cameras are up and running, and the two areas needing service will be serviced on Friday.
- The Wi-Fi is operational at 14 Villages.
- Pool Works is working on the proposal for the Splash Pad. They are scheduled to return with an electrician on Friday to work on a plan to address the electrical issues prior to submitting the proposal.

Let the record reflect Ms. Diaz was out all day today on CDD legal business.

- Several companies were contacted for estimates to install a fence dividing Meadow Pointe II and Meadow Pointe III.

- A proposal was received from Bravo Fence in the amount of \$14,580, which includes bollards.
- Wood Fence will be out next week to prepare estimate. While here, Ms. Diaz will ask their thoughts on using one of the existing gates.
- The Board will purchase 10 bollards from Newline at a cost of \$129 each, and the staff will install along the separation between Meadow Point II and Meadow Point III on Wrencrest Drive beginning February 7, 2020.

Mr. Picarelli MOVED to approve the purchase of 10 bollards from Newline and authorize staff to install, and Ms. Childer seconded the motion.

There being no further discussion,

On VOICE Vote, with all in favor, the prior motion was approved.

- Ms. Diaz will invite the pool companies listed in the agenda package who could potentially build a lap pool, to view the area and attend the meeting on February 5, 2020.
- The gates and the gate contract was discussed, and the Board recommended meeting with Metro Gates to discuss the work they plan to do and once defined, submit a written agreement to that effect.

B. District Manager (continued)

Mr. Cline discussed the following concerns:

- The Board is extremely disappointed with Inframark and the two weeks it takes before they cut a check. The Board feels that seven days is more than sufficient time to get the checks out after invoices are faxed to Inframark. Ms. Diaz noted they are non-bond invoices going through the Avid System.
- The Board's involvement in the process of managing employees and approving salary increases. Mr. Nanni responded the increases are inherent in the budget; however, documentation is needed in the form of a motion, indicating the Board wants these employees to receive a salary increase in accordance with the Operations Manager evaluations.

On MOTION by Mr. Picarelli, seconded by Ms. Childers, with all in favor, salary increases from the allocated Fiscal Year 2020 Budget under the Operations Manager evaluation, were approved.

NINTH ORDER OF BUSINESS

**Action Items for Board
Approval/Disapproval/Discussion**

A. Approval of Barriers for Wrencrest

This item was discussed earlier in the meeting.

B. Discussion Regarding Setting Standards for Roofs for Villages

- Mr. Cline asked Ms. Masters to compile a list of all roofs approved, to date, in all the Villages. This list would be reviewed in a workshop to assist in establishing standards for roof colors in each of the Villages.

C. Discussion Regarding Employee Manual

The Employee Manual was discussed earlier in the meeting.

TENTH ORDER OF BUSINESS

Supervisors' Remarks

- Mr. Bovis noted when selecting fencing, that children and safety be considered.

ELEVENTH ORDER OF BUSINESS

**Audience Comments (Comments will be
limited to three minutes.)**

Residents commented on the following items:

- Homeowner is unable to hear when someone dials them from the box, up front, in Longleaf.
- The antenna on the gate needs to be raised.
- Installation of bollards in Wrencrest.

TWELTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Picarelli, seconded by Mr. Bovis, with all in favor, the meeting was adjourned at approximately 8:07 p.m.

Michael Cline
Chairman

6B.

MEADOW POINTE II
Community Development District

Financial Report

January 31, 2020

Prepared by



Table of Contents

<u>FINANCIAL STATEMENTS</u>	Page #
Balance Sheet - All Funds	1 - 4
Statement of Revenues, Expenditures and Changes in Fund Balances	
General Funds	5 - 21
Debt Service Bond Series 2018	22
Construction Fund	23
<u>SUPPORTING SCHEDULES</u>	
Non-Ad Valorem Special Assessments - Collection Schedules	24 - 26
Cash and Investment Report	27
Note - Aqua Pool	28
Settlements	29
Construction Report	30
Approval of invoices	31 - 37

MEADOW POINTE II
Community Development District

Financial Statements

(Unaudited)

January 31, 2020

Balance Sheet
January 31, 2020

ACCOUNT DESCRIPTION	GENERAL FUND (001)	DEED RESTRICTION ENFORCEMENT FUND	GENERAL FUND - CHARLESWORTH (003)	GENERAL FUND - COLEHAVEN (004)	GENERAL FUND - COVINA KEY (005)	GENERAL FUND - GLENHAM (006)	GENERAL FUND - IVERSON (007)	GENERAL FUND - LETTINGWELL (008)
<u>ASSETS</u>								
Cash - Checking Account	\$ 1,413,850	\$ 176	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assessments Receivable	927	-	-	-	-	-	-	-
Allow-Doubtful Collections	(36,871)	-	-	-	-	-	-	-
Notes Receivable-Non-Current	36,871	-	-	-	-	-	-	-
Interest/Dividend Receivables	5,679	-	-	-	-	-	-	-
Due From Other Funds	-	83,516	249,646	83,153	309,178	61,949	238,889	16,425
Investments:								
Certificates of Deposit - 12 Months	158,677	-	-	-	-	-	-	-
Certificates of Deposit - 18 Months	211,348	-	-	-	-	-	-	-
Money Market Account	4,975,630	-	-	-	-	-	-	-
Construction Fund	-	-	-	-	-	-	-	-
Interest Account	-	-	-	-	-	-	-	-
Reserve Fund	-	-	-	-	-	-	-	-
Prepaid Items	613	-	-	-	-	-	-	-
Deposits	10,000	-	-	-	-	-	-	-
Utility Deposits - TECO	29,950	-	-	-	-	-	-	-
TOTAL ASSETS	\$ 6,806,674	\$ 83,692	\$ 249,646	\$ 83,153	\$ 309,178	\$ 61,949	\$ 238,889	\$ 16,425
<u>LIABILITIES</u>								
Accounts Payable	\$ 26,809	\$ 216	\$ 90	\$ 90	\$ 90	\$ 90	\$ 144	\$ 90
Accrued Expenses	36,652	-	-	-	-	-	-	45
Accrued Taxes Payable	595	-	-	-	-	-	-	-
Deposits	22,475	-	-	-	-	-	-	-
Deferred Revenue	927	-	-	-	-	-	-	-
Due To Other Funds	3,326,042	-	-	-	-	-	-	-
TOTAL LIABILITIES	3,413,500	216	90	90	90	90	144	135

Balance Sheet
January 31, 2020

ACCOUNT DESCRIPTION	GENERAL FUND (001)	DEED RESTRICTION ENFORCEMENT FUND	GENERAL FUND - CHARLESWORTH (003)	GENERAL FUND - COLEHAVEN (004)	GENERAL FUND - COVINA KEY (005)	GENERAL FUND - GLENHAM (006)	GENERAL FUND - IVERSON (007)	GENERAL FUND - LETTINGWELL (008)
FUND BALANCES								
Nonspendable:								
Prepaid Items	613	-	-	-	-	-	-	-
Deposits	29,950	-	-	-	-	-	-	-
Restricted for:								
Debt Service	-	-	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-	-	-
Assigned to:								
Operating Reserves	437,943	15,651	12,307	2,563	13,966	-	14,982	2,177
Reserves - Ponds	264,053	-	-	-	-	-	-	-
Reserves-Renewal & Replacement	618,412	-	-	-	-	-	-	-
Reserves - Roadways	-	-	149,423	51,450	145,343	28,511	147,949	-
Reserves - Sidewalks	-	-	15,660	2,374	3,293	804	2,796	-
Unassigned:	2,042,203	67,825	72,166	26,676	146,486	32,544	73,018	14,113
TOTAL FUND BALANCES	\$ 3,393,174	\$ 83,476	\$ 249,556	\$ 83,063	\$ 309,088	\$ 61,859	\$ 238,745	\$ 16,290
TOTAL LIABILITIES & FUND BALANCES	\$ 6,806,674	\$ 83,692	\$ 249,646	\$ 83,153	\$ 309,178	\$ 61,949	\$ 238,889	\$ 16,425

Balance Sheet
January 31, 2020

ACCOUNT DESCRIPTION	GENERAL FUND - LONGLEAF (009)	GENERAL FUND - MANOR ISLE (010)	GENERAL FUND - SEDGWICK (011)	GENERAL FUND - TULLAMORE (012)	GENERAL FUND - VERMILLION (013)	GENERAL FUND - WRENCREST (014)	2018 DEBT SERVICE FUND	2018 CONSTRUCTION FUND	TOTAL
<u>ASSETS</u>									
Cash - Checking Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,414,026
Assessments Receivable	-	-	-	-	-	-	-	-	927
Allow-Doubtful Collections	-	-	-	-	-	-	-	-	(36,871)
Notes Receivable-Non-Current	-	-	-	-	-	-	-	-	36,871
Interest/Dividend Receivables	-	-	-	-	-	-	-	-	5,679
Due From Other Funds	338,896	174,148	239,989	221,524	254,726	505,068	548,935	-	3,326,042
Investments:									
Certificates of Deposit - 12 Months	-	-	-	-	-	-	-	-	158,677
Certificates of Deposit - 18 Months	-	-	-	-	-	-	-	-	211,348
Money Market Account	-	-	-	-	-	-	-	-	4,975,630
Construction Fund	-	-	-	-	-	-	-	6,118,208	6,118,208
Interest Account	-	-	-	-	-	-	1,121	-	1,121
Reserve Fund	-	-	-	-	-	-	303,211	-	303,211
Prepaid Items	-	-	-	-	-	-	-	-	613
Deposits	-	-	-	-	-	-	-	-	10,000
Utility Deposits - TECO	-	-	-	-	-	-	-	-	29,950
TOTAL ASSETS	\$ 338,896	\$ 174,148	\$ 239,989	\$ 221,524	\$ 254,726	\$ 505,068	\$ 853,267	\$ 6,118,208	\$ 16,555,432
<u>LIABILITIES</u>									
Accounts Payable	\$ 144	\$ 90	\$ 144	\$ 90	\$ 90	\$ 144	\$ -	\$ -	\$ 28,321
Accrued Expenses	-	-	-	-	-	-	-	-	36,697
Accrued Taxes Payable	-	-	-	-	-	-	-	-	595
Deposits	-	-	-	-	-	-	-	-	22,475
Deferred Revenue	-	-	-	-	-	-	-	-	927
Due To Other Funds	-	-	-	-	-	-	-	-	3,326,042
TOTAL LIABILITIES	144	90	144	90	90	144	-	-	3,415,057

