

LAKE BERNADETTE

Community Development District

Annual Operating and Debt Service Budget **Fiscal Year 2016**

Version 3 - Final Budget:
(Adopted at July 28, 2015 meeting)

Prepared by:



LAKE BERNADETTE

Community Development District

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Lake Bernadette
Community Development District

Operating Budget
Fiscal Year 2016

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2016 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2013	FY 2014	BUDGET FY 2015	THRU JUNE-2015	JULY- SEP-2015	PROJECTED FY 2015	BUDGET FY 2016
REVENUES							
Interest - Investments	\$ 3,524	\$ 3,491	\$ 1,700	\$ 1,887	\$ 629	\$ 2,516	\$ 1,700
Room Rentals	1,659	1,424	1,100	977	123	1,100	1,100
Interest - Tax Collector	26	-	-	7	-	7	-
Special Assmnts- Tax Collector	519,680	519,792	555,255	535,724	19,534	555,258	559,527
Special Assmnts- Delinquent	3,624	198	-	26,454	-	26,454	-
Special Assmnts- Discounts	(18,645)	(18,821)	(22,210)	(19,452)	-	(19,452)	(22,381)
Other Miscellaneous Revenues	49	1,148	-	49	-	49	-
Newsletter Ad	-	175	-	275	-	275	-
Access Cards	240	365	240	245	-	245	240
Amenities Revenue	-	-	-	525	-	525	-
Recreation Membership	1,300	1,300	1,300	-	1,300	1,300	1,300
TOTAL REVENUES	511,457	509,072	537,385	546,691	21,586	568,277	541,486
EXPENDITURES							
<i>Administrative</i>							
P/R-Board of Supervisors	9,400	9,200	10,000	6,800	3,000	9,800	10,000
FICA Taxes	719	704	765	520	230	750	765
ProfServ-Dissemination Agent	-	-	1,000	-	-	-	-
ProfServ-Engineering	5,540	1,475	9,000	2,497	832	3,329	9,000
ProfServ-Legal Services	3,549	3,710	7,120	630	3,000	3,630	7,120
ProfServ-Mgmt Consulting Serv	52,100	52,100	52,100	40,173	11,927	52,100	52,100
ProfServ-Property Appraiser	150	150	150	150	-	150	150
ProfServ-Trustee Fees	3,771	3,771	4,337	4,337	-	4,337	4,337
Auditing Services	6,500	6,500	6,500	6,500	-	6,500	6,500
Communication - Telephone	4	-	-	-	-	-	-
Postage and Freight	1,128	1,039	1,000	748	250	998	1,000
Insurance - General Liability	11,708	12,059	15,083	12,843	-	12,843	16,399
Printing and Binding	1,044	1,550	1,500	949	550	1,499	1,500
Legal Advertising	452	931	750	86	660	746	750
Miscellaneous Services	2,383	2,477	2,500	3,308	300	3,608	3,650
Misc-Assessmnt Collection Cost	5,166	6,516	11,105	10,048	391	10,439	11,191
Misc-Web Hosting	-	-	-	-	-	-	1,000
Office Supplies	5	-	150	47	16	63	150
Annual District Filing Fee	175	175	175	175	-	175	175
Total Administrative	103,794	102,357	123,235	89,811	21,155	110,966	125,787
<i>Field</i>							
Payroll-General Staff	76,064	77,510	77,160	57,815	19,272	77,087	80,000
FICA Taxes	5,819	5,929	5,903	4,423	1,474	5,897	6,120
Life and Health Insurance	6,523	6,869	7,556	6,365	2,121	8,486	9,000
Workers' Compensation	2,888	3,255	3,566	3,563	-	3,563	4,016
Contracts-Janitorial Services	9,410	8,215	8,300	6,555	2,185	8,740	9,009
Contracts-Security Services	1,657	2,496	2,000	4,708	300	5,008	2,000
Contracts-Landscape	45,288	45,790	48,300	36,225	12,075	48,300	48,300
Travel	502	289	600	237	79	316	600
Communication - Telephone	2,418	2,464	2,500	1,245	415	1,660	-
Utility - Cable TV Billing	3,830	3,483	4,000	1,976	659	2,635	3,000
Electricity - General	14,556	15,784	20,000	11,940	3,980	15,920	20,000
Electricity - Streetlighting	38,069	38,343	42,000	28,942	9,647	38,589	42,000
Utility - Water	10,427	7,836	10,500	5,163	1,721	6,884	8,000

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2016 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2013	FY 2014	BUDGET FY 2015	THRU JUNE-2015	JULY- SEP-2015	PROJECTED FY 2015	BUDGET FY 2016
Utility - Gas	18,841	15,977	22,500	12,723	-	12,723	22,500
Utility - Refuse Removal	744	432	750	306	102	408	500
R&M-Air Conditioning	956	382	1,540	4,674	1,558	6,232	1,000
R&M-Buildings	4,792	8,009	9,350	788	2,338	3,126	9,350
R&M-Equipment	8,987	6,735	10,000	3,838	2,500	6,338	10,000
R&M-Other Landscape	10,741	11,565	13,250	6,899	3,313	10,212	13,250
R&M-Irrigation	4,971	8,863	3,000	2,134	711	2,845	3,000
R&M-Lake	17,320	12,060	18,000	10,125	3,375	13,500	18,000
R&M-Pest Control	586	1,314	1,800	643	214	857	1,800
R&M-Pools	23,732	22,813	24,000	14,782	4,927	19,709	24,000
R&M-Wetland Monitoring	3,456	800	5,000	2,755	918	3,673	5,000
Misc-Contingency	8,811	6,067	17,000	2,891	4,250	7,141	17,680
Office Supplies	1,727	4,005	3,425	2,530	843	3,373	3,425
Cleaning Supplies	1,839	2,182	1,850	1,200	400	1,600	1,850
Op Supplies - Uniforms	469	475	500	-	500	500	500
Capital Outlay	-	-	10,000	-	10,000	10,000	10,000
Reserve - Clubhouse/Cabana	-	36,748	15,000	1,300	-	1,300	15,000
Reserve - Court Amenities	-	2,204	500	9,345	-	9,345	500
Reserve-Lake Embankm/Drainage	-	-	3,000	-	-	-	5,000
Reserve - Roadways	2,800	9,172	15,000	-	-	-	15,000
Reserve - Swimming Pools	-	302	6,300	3,395	-	3,395	6,300
Total Field	328,223	368,368	414,150	249,485	89,878	339,363	415,700
TOTAL EXPENDITURES	432,017	470,725	537,385	339,296	111,033	450,329	541,486
Excess (deficiency) of revenues							
Over (under) expenditures	79,440	38,347	-	207,395	(89,447)	117,948	-
OTHER FINANCING SOURCES (USES)							
Contribution to (Use of) Fund Balance	-	-	-	-	-	-	-
TOTAL OTHER SOURCES (USES)	-	-	-	-	-	-	-
Net change in fund balance	79,440	38,347	-	207,395	(89,447)	117,948	-
FUND BALANCE, BEGINNING	634,927	714,367	752,714	752,714	-	752,714	870,662
FUND BALANCE, ENDING	\$ 714,367	\$ 752,714	\$ 752,714	\$ 960,109	\$ (89,447)	\$ 870,662	\$ 870,662

Budget Narrative
Fiscal Year 2016

REVENUES

Interest-Investments

The District earns interest on the monthly average collected balance for their operating accounts.

Room Rentals

The District receives fees for clubhouse rentals.

Special Assessments-Tax Collector

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the operating expenditures during the Fiscal Year.

Special Assessments-Discounts

Per Section 197.162, Florida Statutes, discounts are allowed for early payment of assessments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

Access Cards

The District receives fees for pool access cards and keys.

Recreation Membership

The District receives fees for non-resident memberships.

EXPENDITURES

Administrative

P/R-Board of Supervisors

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting at which they are in attendance. The amount for the Fiscal Year is based upon all supervisors attending all of the meetings.

Professional Services - Dissemination Agent

The District is required by the Securities and Exchange Commission to comply with Rule 15c2-12(b)-(5), which relates to additional reporting requirements for unrelated bond issues. The budgeted amount for the fiscal year is based on standard fees charged for this service.

Professional Services-Engineering

The District's engineer provides general engineering services to the District, i.e. attendance and preparation for monthly board meetings when requested, review of invoices, and other specifically requested assignments.

Professional Services-Legal Services

The District's Attorney provides general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research as directed or requested by the Board of Supervisors and the District Manager.

Budget Narrative
Fiscal Year 2016

EXPENDITURES

Administrative (continued)

Professional Services-Management Consulting Services

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Severn Trent Environmental Services, Inc. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement.