Balance Sheet
January 31, 2020

ACCOUNT DESCRIPTION	GENERAL FUND - LONGLEAF (009)	GENERAL FUND - MANOR ISLE (010)	GENERAL FUND - SEDGWICK (011)	GENERAL FUND - TULLAMORE (012)	GENERAL FUND - VERMILLION (013)	GENERAL FUND - WRENCREST (014)	2018 DEBT SERVICE FUND	2018 CONSTRUCTION FUND	TOTAL
FUND BALANCES									
Nonspendable:									
Prepaid Items	-	-	-	-	-	-	-	-	613
Deposits	-	-	-	-	-	-	-	-	29,950
Restricted for:									
Debt Service	-	-	-	-	-	-	853,267	-	853,267
Capital Projects	-	-	-	-	-	-	-	6,118,208	6,118,208
Assigned to:									
Operating Reserves	23,310	9,286	10,435	10,939	12,657	27,307	-	-	593,523
Reserves - Ponds	-	-	-	-	-	-	-	-	264,053
Reserves-Renewal & Replacement	-	-	-	-	-	-	-	-	618,412
Reserves - Roadways	140,858	75,409	113,703	77,230	132,898	220,344	-	-	1,283,118
Reserves - Sidewalks	12,986	2,058	9,140	15,251	1,936	2,165	-	-	68,463
Unassigned:	161,598	87,305	106,567	118,014	107,145	255,108	-	-	3,310,768
TOTAL FUND BALANCES	\$ 338,752	\$ 174,058	\$ 239,845	\$ 221,434	\$ 254,636	\$ 504,924	\$ 853,267	\$ 6,118,208	\$ 13,140,375
TOTAL LIABILITIES & FUND BALANCES	\$ 338,896	\$ 174,148	\$ 239,989	\$ 221,524	\$ 254,726	\$ 505,068	\$ 853,267	\$ 6,118,208	\$ 16,555,432

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	JAN-20 BUDGET	JAN-20 ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES								
Interest - Investments	\$ 8,000	\$ 2,667	\$ 118	\$ (2,549)	1.48%	\$ 667	\$ 45	\$ (622)
Garbage/Solid Waste Revenue	151,330	127,548	135,023	7,475	89.22%	4,786	2,961	(1,825)
Interest - Tax Collector	-	-	156	156	0.00%	-	121	121
Special Assmnts- Tax Collector	1,581,016	1,306,120	1,410,651	104,531	89.22%	39,285	30,939	(8,346)
Special Assmnts- Discounts	(69,294)	(57,504)	(61,931)	(4,427)	89.37%	(1,685)	(1,036)	649
Other Miscellaneous Revenues	10,000	3,333	10,974	7,641	109.74%	833	25	(808)
Gate Bar Code/Remotes	4,000	1,333	2,159	826	53.98%	333	657	324
Access Cards	3,000	1,000	463	(537)	15.43%	250	103	(147)
TOTAL REVENUES	1,688,052	1,384,497	1,497,613	113,116	88.72%	44,469	33,815	(10,654)

EXPENDITURES

Administration

P/R-Board of Supervisors	24,000	8,000	7,600	400	31.67%	2,000	1,800	200
FICA Taxes	1,836	612	581	31	31.64%	153	138	15
ProfServ-Engineering	30,000	10,000	-	10,000	0.00%	2,500	-	2,500
ProfServ-Legal Services	45,000	15,000	7,270	7,730	16.16%	3,750	2,430	1,320
ProfServ-Mgmt Consulting Serv	70,034	23,345	23,895	(550)	34.12%	5,836	5,836	-
ProfServ-Property Appraiser	150	150	-	150	0.00%	-	-	-
ProfServ-Trustee Fees	3,500	1,167	-	1,167	0.00%	292	-	292
ProfServ-Web Site Maintenance	6,000	2,000	3,502	(1,502)	58.37%	500	3,502	(3,002)
Auditing Services	4,400	-	-	-	0.00%	-	-	-
Postage and Freight	1,000	333	330	3	33.00%	83	101	(18)
Insurance - General Liability	35,417	35,417	35,562	(145)	100.41%	-	-	-
Printing and Binding	1,000	333	531	(198)	53.10%	83	42	41
Legal Advertising	1,000	333	-	333	0.00%	83	-	83
Miscellaneous Services	1,300	433	303	130	23.31%	108	69	39
Misc-Assessmnt Collection Cost	31,620	26,120	8,855	17,265	28.00%	786	19	767

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	JAN-20 BUDGET	JAN-20 ACTUAL	VARIANCE (\$) FAV(UNFAV)
Misc-Supervisor Expenses	850	283	65	218	7.65%	71	65	6
Office Supplies	200	67	198	(131)	99.00%	17	30	(13)
Annual District Filing Fee	175	175	175	-	100.00%	-	-	-
Total Administration	257,482	123,768	88,867	34,901	34.51%	16,262	14,032	2,230
<u>Field</u>								
Contracts-Security Services	75,000	25,000	18,000	7,000	24.00%	6,250	4,400	1,850
Contracts-Security Alarms	600	200	299	(99)	49.83%	50	43	7
R&M-General	13,200	4,400	4,161	239	31.52%	1,100	2,234	(1,134)
Misc-Animal Trapper	250	250	-	250	0.00%	-	-	-
Misc-Contingency	3,000	1,000	235	765	7.83%	250	215	35
Total Field	92,050	30,850	22,695	8,155	24.66%	7,650	6,892	758
<u>Landscape Services</u>								
ProfServ-Landscape Architect	10,080	3,360	3,360	-	33.33%	840	840	-
Contracts-Landscape	134,760	44,920	45,685	(765)	33.90%	11,230	11,421	(191)
Contracts-Irrigation	13,608	4,536	4,536	-	33.33%	1,134	1,134	-
R&M-Irrigation	10,000	3,333	72	3,261	0.72%	833	72	761
R&M-Landscape Renovations	20,000	6,667	455	6,212	2.28%	1,667	455	1,212
R&M-Mulch	16,400	16,400	15,580	820	95.00%	-	15,580	(15,580)
R&M-Trees and Trimming	5,000	1,667	-	1,667	0.00%	417	-	417
R&M-Annals	15,000	3,750	6,360	(2,610)	42.40%	3,750	3,150	600
Total Landscape Services	224,848	84,633	76,048	8,585	33.82%	19,871	32,652	(12,781)
<u>Utilities</u>								
Contracts-Solid Waste Services	142,250	47,417	45,196	2,221	31.77%	11,854	11,511	343
Utility - General	1,500	500	1,254	(754)	83.60%	125	(71)	196
Electricity - Streetlighting	210,000	70,000	68,578	1,422	32.66%	17,500	16,786	714
Utility - Reclaimed Water	14,700	4,900	2,454	2,446	16.69%	1,225	950	275

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	JAN-20 BUDGET	JAN-20 ACTUAL	VARIANCE (\$) FAV(UNFAV)
Misc-Property Taxes	3,300	3,300	-	3,300	0.00%	-	-	-
Misc-Assessmnt Collection Cost	3,027	2,631	2,135	496	70.53%	57	2	55
Total Utilities	374,777	128,748	119,617	9,131	31.92%	30,761	29,178	1,583
<u>Lakes and Ponds</u>								
Contracts-Lakes	58,000	19,333	9,840	9,493	16.97%	4,833	(4,920)	9,753
R&M-Mitigation	1,000	-	-	-	0.00%	-	-	-
R&M-Ponds	45,000	15,000	-	15,000	0.00%	3,750	-	3,750
Reserve - Ponds	5,000	-	-	-	0.00%	-	-	-
Total Lakes and Ponds	109,000	34,333	9,840	24,493	9.03%	8,583	(4,920)	13,503
<u>Parks and Recreation - General</u>								
ProfServ-Info Technology	10,000	3,333	3,242	91	32.42%	833	414	419
Contracts-Pools	21,200	7,067	6,268	799	29.57%	1,767	1,567	200
Communication - Telephone	8,700	2,900	4,788	(1,888)	55.03%	725	2,333	(1,608)
Utility - General	1,500	500	376	124	25.07%	125	94	31
Utility - Water & Sewer	4,725	1,575	1,086	489	22.98%	394	614	(220)
Electricity - Rec Center	18,000	6,000	4,135	1,865	22.97%	1,500	1,978	(478)
Lease - Copier	3,600	1,200	11,578	(10,378)	321.61%	300	-	300
R&M-Clubhouse	13,000	4,333	1,188	3,145	9.14%	1,083	(11)	1,094
R&M-Court Maintenance	5,000	1,667	996	671	19.92%	417	737	(320)
R&M-Pools	5,000	1,667	971	696	19.42%	417	36	381
R&M-Fitness Equipment	4,500	1,500	4,070	(2,570)	90.44%	375	440	(65)
R&M-Playground	4,200	1,400	-	1,400	0.00%	350	-	350
Misc-Clubhouse Activities	3,000	1,000	-	1,000	0.00%	250	-	250
Misc-Contingency	2,000	667	-	667	0.00%	167	-	167
Office Supplies	2,500	833	753	80	30.12%	208	151	57
Op Supplies - General	20,000	6,667	14,629	(7,962)	73.15%	1,667	10,231	(8,564)
Op Supplies - Fuel, Oil	6,000	2,000	1,379	621	22.98%	500	635	(135)

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	JAN-20 BUDGET	JAN-20 ACTUAL	VARIANCE (\$) FAV(UNFAV)
Cleaning Supplies	2,500	833	325	508	13.00%	208	102	106
Cap Outlay - Pool Furniture	1,500	-	-	-	0.00%	-	-	-
Reserve - Renewal&Replacement	-	-	37,625	(37,625)	0.00%	-	-	-
Total Parks and Recreation - General	136,925	45,142	93,409	(48,267)	68.22%	11,286	19,321	(8,035)
<u>Personnel</u>								
Payroll-Maintenance	414,830	138,277	106,535	31,742	25.68%	34,569	25,300	9,269
Payroll-Benefits	4,500	1,500	1,262	238	28.04%	375	432	(57)
FICA Taxes	31,734	10,578	8,121	2,457	25.59%	2,645	1,957	688
Workers' Compensation	31,506	10,502	6,578	3,924	20.88%	2,626	1,834	792
Unemployment Compensation	2,000	667	-	667	0.00%	167	-	167
ProfServ-Human Resources	900	300	300	-	33.33%	75	75	-
Op Supplies - Uniforms	6,500	2,167	1,863	304	28.66%	542	657	(115)
Subscriptions and Memberships	1,000	1,000	784	216	78.40%	-	750	(750)
Total Personnel	492,970	164,991	125,443	39,548	25.45%	40,999	31,005	9,994
TOTAL EXPENDITURES	1,688,052	612,465	535,919	76,546	31.75%	135,412	128,160	7,252
Excess (deficiency) of revenues Over (under) expenditures	-	772,032	961,694	189,662	0.00%	(90,943)	(94,345)	(3,402)
Net change in fund balance	\$ -	\$ 772,032	\$ 961,694	\$ 189,662	0.00%	\$ (90,943)	\$ (94,345)	\$ (3,402)
FUND BALANCE, BEGINNING (OCT 1, 2019)	2,431,480	2,431,480	2,431,480					
FUND BALANCE, ENDING	\$ 2,431,480	\$ 3,203,512	\$ 3,393,174					

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	JAN-20 BUDGET	JAN-20 ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES								
Interest - Investments	\$ 1,100	\$ 367	\$ 882	\$ 515	80.18%	\$ 92	\$ 246	\$ 154
Special Assmnts- Tax Collector	33,940	30,768	30,283	(485)	89.23%	732	664	(68)
Special Assmnts- Discounts	(1,358)	(1,232)	(1,213)	19	89.32%	(30)	(20)	10
Settlements	5,000	1,667	1,601	(66)	32.02%	417	276	(141)
TOTAL REVENUES	38,682	31,570	31,553	(17)	81.57%	1,211	1,166	(45)
EXPENDITURES								
Administration								
Payroll-Salaries	29,484	9,828	8,328	1,500	28.25%	2,457	3,080	(623)
FICA Taxes	2,256	752	627	125	27.79%	188	214	(26)
ProfServ-Legal Services	10,000	3,333	1,598	1,735	15.98%	833	1,389	(556)
ProfServ-Mgmt Consulting Serv	2,163	721	721	-	33.33%	180	180	-
Postage and Freight	2,500	833	464	369	18.56%	208	261	(53)
Misc-Assessmnt Collection Cost	679	615	190	425	27.98%	15	-	15
Office Supplies	1,600	533	481	52	30.06%	133	338	(205)
Total Administration	48,682	16,615	12,409	4,206	25.49%	4,014	5,462	(1,448)
TOTAL EXPENDITURES	48,682	16,615	12,409	4,206	25.49%	4,014	5,462	(1,448)
Excess (deficiency) of revenues Over (under) expenditures	(10,000)	14,955	19,144	4,189	n/a	(2,803)	(4,296)	(1,493)
OTHER FINANCING SOURCES (USES)								
Contribution to (Use of) Fund Balance	(10,000)	-	-	-	0.00%	-	-	-
TOTAL FINANCING SOURCES (USES)	(10,000)	-	-	-	0.00%	-	-	-
Net change in fund balance	\$ (10,000)	\$ 14,955	\$ 19,144	\$ 4,189	n/a	\$ (2,803)	\$ (4,296)	\$ (1,493)
FUND BALANCE, BEGINNING (OCT 1, 2019)	64,332	64,332	64,332					
FUND BALANCE, ENDING	\$ 54,332	\$ 79,287	\$ 83,476					

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	JAN-20 BUDGET	JAN-20 ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES								
Interest - Investments	\$ 2,000	\$ 667	\$ 1,912	\$ 1,245	95.60%	\$ 167	\$ 533	\$ 366
Special Assmnts- Tax Collector	22,362	17,652	19,952	2,300	89.22%	1,015	438	(577)
Special Assmnts- Discounts	(894)	(758)	(799)	(41)	89.37%	(41)	(13)	28
TOTAL REVENUES	23,468	17,561	21,065	3,504	89.76%	1,141	958	(183)
EXPENDITURES								
Field								
Payroll-Village Gate Personnel	1,000	333	202	131	20.20%	83	73	10
FICA Taxes	77	26	15	11	19.48%	6	6	-
Contracts-Gates	490	163	-	163	0.00%	41	-	41
Communication - Telephone	120	40	54	(14)	45.00%	10	(55)	65
R&M-Gate	2,220	740	270	470	12.16%	185	180	5
R&M-Sidewalks	1	1	-	1	0.00%	-	-	-
R&M-Tree Removal	1	1	-	1	0.00%	-	-	-
Misc-Assessmnt Collection Cost	447	305	125	180	27.96%	20	-	20
Misc-Contingency	530	177	-	177	0.00%	44	-	44
Reserve - Roadways	14,500	-	-	-	0.00%	-	-	-
Reserve - Sidewalks	4,082	-	-	-	0.00%	-	-	-
Total Field	23,468	1,786	666	1,120	2.84%	389	204	185
TOTAL EXPENDITURES	23,468	1,786	666	1,120	2.84%	389	204	185
Excess (deficiency) of revenues								
Over (under) expenditures	-	15,775	20,399	4,624	0.00%	752	754	2
Net change in fund balance	\$ -	\$ 15,775	\$ 20,399	\$ 4,624	0.00%	\$ 752	\$ 754	\$ 2
FUND BALANCE, BEGINNING (OCT 1, 2019)	229,157	229,157	229,157					
FUND BALANCE, ENDING	\$ 229,157	\$ 244,932	\$ 249,556					

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	JAN-20 BUDGET	JAN-20 ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>								
Interest - Investments	\$ 500	\$ 167	\$ 440	\$ 273	88.00%	\$ 42	\$ 123	\$ 81
Special Assmnts- Tax Collector	7,239	2,413	6,459	4,046	89.23%	603	142	(461)
Special Assmnts- Discounts	(290)	(164)	(259)	(95)	89.31%	(22)	(4)	18
TOTAL REVENUES	7,449	2,416	6,640	4,224	89.14%	623	261	(362)
<u>EXPENDITURES</u>								
Field								
Payroll-Village Gate Personnel	1,000	333	176	157	17.60%	83	68	15
FICA Taxes	77	26	13	13	16.88%	6	5	1
Contracts-Gates	350	117	-	117	0.00%	29	-	29
Communication - Telephone	125	42	54	(12)	43.20%	10	(55)	65
R&M-Gate	1,000	333	270	63	27.00%	83	180	(97)
R&M-Sidewalks	1	-	-	-	0.00%	-	-	-
R&M-Tree Removal	1	-	-	-	0.00%	-	-	-
Misc-Assessmnt Collection Cost	145	85	41	44	28.28%	11	-	11
Misc-Contingency	190	63	-	63	0.00%	16	-	16
Reserve - Roadways	4,000	-	-	-	0.00%	-	-	-
Reserve - Sidewalks	560	-	-	-	0.00%	-	-	-
Total Field	7,449	999	554	445	7.44%	238	198	40
TOTAL EXPENDITURES	7,449	999	554	445	7.44%	238	198	40
Excess (deficiency) of revenues Over (under) expenditures	-	1,417	6,086	4,669	0.00%	385	63	(322)
Net change in fund balance	\$ -	\$ 1,417	\$ 6,086	\$ 4,669	0.00%	\$ 385	\$ 63	\$ (322)
FUND BALANCE, BEGINNING (OCT 1, 2019)	76,977	76,977	76,977					
FUND BALANCE, ENDING	\$ 76,977	\$ 78,394	\$ 83,063					