Professional Services-Property Appraiser

The Property Appraiser provides the District with a listing of the legal description of each property parcel within the District boundaries, and the names and addresses of the owners of such property. The District reimburses the Property Appraiser for necessary administrative costs incurred to provide this service. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The budgeted amount for property appraiser costs is based on a flat fee of \$150.

Professional Services - Trustee

The District issued Series Special Assessment Bonds that are deposited with a Trustee to handle all trustee matters. The annual trustee fee is based on standard fees charged plus any out-of-pocket expenses.

Auditing Services

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on contracted fees from an existing engagement letter, including for a moderate increase.

Communication-Telephone

Telephone and fax transmission expenditures.

Postage and Freight

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

Insurance-General Liability

The District's General Liability & Public Officials Liability Insurance policy is with Preferred Governmental Insurance Trust. They specialize in providing insurance coverage to governmental agencies. The budgeted amount allows for a projected increase in the premium.

Printing and Binding

Copies used in the preparation of agenda packages, required mailings, and other special projects.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.

Miscellaneous Services

This includes monthly bank charges and other miscellaneous expenses that may be incurred during the year.

Budget Narrative
Fiscal Year 2016

EXPENDITURES

Administrative (continued)

Miscellaneous-Assessment Collection Costs

The District reimburses the Tax Collector for her or his necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The budgeted amount for collection costs was based on a maximum of 2% of the anticipated assessment collections.

Office Supplies

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

Annual District Filing Fee

The District is required to pay an annual fee of \$175 to the Department of Community Affairs.

Field

Payroll-General Staff

Payroll for employees utilized in the field for operations and maintenance of District assets.

FICA Taxes

Payroll taxes for employees.

Life and Health Insurance

Insurance for employees.

Workers' Compensation

Workers' compensation for employees.

Contracts-Janitorial Services

Expenses incurred for cleaning services for the District.

Contracts-Security Service

Expenses incurred for security services for the District.

Contracts-Landscape

The District currently has a contract with a landscape firm to provide landscaping services for the District.

Travel

Reimbursement for mileage of field services personnel.

Communication-Telephone

Telephone and fax machine expenses for field services.

Utility-Cable TV Billing

Cable TV usage for District.

Electricity-General

Electricity usage for District facilities and assets.

Electricity-Streetlighting

Streetlighting usage for District facilities and assets.

Budget Narrative
Fiscal Year 2016

EXPENDITURES

Field (continued)

Utility-Water

Water irrigation usage for District facilities and assets.

Utility-Gas

Gas usage for District facilities and assets.

Utility-Refuse Removal

Refuse removal for District facilities.

R&M-Air Conditioning

The District periodically implements needed repairs to ensure maintenance of the air conditioning system.

R&M-Buildings

The District periodically implements needed repairs to ensure maintenance of the District buildings.

R&M-Equipment

The District periodically implements needed repairs to ensure maintenance of the District equipment.

R&M-Other Landscape

The District periodically adds items to enhance the landscape.

R&M-Irrigation

The District periodically implements needed repairs to ensure maintenance of the irrigation system.

R&M-Lake

This includes repairs and maintenance of the lakes to ensure proper flow and function of the storm water system.

R&M-Pest Control

This includes periodic application of pesticides to District facilities to ensure a pest free, safe and healthy environment.

R&M-Pools

The District currently utilizes a pool maintenance company to ensure the proper operations and maintenance of the swimming pools.

R&M-Wetland Monitoring

Expenses incurred for Wetland Monitoring and for needed maintenance.

Misc-Contingency

The District will utilize contingency funds as needed for unforeseen and/or emergency expenditures.

Office Supplies

The District will provide necessary consumable supplies to operate District facilities.

Cleaning Supplies

The District will provide necessary consumable cleaning supplies to operate District facilities.

Operating Supplies-Uniforms

The District will provide uniforms for clubhouse staff.

Budget Narrative
Fiscal Year 2016

EXPENDITURES

Field (continued)

Capital Outlay

The District will replace existing equipment or purchase new equipment for District facilities.

Reserve-Clubhouse/Cabana

The District will set aside funds to ensure repair and/or replacement of the clubhouse and cabana.

Reserve-Court Amenities

The District will set aside funds to ensure repair and/or replacement of the court amenities.