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	JAN-20 BUDGET	JAN-20 ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES								
Interest - Investments	\$ 2,000	\$ 667	\$ 2,597	\$ 1,930	129.85%	\$ 167	\$ 723	\$ 556
Special Assmnts- Tax Collector	25,618	20,351	22,857	2,506	89.22%	1,145	501	(644)
Special Assmnts- Discounts	(1,025)	(796)	(916)	(120)	89.37%	(46)	(15)	31
TOTAL REVENUES	26,593	20,222	24,538	4,316	92.27%	1,266	1,209	(57)
EXPENDITURES								
Field								
Payroll-Village Gate Personnel	1,000	333	257	76	25.70%	83	97	(14)
FICA Taxes	77	26	20	6	25.97%	6	7	(1)
Contracts-Gates	350	117	-	117	0.00%	29	-	29
Communication - Telephone	200	67	31	36	15.50%	17	(43)	60
R&M-Gate	3,200	1,067	635	432	19.84%	267	180	87
R&M-Sidewalks	1	1	-	1	0.00%	-	-	-
R&M-Tree Removal	1	1	-	1	0.00%	-	-	-
Misc-Assessmnt Collection Cost	512	356	143	213	27.93%	18	-	18
Misc-Contingency	5,950	1,983	-	1,983	0.00%	496	-	496
Reserve - Roadways	15,302	-	-	-	0.00%	-	-	-
Total Field	26,593	3,951	1,086	2,865	4.08%	916	241	675
TOTAL EXPENDITURES	26,593	3,951	1,086	2,865	4.08%	916	241	675
Excess (deficiency) of revenues Over (under) expenditures	-	16,271	23,452	7,181	0.00%	350	968	618
Net change in fund balance	\$ -	\$ 16,271	\$ 23,452	\$ 7,181	0.00%	\$ 350	\$ 968	\$ 618
FUND BALANCE, BEGINNING (OCT 1, 2019)	285,636	285,636	285,636					
FUND BALANCE, ENDING	\$ 285,636	\$ 301,907	\$ 309,088					

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	JAN-20 BUDGET	JAN-20 ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES								
Interest - Investments	\$ 400	\$ 133	\$ 192	\$ 59	48.00%	\$ 33	\$ 54	\$ 21
Special Assmnts- Tax Collector	8,956	6,356	7,991	1,635	89.23%	541	175	(366)
Special Assmnts- Discounts	(358)	(288)	(320)	(32)	89.39%	(22)	(5)	17
TOTAL REVENUES	8,998	6,201	7,863	1,662	87.39%	552	224	(328)
EXPENDITURES								
Field								
Payroll-Village Gate Personnel	1,000	333	195	138	19.50%	83	73	10
FICA Taxes	77	26	15	11	19.48%	6	6	-
Contracts-Gates	350	117	-	117	0.00%	29	-	29
Communication - Telephone	550	183	42	141	7.64%	46	(45)	91
R&M-Gate	2,148	716	1,370	(654)	63.78%	179	325	(146)
R&M-Sidewalks	1	1	-	1	0.00%	-	-	-
R&M-Tree Removal	1	1	-	1	0.00%	-	-	-
Misc-Assessmnt Collection Cost	179	122	50	72	27.93%	71	-	71
Misc-Contingency	270	90	-	90	0.00%	23	-	23
Reserve - Roadways	4,020	4,020	-	4,020	0.00%	-	-	-
Reserve - Sidewalks	402	402	-	402	0.00%	-	-	-
Total Field	8,998	6,011	1,672	4,339	18.58%	437	359	78
TOTAL EXPENDITURES	8,998	6,011	1,672	4,339	18.58%	437	359	78
Excess (deficiency) of revenues Over (under) expenditures	-	190	6,191	6,001	0.00%	115	(135)	(250)
Net change in fund balance	\$ -	\$ 190	\$ 6,191	\$ 6,001	0.00%	\$ 115	\$ (135)	\$ (250)
FUND BALANCE, BEGINNING (OCT 1, 2019)	55,668	55,668	55,668					
FUND BALANCE, ENDING	\$ 55,668	\$ 55,858	\$ 61,859					

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	JAN-20 BUDGET	JAN-20 ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES								
Interest - Investments	\$ 1,500	\$ 500	\$ 1,275	\$ 775	85.00%	\$ 125	\$ 355	\$ 230
Special Assmnts- Tax Collector	22,435	16,652	20,017	3,365	89.22%	1,760	439	(1,321)
Special Assmnts- Discounts	(897)	(612)	(802)	(190)	89.41%	(58)	(13)	45
TOTAL REVENUES	23,038	16,540	20,490	3,950	88.94%	1,827	781	(1,046)
EXPENDITURES								
Field								
Payroll-Village Gate Personnel	1,000	333	213	120	21.30%	83	100	(17)
FICA Taxes	77	26	16	10	20.78%	6	8	(2)
Contracts-Gates	350	117	-	117	0.00%	29	-	29
Communication - Telephone	150	50	37	13	24.67%	13	(37)	50
R&M-Gate	2,700	900	3,590	(2,690)	132.96%	225	180	45
R&M-Sidewalks	1	1	-	1	0.00%	-	-	-
R&M-Tree Removal	1	1	-	1	0.00%	-	-	-
Misc-Assessmnt Collection Cost	990	790	126	664	12.73%	64	-	64
Misc-Contingency	2,390	797	54	743	2.26%	199	54	145
Reserve - Roadways	13,981	13,981	-	13,981	0.00%	-	-	-
Reserve - Sidewalks	1,398	1,398	-	1,398	0.00%	-	-	-
Total Field	23,038	18,394	4,036	14,358	17.52%	619	305	314
TOTAL EXPENDITURES	23,038	18,394	4,036	14,358	17.52%	619	305	314
Excess (deficiency) of revenues Over (under) expenditures	-	(1,854)	16,454	18,308	0.00%	1,208	476	(732)
Net change in fund balance	\$ -	\$ (1,854)	\$ 16,454	\$ 18,308	0.00%	\$ 1,208	\$ 476	\$ (732)
FUND BALANCE, BEGINNING (OCT 1, 2019)	222,291	222,291	222,291					
FUND BALANCE, ENDING	\$ 222,291	\$ 220,437	\$ 238,745					

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	JAN-20 BUDGET	JAN-20 ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES								
Interest - Investments	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -
Special Assmnts- Tax Collector	17,630	14,410	15,730	1,320	89.22%	765	345	(420)
Special Assmnts- Discounts	(705)	(597)	(630)	(33)	89.36%	(15)	(11)	4
TOTAL REVENUES	16,925	13,813	15,100	1,287	89.22%	750	334	(416)
EXPENDITURES								
Field								
Payroll-Village Gate Personnel	1,000	333	219	114	21.90%	83	72	11
FICA Taxes	77	26	17	9	22.08%	6	6	-
Contracts-Gates	350	117	-	117	0.00%	29	-	29
Communication - Telephone	1,000	333	-	333	0.00%	83	-	83
R&M-Gate	6,000	2,000	530	1,470	8.83%	500	350	150
R&M-Sidewalks	1	1	-	1	0.00%	-	-	-
R&M-Tree Removal	1	1	-	1	0.00%	-	-	-
Misc-Assessmnt Collection Cost	353	249	99	150	28.05%	15	-	15
Misc-Contingency	1,630	543	164	379	10.06%	136	-	136
Reserve - Roadways	3,966	3,966	-	3,966	0.00%	-	-	-
Reserve - Sidewalks	2,547	2,547	-	2,547	0.00%	-	-	-
Total Field	16,925	10,116	1,029	9,087	6.08%	852	428	424
TOTAL EXPENDITURES	16,925	10,116	1,029	9,087	6.08%	852	428	424
Excess (deficiency) of revenues Over (under) expenditures	-	3,697	14,071	10,374	0.00%	(102)	(94)	8
Net change in fund balance	\$ -	\$ 3,697	\$ 14,071	\$ 10,374	0.00%	\$ (102)	\$ (94)	\$ 8
FUND BALANCE, BEGINNING (OCT 1, 2019)	2,219	2,220	2,219					
FUND BALANCE, ENDING	\$ 2,219	\$ 5,917	\$ 16,290					

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	JAN-20 BUDGET	JAN-20 ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES								
Interest - Investments	\$ 1,500	\$ 500	\$ 1,616	\$ 1,116	107.73%	\$ 125	\$ 450	\$ 325
Special Assmnts- Tax Collector	65,492	52,009	58,435	6,426	89.22%	2,168	1,282	(886)
Special Assmnts- Discounts	(2,620)	(2,348)	(2,341)	7	89.35%	(77)	(39)	38
TOTAL REVENUES	64,372	50,161	57,710	7,549	89.65%	2,216	1,693	(523)
EXPENDITURES								
Field								
Payroll-Village Gate Personnel	1,000	333	330	3	33.00%	83	118	(35)
FICA Taxes	77	26	25	1	32.47%	6	9	(3)
Contracts-Gates	490	163	-	163	0.00%	41	-	41
Communication - Telephone	800	267	-	267	0.00%	67	-	67
R&M-Gate	9,900	3,300	1,285	2,015	12.98%	825	180	645
R&M-Sidewalks	1	1	-	1	0.00%	-	-	-
R&M-Tree Removal	1	1	-	1	0.00%	-	-	-
Misc-Assessmnt Collection Cost	1,310	1,159	367	792	28.02%	39	1	38
Misc-Contingency	34,370	11,457	1,044	10,413	3.04%	2,864	54	2,810
Reserve - Roadways	9,930	9,930	-	9,930	0.00%	-	-	-
Reserve - Sidewalks	6,493	6,493	-	6,493	0.00%	-	-	-
Total Field	64,372	33,130	3,051	30,079	4.74%	3,925	362	3,563
TOTAL EXPENDITURES	64,372	33,130	3,051	30,079	4.74%	3,925	362	3,563
Excess (deficiency) of revenues Over (under) expenditures	-	17,031	54,659	37,628	0.00%	(1,709)	1,331	3,040
Net change in fund balance	\$ -	\$ 17,031	\$ 54,659	\$ 37,628	0.00%	\$ (1,709)	\$ 1,331	\$ 3,040
FUND BALANCE, BEGINNING (OCT 1, 2019)	284,093	284,093	284,093					
FUND BALANCE, ENDING	\$ 284,093	\$ 301,124	\$ 338,752					

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	JAN-20 BUDGET	JAN-20 ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES								
Interest - Investments	\$ 1,500	\$ 500	\$ 1,214	\$ 714	80.93%	\$ 125	\$ 338	\$ 213
Special Assmnts- Tax Collector	20,971	18,488	18,711	223	89.22%	1,510	410	(1,100)
Special Assmnts- Discounts	(839)	(682)	(750)	(68)	89.39%	(31)	(13)	18
TOTAL REVENUES	21,632	18,306	19,175	869	88.64%	1,604	735	(869)
EXPENDITURES								
Field								
Payroll-Village Gate Personnel	1,000	333	159	174	15.90%	83	62	21
FICA Taxes	77	26	12	14	15.58%	6	5	1
Contracts-Gates	350	117	-	117	0.00%	29	-	29
Communication - Telephone	450	150	54	96	12.00%	38	(55)	93
R&M-Gate	1,750	583	2,010	(1,427)	114.86%	146	350	(204)
R&M-Sidewalks	1	1	-	1	0.00%	-	-	-
R&M-Tree Removal	1	1	-	1	0.00%	-	-	-
Misc-Assessmnt Collection Cost	419	360	117	243	27.92%	15	-	15
Misc-Contingency	10,090	3,363	7	3,356	0.07%	841	7	834
Reserve - Roadways	6,858	6,858	-	6,858	0.00%	-	-	-
Reserve - Sidewalks	686	686	-	686	0.00%	-	-	-
Total Field	21,682	12,478	2,359	10,119	10.88%	1,158	369	789
TOTAL EXPENDITURES	21,682	12,478	2,359	10,119	10.88%	1,158	369	789
Excess (deficiency) of revenues Over (under) expenditures	(50)	5,828	16,816	10,988	n/a	446	366	(80)
OTHER FINANCING SOURCES (USES)								
Contribution to (Use of) Fund Balance	(50)	-	-	-	0.00%	-	-	-
TOTAL FINANCING SOURCES (USES)	(50)	-	-	-	0.00%	-	-	-
Net change in fund balance	\$ (50)	\$ 5,828	\$ 16,816	\$ 10,988	n/a	\$ 446	\$ 366	\$ (80)
FUND BALANCE, BEGINNING (OCT 1, 2019)	157,242	157,242	157,242					
FUND BALANCE, ENDING	\$ 157,192	\$ 163,070	\$ 174,058					

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	JAN-20 BUDGET	JAN-20 ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES								
Interest - Investments	\$ 1,900	\$ 633	\$ 2,060	\$ 1,427	108.42%	\$ 158	\$ 573	\$ 415
Special Assmnts- Tax Collector	17,945	13,791	16,011	2,220	89.22%	853	351	(502)
Special Assmnts- Discounts	(718)	(559)	(642)	(83)	89.42%	(34)	(11)	23
TOTAL REVENUES	19,127	13,865	17,429	3,564	91.12%	977	913	(64)
EXPENDITURES								
Field								
Payroll-Village Gate Personnel	1,000	333	171	162	17.10%	83	79	4
FICA Taxes	77	26	13	13	16.88%	6	6	-
Contracts-Gates	350	117	-	117	0.00%	29	-	29
Communication - Telephone	120	40	54	(14)	45.00%	10	(55)	65
R&M-Gate	3,270	1,090	1,035	55	31.65%	273	670	(397)
R&M-Sidewalks	1	1	-	1	0.00%	-	-	-
R&M-Tree Removal	1	1	-	1	0.00%	-	-	-
Misc-Assessmnt Collection Cost	359	278	101	177	28.13%	17	-	17
Misc-Contingency	585	195	54	141	9.23%	49	54	(5)
Reserve - Roadways	9,804	9,804	-	9,804	0.00%	-	-	-
Reserve - Sidewalks	3,560	3,560	-	3,560	0.00%	-	-	-
Total Field	19,127	15,445	1,428	14,017	7.47%	467	754	(287)
TOTAL EXPENDITURES	19,127	15,445	1,428	14,017	7.47%	467	754	(287)
Excess (deficiency) of revenues Over (under) expenditures	-	(1,580)	16,001	17,581	0.00%	510	159	(351)
Net change in fund balance	\$ -	\$ (1,580)	\$ 16,001	\$ 17,581	0.00%	\$ 510	\$ 159	\$ (351)
FUND BALANCE, BEGINNING (OCT 1, 2019)	223,844	223,844	223,844					
FUND BALANCE, ENDING	\$ 223,844	\$ 222,264	\$ 239,845					

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	JAN-20 BUDGET	JAN-20 ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES								
Interest - Investments	\$ 1,200	\$ 400	\$ 1,588	\$ 1,188	132.33%	\$ 100	\$ 443	\$ 343
Special Assmnts- Tax Collector	28,949	23,864	25,830	1,966	89.23%	1,280	566	(714)
Special Assmnts- Discounts	(1,158)	(907)	(1,035)	(128)	89.38%	(36)	(17)	19
TOTAL REVENUES	28,991	23,357	26,383	3,026	91.00%	1,344	992	(352)
EXPENDITURES								
Field								
Payroll-Village Gate Personnel	1,000	333	184	149	18.40%	83	73	10
FICA Taxes	77	26	14	12	18.18%	6	6	-
Contracts-Gates	350	117	-	117	0.00%	29	-	29
Communication - Telephone	120	40	54	(14)	45.00%	10	(55)	65
R&M-Gate	6,500	2,167	270	1,897	4.15%	542	180	362
R&M-Sidewalks	1	1	-	1	0.00%	-	-	-
R&M-Tree Removal	1	1	-	1	0.00%	-	-	-
Misc-Assessmnt Collection Cost	579	473	162	311	27.98%	18	-	18
Misc-Contingency	10,140	3,380	-	3,380	0.00%	845	-	845
Reserve - Roadways	6,930	6,930	-	6,930	0.00%	-	-	-
Reserve - Sidewalks	3,293	3,293	-	3,293	0.00%	-	-	-
Total Field	28,991	16,761	684	16,077	2.36%	1,533	204	1,329
TOTAL EXPENDITURES	28,991	16,761	684	16,077	2.36%	1,533	204	1,329
Excess (deficiency) of revenues Over (under) expenditures	-	6,596	25,699	19,103	0.00%	(189)	788	977
Net change in fund balance	\$ -	\$ 6,596	\$ 25,699	\$ 19,103	0.00%	\$ (189)	\$ 788	\$ 977
FUND BALANCE, BEGINNING (OCT 1, 2019)	195,735	195,735	195,735					
FUND BALANCE, ENDING	\$ 195,735	\$ 202,331	\$ 221,434					

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	JAN-20 BUDGET	JAN-20 ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES								
Interest - Investments	\$ 2,000	\$ 667	\$ 2,030	\$ 1,363	101.50%	\$ 167	\$ 565	\$ 398
Special Assmnts- Tax Collector	26,891	21,544	23,993	2,449	89.22%	1,838	526	(1,312)
Special Assmnts- Discounts	(1,076)	(900)	(961)	(61)	89.31%	(56)	(16)	40
TOTAL REVENUES	27,815	21,311	25,062	3,751	90.10%	1,949	1,075	(874)
EXPENDITURES								
Field								
Payroll-Village Gate Personnel	1,000	333	197	136	19.70%	83	68	15
FICA Taxes	77	26	15	11	19.48%	6	5	1
Contracts-Gates	350	117	-	117	0.00%	29	-	29
Communication - Telephone	140	47	109	(62)	77.86%	12	(55)	67
R&M-Gate	2,750	917	2,435	(1,518)	88.55%	229	1,170	(941)
R&M-Sidewalks	1	1	-	1	0.00%	-	-	-
R&M-Tree Removal	1	1	-	1	0.00%	-	-	-
Misc-Assessmnt Collection Cost	538	393	151	242	28.07%	21	-	21
Misc-Contingency	8,830	2,943	-	2,943	0.00%	736	-	736
Reserve - Roadways	14,128	14,128	-	14,128	0.00%	-	-	-
Total Field	27,815	18,906	2,907	15,999	10.45%	1,116	1,188	(72)
TOTAL EXPENDITURES	27,815	18,906	2,907	15,999	10.45%	1,116	1,188	(72)
Excess (deficiency) of revenues Over (under) expenditures	-	2,405	22,155	19,750	0.00%	833	(113)	(946)
Net change in fund balance	\$ -	\$ 2,405	\$ 22,155	\$ 19,750	0.00%	\$ 833	\$ (113)	\$ (946)
FUND BALANCE, BEGINNING (OCT 1, 2019)	232,481	232,481	232,481					
FUND BALANCE, ENDING	\$ 232,481	\$ 234,886	\$ 254,636					

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	JAN-20 BUDGET	JAN-20 ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES								
Interest - Investments	\$ 3,500	\$ 1,167	\$ 3,460	\$ 2,293	98.86%	\$ 292	\$ 963	\$ 671
Special Assmnts- Tax Collector	65,581	56,858	58,514	1,656	89.22%	1,238	1,283	45
Special Assmnts- Discounts	(2,623)	(2,070)	(2,345)	(275)	89.40%	(109)	(39)	70
TOTAL REVENUES	66,458	55,955	59,629	3,674	89.72%	1,421	2,207	786
EXPENDITURES								
Field								
Payroll-Village Gate Personnel	1,000	333	320	13	32.00%	83	111	(28)
FICA Taxes	77	26	24	2	31.17%	6	9	(3)
Contracts-Gates	350	117	-	117	0.00%	29	-	29
Communication - Telephone	250	83	-	83	0.00%	21	-	21
R&M-Gate	8,000	2,667	940	1,727	11.75%	667	180	487
R&M-Sidewalks	1	1	-	1	0.00%	-	-	-
R&M-Tree Removal	1	1	-	1	0.00%	-	-	-
Misc-Assessmnt Collection Cost	1,312	1,006	367	639	27.97%	743	1	742
Misc-Contingency	31,650	10,550	98	10,452	0.31%	2,638	54	2,584
Reserve - Roadways	21,652	21,652	-	21,652	0.00%	-	-	-
Reserve - Sidewalks	2,165	2,165	-	2,165	0.00%	-	-	-
Total Field	66,458	38,601	1,749	36,852	2.63%	4,187	355	3,832
TOTAL EXPENDITURES	66,458	38,601	1,749	36,852	2.63%	4,187	355	3,832
Excess (deficiency) of revenues Over (under) expenditures	-	17,354	57,880	40,526	0.00%	(2,766)	1,852	4,618
Net change in fund balance	\$ -	\$ 17,354	\$ 57,880	\$ 40,526	0.00%	\$ (2,766)	\$ 1,852	\$ 4,618
FUND BALANCE, BEGINNING (OCT 1, 2019)	447,044	447,044	447,044					
FUND BALANCE, ENDING	\$ 447,044	\$ 464,398	\$ 504,924					

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	JAN-20 BUDGET	JAN-20 ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>								
Interest - Investments	\$ 500	\$ 167	\$ 997	\$ 830	199.40%	\$ 42	\$ 151	\$ 109
Special Assmnts- Tax Collector	645,130	576,793	575,612	(1,181)	89.22%	53,641	12,624	(41,017)
Special Assmnts- Discounts	(25,805)	(18,077)	(23,063)	(4,986)	89.37%	(4,640)	(386)	4,254
TOTAL REVENUES	619,825	558,883	553,546	(5,337)	89.31%	49,043	12,389	(36,654)
<u>EXPENDITURES</u>								
<u>Field</u>								
Misc-Assessmnt Collection Cost	129,026	43,009	3,614	39,395	2.80%	21,504	9	21,495
Total Field	129,026	43,009	3,614	39,395	2.80%	21,504	9	21,495
<u>Debt Service</u>								
Principal Debt Retirement	305,000	-	-	-	0.00%	-	-	-
Interest Expense	303,159	151,579	151,579	-	50.00%	-	-	-
Total Debt Service	608,159	151,579	151,579	-	24.92%	-	-	-
TOTAL EXPENDITURES	737,185	194,588	155,193	39,395	21.05%	21,504	9	21,495
Excess (deficiency) of revenues Over (under) expenditures	(117,360)	364,295	398,353	34,058	n/a	27,539	12,380	(15,159)
<u>OTHER FINANCING SOURCES (USES)</u>								
Operating Transfers-Out	-	-	(644)	(644)	0.00%	-	(150)	(150)
Contribution to (Use of) Fund Balance	(117,360)	-	-	-	0.00%	-	-	-
TOTAL FINANCING SOURCES (USES)	(117,360)	-	(644)	(644)	0.55%	-	(150)	(150)
Net change in fund balance	\$ (117,360)	\$ 364,295	\$ 397,709	\$ 33,414	n/a	\$ 27,539	\$ 12,230	\$ (15,309)
FUND BALANCE, BEGINNING (OCT 1, 2019)	455,558	455,558	455,558					
FUND BALANCE, ENDING	\$ 338,198	\$ 819,853	\$ 853,267					

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	JAN-20 BUDGET	JAN-20 ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES								
Interest - Investments	\$ -	\$ -	\$ 26,481	\$ 26,481	0.00%	\$ -	\$ 6,117	\$ 6,117
TOTAL REVENUES	-	-	26,481	26,481	0.00%	-	6,117	6,117
EXPENDITURES								
Construction In Progress								
Construction in Progress	-	-	186,912	(186,912)	0.00%	-	64,717	(64,717)
Total Construction In Progress	-	-	186,912	(186,912)	0.00%	-	64,717	(64,717)
TOTAL EXPENDITURES	-	-	186,912	(186,912)	0.00%	-	64,717	(64,717)
Excess (deficiency) of revenues Over (under) expenditures	-	-	(160,431)	(160,431)	0.00%	-	(58,600)	(58,600)
OTHER FINANCING SOURCES (USES)								
Interfund Transfer - In	-	-	644	644	0.00%	-	150	150
TOTAL FINANCING SOURCES (USES)	-	-	644	644	0.00%	-	150	150
Net change in fund balance	\$ -	\$ -	\$ (159,787)	\$ (159,787)	0.00%	\$ -	\$ (58,450)	\$ (58,450)
FUND BALANCE, BEGINNING (OCT 1, 2019)	-	-	6,277,995					
FUND BALANCE, ENDING	\$ -	\$ -	\$ 6,118,208					

MEADOW POINTE II
Community Development District

Supporting Schedules

January 31, 2020

Non-Ad Valorem Special Assessments - Pasco County Tax Collector
Monthly Collection Distributions
For the Fiscal Year Ending September 30, 2020

Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	ALLOCATION BY FUND		
					General Fund		002 Deed Fund
					O&M Assessments	Trash Assessments	
Assessments levied in FY 2020				\$ 2,741,484	\$ 1,581,016	\$ 151,330	\$ 33,940
Allocation %				100.0%	57.7%	5.5%	1.2%
11/08/19	\$ 24,418	\$ 1,367	\$ 498	\$ 26,283	\$ 15,158	\$ 1,451	\$ 325
11/15/19	141,243	6,005	2,883	150,130	86,580	8,287	1,859
11/22/19	328,025	13,947	6,694	348,666	201,076	19,246	4,317
11/27/19	191,507	8,142	3,908	203,557	117,392	11,236	2,520
12/06/19	1,435,190	61,019	1,220	1,497,430	863,569	82,658	18,538
12/13/19	83,980	3,489	70	87,538	50,483	4,832	1,084
12/13/19	1,214	38	1	1,253	722	69	16
12/20/19	3,489	98	2	3,589	2,070	198	44
12/20/19	71,670	2,262	45	73,977	42,663	4,084	916
01/10/20	51,973	1,640	33	53,646	30,938	2,961	664
TOTAL	\$ 2,332,708	\$ 98,007	\$ 15,354	\$ 2,446,069	\$ 1,410,649	\$ 135,023	\$ 30,283
% COLLECTED					89%	89%	89%
TOTAL OUTSTANDING					\$ 295,415	\$ 16,307	\$ 3,657

Non-Ad Valorem Special Assessments - Pasco County Tax Collector
Monthly Collection Distributions
For the Fiscal Year Ending September 30, 2020

ALLOCATION BY FUND							
Date Received	003 Charlesworth Fund Assessments	004 Colehaven Fund Assessments	005 Covina Key Fund Assessments	006 Glenham Fund Assessments	007 Iverson Fund Assessments	008 Lettingwell Fund Assessments	009 Longleaf Fund Assessments
Assessments levied in FY 2020	\$ 22,362	\$ 7,239	\$ 25,618	\$ 8,956	\$ 22,435	\$ 17,630	\$ 65,492
Allocation %	0.8%	0.3%	0.9%	0.3%	0.8%	0.6%	2.4%
11/08/19	\$ 214	\$ 69	\$ 246	\$ 86	\$ 215	\$ 169	\$ 628
11/15/19	1,225	396	1,403	490	1,229	965	3,587
11/22/19	2,844	921	3,258	1,139	2,853	2,242	8,329
11/27/19	1,660	538	1,902	665	1,666	1,309	4,863
12/06/19	12,214	3,954	13,993	4,892	12,254	9,630	35,772
12/13/19	714	231	818	286	716	563	2,091
12/13/19	10	3	12	4	10	8	30
12/20/19	29	9	34	12	29	23	86
12/20/19	603	195	691	242	605	476	1,767
01/10/20	438	142	501	175	439	345	1,282
TOTAL	\$ 19,952	\$ 6,459	\$ 22,857	\$ 7,991	\$ 20,017	\$ 15,730	\$ 58,435
% COLLECTED	89%	89%	89%	89%	89%	89%	89%
TOTAL OUTSTANDING	\$ 2,410	\$ 780	\$ 2,761	\$ 965	\$ 2,418	\$ 1,900	\$ 7,057

Non-Ad Valorem Special Assessments - Pasco County Tax Collector
Monthly Collection Distributions
For the Fiscal Year Ending September 30, 2020

ALLOCATION BY FUND						
Date Received	010 Manor Isle Fund Assessments	011 Sedgwick Fund Assessments	012 Tullamore Fund Assessments	013 Vermillion Fund Assessments	014 Wrencrest Fund Assessments	2018 DS Fund Assessment
Assessments levied in FY 2020	\$ 20,971	\$ 17,945	\$ 28,949	\$ 26,891	\$ 65,581	\$ 645,130
Allocation %	0.8%	0.7%	1.1%	1.0%	2.4%	23.5%
11/08/19	\$ 201	\$ 172	\$ 278	\$ 258	\$ 629	\$ 6,185
11/15/19	1,148	983	1,585	1,473	3,591	35,329
11/22/19	2,667	2,282	3,682	3,420	8,341	82,048
11/27/19	1,557	1,332	2,149	1,997	4,869	47,901
12/06/19	11,455	9,802	15,812	14,688	35,821	352,377
12/13/19	670	573	924	859	2,094	20,600
12/13/19	10	8	13	12	30	295
12/20/19	27	23	38	35	86	844
12/20/19	566	484	781	726	1,770	17,408
01/10/20	410	351	566	526	1,283	12,624
TOTAL	\$ 18,711	\$ 16,011	\$ 25,830	\$ 23,993	\$ 58,514	\$ 575,612
% COLLECTED	89%	89%	89%	89%	89%	89%
TOTAL OUTSTANDING	\$ 2,260	\$ 1,934	\$ 3,119	\$ 2,898	\$ 7,067	\$ 69,518

**Cash and Investment Balances
January 31, 2020**

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>Investment Type</u>	<u>MATURITY</u>	<u>YIELD</u>	<u>BALANCE</u>
GENERAL FUND					
Operating Checking Account	SunTrust	Checking Account	n/a	n/a	\$1,414,026
				Subtotal	\$1,414,026
Certificate of Deposit - 12 months	BankUnited	CD	3/16/2020	2.60%	\$ 158,677
Certificate of Deposit - 18 months	BankUnited	CD	8/9/2020	2.60%	\$ 105,087
Certificate of Deposit - 18 months	BankUnited	CD	8/9/2020	2.60%	\$ 106,261
				Subtotal	\$211,348
Money Market	BankUnited	Money Market	n/a	1.50%	\$4,975,630
				Subtotal	\$4,975,630
2018 Series - Interest Fund	US Bank	Bond Series 2018	n/a	1.30%	\$1,121
2018 Series - Reserve Fund	US Bank	Bond Series 2018	n/a	1.30%	\$303,211
2018 Series - Construction Fund	US Bank	Bond Series 2018	n/a	1.30%	\$6,118,208
				Subtotal	\$6,422,540
				Total	\$13,182,220

Aqua Pool & Spa Renovators
January 31, 2020

Original amount of promissory note (Aqua Pool)	45,000.00
Less payments received:	
2/25/2009	(745.52)
3/19/2009	(668.52)
5/12/2009	(645.78)
1/16/2012	(690.19)
(*) 5/21/2012	(300.00)
(*) 6/14/2012	(300.00)
(*) 8/28/2012	(400.00)
(*) 9/14/2012	(300.00)
(*) 10/15/2012	(300.00)
(*) 12/5/2012	(300.00)
(*) 2/18/2013	(100.00)
(*) 4/10/2013	(125.00)
(*) 5/14/2013	(120.00)
(*) 5/22/2013	(300.00)
(*) 7/2/2014	(1,658.50)
(*) 8/14/2014	(755.04)
(*) 10/6/2014	(129.39)
(*) 11/12/2014	(290.73)
Total	<u><u>36,871.34</u></u>

(*) Mr. Hanner's request to enter into a Settlement Agreement with the CDD in the amount of \$300 per month to pay his debt to the District regarding Aqua Pool & Spa Renovators was accepted.

Settlements
January 31, 2020

DEED RESTRICTION REINFORCEMENT FUND 002
--

<u>CHECK DATE</u>	<u>AMOUNT</u>	<u>check #</u>	<u>DRVC #</u>	<u>DESCRIPTION</u>
10/10/19	\$ 100.00	536	DRVC-29710 BRIGHT RAY PL-FINE	29710 Bright Ray Place
10/24/19	\$ 100.00	573	DRVC-29710 BRIGHT RAY PL-FINE	29710 Bright Ray Place
10/24/19	\$ 125.00	1667	DRVC - 30644 Tremont Drive	30644 Tremont Drive
12/10/19	\$ 1,000.00	35544	DRVC - 29853 Morningmist Drive	29853 Morningmist Drive
01/03/20	\$ 100.00	537	DRVC - Rogger Arebalo -	29710 Bright Ray Place
01/22/20	\$ 176.40	MO2360	DRVC - USPS Repayment	USPS Repayment
Total Settlements	\$ 1,601.40			

Construction Report
Series 2018 Project Fund

Recap of Capital Project Fund Activity Through January 31, 2020

Source of Funds:		Amount
Deposit to the 2018 Acquisition and Construction Account		\$ 7,297,808
Other Sources:		
Interest Earned - Acquisition and Construction Fund		\$ 49,280
Debt Service Reserve Fund Transfer		\$ 3,690
Total Source of Funds:		\$ 52,970
Use of Funds:		
Disbursements:	To Vendors	\$ 1,232,570
Net Available Amount to Spend in Project Fund Account at January 31, 2020		\$ 6,118,208

MEADOW POINTE II
Community Development District

Approval of Invoices

January 31, 2020

Invoice Summary

Posting date	Invoice #	Vendor	Description	Amount
11/05/19	23255	Persson, Cohen & Mooney P.A.	CDD Matters	\$ 655.00
11/05/19	23277	Persson, Cohen & Mooney P.A.	HOA Matters	\$ 209.60
11/05/19	70815	Bryant Miller Olive	Legal Services - Suncoast Daycare	\$ 550.59
01/02/20	23470	Persson, Cohen & Mooney P.A.	HOA Matters	\$ 1,100.40
01/02/20	23467	Persson, Cohen & Mooney P.A.	CDD Matters	\$ 196.50
01/02/20	12042019	Persson, Cohen & Mooney P.A.	CDD Matters	\$ 288.20
01/29/20	120419	Persson, Cohen & Mooney P.A.	CDD Matters	\$ 2,233.95
				<u>\$ 5,234.24</u>

PERSSON, COHEN & MOONEY, P.A.

6853 Energy Court
Lakewood Ranch, FL 34240

Ph:(941) 306-4730

Fax: (941) 306-4832

Meadow Pointe II Community Development
inframark@avidbill.com

January 2, 2020

File #: MEADOWPT.HOA
Inv #: 23470

RE: HOA matters

DATE	DESCRIPTION	HOURS	AMOUNT	LAWYER
Dec-03-19	HAWKINS: Review payment for fine; draft letter to client transmitting same	0.20	52.40	KMF
Dec-05-19	Review and respond to e-mail from Cline re: revising roof standards in Architectural Review Policy	0.30	78.60	KMF
Dec-16-19	SMELTZER: Review file; e-mail exchange w/Masters re: amount remaining due	0.10	26.20	KMF
Dec-18-19	HAMO/HADAD: Review file; draft memorandum to Board re: history of enforcement action and request for direction	0.50	131.00	KMF
	Review status of covenant violation cases; update Status Report; e-mail to Board, et al. re: same	0.50	131.00	KMF
	CORCORAN: Review documents from Masters regarding aprons and sidewalks with pavers and other related items	0.50	131.00	KMF
	SMELTZER: E-mail exchange w/Smeltzer re: remittance of final payment	0.10	26.20	KMF
Dec-19-19	HAMO/HADAD: Continue drafting memorandum to Board re: history of enforcement action and request for direction; e-mail draft to Masters for review	0.50	131.00	KMF

	CORCORAN: Continue reviewing documents from Masters; e-mail to Masters re: same	0.30	78.60	KMF
Dec-26-19	SMELTZER: E-mail exchange w/client re: receipt of final payment; draft letter to Masters transmitting same	0.20	52.40	KMF
Dec-27-19	CATALINO: Review Complaint to Foreclose Mortgage; draft Answer	1.00	262.00	KMF
	Totals	4.20	<u>\$1,100.40</u>	

Total Fee & Disbursements**\$1,100.40**

Previous Balance

497.80

Previous Payments

209.60

Balance Now Due**\$1,388.60**

PERSSON, COHEN & MOONEY, P.A.

6853 Energy Court
Lakewood Ranch, FL 34240

Ph:(941) 306-4730

Fax: (941) 306-4832

Meadow Pointe II Community Development
inframark@avidbill.com

January 2, 2020

File #: MEADOWPTE
Inv #: 23467

RE: CDD Matters

DATE	DESCRIPTION	HOURS	AMOUNT	LAWYER
Dec-11-19	Review agenda package for 12/18 CDD meeting.	0.75	196.50	AHC
	Totals	0.75	<u>\$196.50</u>	
	Total Fee & Disbursements			<u>\$196.50</u>
	Previous Balance			2,888.95
	Previous Payments			655.00
	Balance Now Due			<u>\$2,430.45</u>

PERSSON, COHEN & MOONEY, P.A.
6853 Energy Court
Lakewood Ranch, FL 34240

Ph: (941) 306-4730

Fax: (941) 306-4832

Meadow Pointe II Community Development District
inframark@avidbill.com

December 4, 2019

ACCT. # MEADOWPT.HOA

RE: HOA matters

DATE	DESCRIPTION	HOURS	ATTY
11-05-2019	HAWKINS: Draft payoff letter; e-mail exchange w/Volpe re: same	0.50	KMF
11-15-2019	HAWKINS: Review payment offer from bank regarding prior fine; e-mail to Nanni, et al. re: same	0.20	KMF
11-19-2019	HAWKINS: E-mail exchange w/Masters re: settlement of amount due; draft revised payoff letter to US Bank rep re: same	0.40	KMF
TOTAL HOURS		1.10	
Total Fees for Above Services:			\$288.20
DISBURSEMENTS:			
Total Disbursements:			\$0.00
Total Fees & Disbursements			\$288.20
Previous Balance			\$209.60
Payments			\$0.00
Balance Due Now			\$497.80

PERSSON, COHEN & MOONEY, P.A.
6853 Energy Court
Lakewood Ranch, FL 34240

Ph: (941) 306-4730

Fax: (941) 306-4832

Meadow Pointe II Community Development District
inframark@avidbill.com

December 4, 2019

ACCT. # MEADOWPTE

RE: CDD Matters

DATE	DESCRIPTION	HOURS	ATTY
11-04-2019	Review and reply to e-mail re: use of CDD tree lawn area and certain maintenance responsibilities related thereto.	0.25	AHC
11-06-2019	Prepare for and attend CDD meeting. Brief meeting with Dana Sanchez to discuss tree lawns.	4.50	AHC
11-07-2019	Follow-up on action items from 11/6 CDD meeting. Prepare draft of letter to MP3 re: Joint Use Agreement and e-mail to client for comment.	0.75	AHC
11-08-2019	Exchange e-mails with Chairman. Review and revise letter to MP3 re: Joint Use Agreement and send certified and regular mail with copy to client and MP3 counsel.	0.50	AHC
11-12-2019	Review and reply to e-mails re: tax bills for CDD owned properties.	0.25	AHC
11-13-2019	Review agenda package for 11/20 CDD meeting.	0.75	AHC
11-15-2019	Exchange e-mails re: questions related to Campus Suite contract.	0.25	AHC
11-18-2019	Review and reply to continued multiple e-mails re: payment of tax bills on CDD owned properties.	0.50	AHC
11-19-2019	Further exchange e-mails with District management regarding payment of tax bills on CDD owned parcels.	0.25	AHC
11-21-2019	Review summary from 11/20 CDD meeting. Exchange additional e-mails re: tax bills for CDD parcels.	0.25	AHC

Acct. #: MEADOWPTE

Page 2

December 4, 2019

11-27-2019	Review agenda for 12/4 CDD meeting. Exchange e-mails re: roofing materials for homes. Follow-up on demand to MPIII re: use of roadways.	0.25	AHC
TOTAL HOURS		8.50	
Total Fees for Above Services:			\$2,227.00
DISBURSEMENTS:			
	Certified letter sent to MPIII CDD re: Joint Use Agreement	\$6.95	
Total Disbursements:			\$6.95
Total Fees & Disbursements			\$2,233.95
Previous Balance			\$655.00
Payments			\$0.00
Balance Due Now			\$2,888.95

Ninth Order of Business

9A.

RESOLUTION 2020-01

A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE MEADOW POINTE II COMMUNITY DEVELOPMENT DISTRICT ADOPTING AN INTERNAL CONTROLS POLICY CONSISTENT WITH SECTION 218.33, FLORIDA STATUTES; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Meadow Pointe II Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Pasco County, Florida; and

WHEREAS, consistent with Section 218.33, *Florida Statutes*, the District is statutorily required to establish and maintain internal controls designed to prevent and detect fraud, waste and abuse as defined in Section 11.45(1), *Florida Statutes*; promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices; support economical and efficient operations; ensure reliability of financial records and reports; and safeguard assets; and

WHEREAS, to demonstrate compliance with Section 218.33, *Florida Statutes*, the District desires to adopt by Resolution the Internal Controls Policy attached hereto as **Exhibit A**.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE MEADOW POINTE II COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The attached Internal Controls Policy attached hereto as **Exhibit A** is hereby adopted pursuant to this Resolution.

SECTION 2. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED THIS 19TH DAY OF FEBRUARY, 2020.

ATTEST:

**MEADOW POINTE II
COMMUNITY DEVELOPMENT DISTRICT**

Robert Nanni
Secretary

Michael Cline
Chairman

EXHIBIT “A”

MEADOW POINTE II COMMUNITY DEVELOPMENT DISTRICT INTERNAL CONTROLS POLICY

1. Purpose.

- 1.1. The purpose of this internal controls policy is to establish and maintain internal controls for the Meadow Pointe II Community Development District.
- 1.2. Consistent with Section 218.33(3), *Florida Statutes*, the internal controls adopted herein are designed to:
 - 1.2.1. Prevent and detect Fraud, Waste, and Abuse (as hereinafter defined).
 - 1.2.2. Promote and encourage compliance with applicable laws, rules, contracts, grant agreements, and best practices.
 - 1.2.3. Support economical and efficient operations.
 - 1.2.4. Ensure reliability of financial records and reports.
 - 1.2.5. Safeguard Assets (as hereinafter defined).

2. Definitions.

- 2.1. “Abuse” means behavior that is deficient or improper when compared with behavior that a prudent person would consider a reasonable and necessary operational practice given the facts and circumstances. The term includes the misuse of authority or position for personal gain.
- 2.2. “Assets” means District assets such as cash or other financial resources, supplies, inventories, equipment and other fixed assets, real property, intellectual property, or data.
- 2.3. “Auditor” means the independent auditor (and its employees) retained by the District to perform the annual audit required by state law.
- 2.4. “Board” means the Board of Supervisors for the District.
- 2.5. “District Management” means (i) the independent contractor (and its employees) retained by the District to provide professional District management services to the District and (ii) any other independent contractor (and its employees) separately retained by the District to provide amenity management services, provided said services include a responsibility to safeguard and protect Assets.

- 2.6. “Fraud” means obtaining something of value through willful misrepresentation, including, but not limited to, intentional misstatements or intentional omissions of amounts or disclosures in financial statements to deceive users of financial statements, theft of an entity’s assets, bribery or the use of one’s position for personal enrichment through the deliberate misuse or misapplication of an organization’s resources.
- 2.7. “Internal Controls” means systems and procedures designed to prevent and detect fraud, waste and abuse; promote and encourage compliance with applicable laws, rules, contracts, grant agreements and best practices; support economical and efficient operations; ensure reliability of financial records and reports; and safeguard assets.
- 2.8. “Risk” means anything that could negatively impact the District’s ability to meet its goals and objectives. The term includes strategic, financial, regulatory, reputational and operational risks.
- 2.9. “Waste” means the act of using or expending resources unreasonably, carelessly, extravagantly or for no useful purpose.

3. Control Environment.

- 3.1. Ethical and Honest Behavior.
 - 3.1.1. District Management is responsible for maintaining a work environment that promotes ethical and honest behavior on the part of all employees, contractors, vendors and others.
 - 3.1.2. Managers at all levels must behave ethically and communicate to employees and others that they are expected to behave ethically.
 - 3.1.3. Managers must demonstrate through words and actions that unethical behavior will not be tolerated.

4. Risk Assessment.

- 4.1. Risk Assessment. District Management is responsible for assessing Risk to the District. District Management’s Risk assessments shall include, but not be limited to:
 - 4.1.1. Identifying potential hazards.
 - 4.1.2. Evaluating the likelihood and extent of harm.
 - 4.1.3. Developing cost-justified precautions and implementing those precautions.
 - 4.1.4. Documenting the Risk assessment process and its findings.

5. Control Activities.

5.1. Minimum Internal Controls. The District hereby establishes the following minimum Internal Controls to prevent and detect Fraud, Waste and Abuse:

5.1.1. Preventive controls designed to forestall errors or irregularities and thereby avoid the cost of corrections. Preventive control activities shall include, but not be limited to, the following:

- 5.1.1.1. Identifying and segregating incompatible duties and/or implementing mitigating controls.
- 5.1.1.2. Performing accounting functions in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.
- 5.1.1.3. Requiring proper authorizations to access and/or modify accounting software.
- 5.1.1.4. Implementing computerized accounting techniques (e.g. to help identify coding errors, avoid duplicate invoices, etc.).
- 5.1.1.5. Maintaining a schedule of the District's material fixed Assets.
- 5.1.1.6. Maintaining physical control over the District's material and vulnerable Assets (e.g. lock and key, computer passwords, network firewalls, etc.).
- 5.1.1.7. Retaining and restricting access to sensitive documents.
- 5.1.1.8. Performing regular electronic data backups.

5.1.2. Detective controls designed to measure the effectiveness of preventive controls and to detect errors or irregularities when they occur. Detective control activities shall include, but not be limited to, the following:

- 5.1.2.1. Preparing financial reports in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.
- 5.1.2.2. Reviewing financial statements and investigating any material variances between budgeted expenses and actual expenses.
- 5.1.2.3. Establishing and implementing periodic reconciliations of bank, trust and petty cash accounts.

- 5.1.2.4. Establishing an internal protocol for reporting and investigating known or suspected acts of Fraud, Waste or Abuse.
- 5.1.2.5. Engaging in periodic physical inventory counts and comparisons with inventory records.
- 5.1.2.6. Monitoring all ACH (electronic) transactions and the sequencing of checks.

5.2. Implementation. District Management shall implement the minimum Internal Controls described herein. District Management may also implement additional Internal Controls that it deems advisable or appropriate for the District. The specific ways District Management implements these minimum Internal Controls shall be consistent with Generally Accepted Accounting Principles (GAAP) and otherwise conform to Governmental Accounting Standards Board (GASB) and American Institute of Certified Public Accountants (AICPA) standards and norms.

6. Information and Communication.

- 6.1. Information and Communication. District Management shall communicate to its employees (needing to know) information relevant to the Internal Controls, including but not limited to any changes to the Internal Controls and/or changes to laws, rules, contracts, grant agreements and best practices.
- 6.2. Training. District Management shall regularly train its employees (needing the training) in connection with the Internal Controls described herein and promote and encourage compliance with applicable laws, rules, contracts, grant agreements and best practices.

7. Monitoring Activities.

- 7.1. Internal Reviews. District Management shall internally review the District's Internal Controls at least once per year. In connection with this internal review, District Management shall:
 - 7.1.1.1. Review its operational processes.
 - 7.1.1.2. Consider the potential risk of Fraud, Waste or Abuse inherent in each process.
 - 7.1.1.3. Identify the controls included in the process, or controls that could be included, that would result in a reduction in the inherent risk.
 - 7.1.1.4. Assess whether there are Internal Controls that need to be improved or added to the process under consideration.

7.1.1.5. Implement new controls or improve existing controls that are determined to be the most efficient and effective for decreasing the risk of Fraud, Waste or Abuse.

7.1.1.6. Train its employees on implemented new controls or improvements to existing controls.

7.2. External Audits and Other Reviews. Audits and other reviews may be performed on various components of the District's Internal Controls by the Auditor consistent with Government Auditing Standards (GAS). Audits may identify material deficiencies in the Internal Controls and make recommendations to improve them. District Management shall communicate and cooperate with the Board and the Auditor regarding the potential implementation of Auditor recommendations.

Specific Authority: §§ 189.218.33(3), *Florida Statutes*

Effective date: February 19, 2020