Reserve-Lake Embankment/Drainage

The District will set aside funds to ensure repair and/or replacement of the lake embankment and drainage.

Reserve-Roadways

The District will set aside funds to ensure repair and/or replacement of the roadways.

Reserve-Swimming Pools

The District will set aside funds to ensure repair and/or replacement of the swimming pools.

Exhibit "A"
Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2016	\$ 870,662
Net Change in Fund Balance - Fiscal Year 2016	-
Reserves - Fiscal Year 2016 Additions	41,800
Total Funds Available (Estimated) - 9/30/2016	912,462

ALLOCATION OF AVAILABLE FUNDS

Nonspendable Fund Balance

Deposits		835
	Subtotal	<u>835</u>

Assigned Fund Balance

Operating Reserve - First Quarter Operating Capital		135,372 ⁽¹⁾
Reserves - Clubhouse/Cabana	9,490 ⁽²⁾	
FY 2015 Funding	15,000	
FY 2016 Funding	15,000	39,490
Reserves - Court Amenities	8,517 ⁽²⁾	
FY 2015 Funding	500	
FY 2016 Funding	500	9,517
Reserves - Lake Embank/Drainage	12,162 ⁽²⁾	
FY 2015 Funding	3,000	
FY 2016 Funding	5,000	20,162
Reserves - Roadways	42,305 ⁽²⁾	
FY 2015 Funding	15,000	
FY 2016 Funding	15,000	72,305
Reserves - Swimming Pools	26,603 ⁽²⁾	
FY 2015 Funding	6,300	
FY 2016 Funding	6,300	39,203
	Subtotal	<u>316,049</u>

Total Allocation of Available Funds	316,884
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Total Unassigned (undesignated) Cash	\$ 595,579
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Notes

- (1) Represents approximately 3 months of operating expenditures
- (2) Reserve balance as of June 30, 2015, includes fy 2015 expenses

Lake Bernadette
Community Development District

Debt Service Budgets
Fiscal Year 2016

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2016 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2013	ACTUAL FY 2014	ADOPTED BUDGET FY 2015	ACTUAL THRU JUNE-2015	PROJECTED JULY- SEP-2015	TOTAL PROJECTED FY 2015	ANNUAL BUDGET FY 2016
REVENUES							
Interest - Investments	\$ 82	\$ 70	\$ -	\$ 66	\$ -	\$ 66	\$ -
Special Assmnts- Tax Collector	314,879	314,947	326,015	314,496	11,519	326,015	326,015
Special Assmnts- Delinquent	2,196	120	-	16,029	-	16,029	-
Special Assmnts- Discounts	(11,297)	(11,404)	(13,041)	(11,419)	-	(11,419)	(13,041)
TOTAL REVENUES	305,860	303,733	312,974	319,172	11,519	330,691	312,974
EXPENDITURES							
<i>Debt Service</i>							
Misc-Assessmnt Collection Cost	5,949	5,911	6,520	5,898	230	6,128	6,520
Principal Debt Retirement	250,000	265,000	275,000	275,000	-	275,000	285,000
Principal Prepayments	-	5,000	-	-	-	-	-
Interest Expense	58,163	47,482	36,167	36,167	-	36,167	24,534
Total Debt Service	314,112	323,393	317,687	317,065	230	317,295	316,054
TOTAL EXPENDITURES	314,112	323,393	317,687	317,065	230	317,295	316,054
Excess (deficiency) of revenues Over (under) expenditures	(8,252)	(19,660)	(4,713)	2,107	11,289	13,396	(3,080)
OTHER FINANCING SOURCES (USES)							
Contribution to (Use of) Fund Balance	-	-	(4,713)	-	-	-	(3,080)
TOTAL OTHER SOURCES (USES)	-	-	(4,713)	-	-	-	(3,080)
Net change in fund balance	(8,252)	(19,660)	(4,713)	2,107	11,289	13,396	(3,080)
FUND BALANCE, BEGINNING	89,957	81,705	62,045	62,045	-	62,045	75,441
FUND BALANCE, ENDING	\$ 81,705	\$ 62,045	\$ 57,332	\$ 64,152	\$ 11,289	\$ 75,441	\$ 72,361

LAKE BERNADETTE

Community Development District

Debt Amortization Special Assessment Revenue Refunding Bonds, Series 2008

<u>Date</u>	<u>Extraordinary Redemptions</u>	<u>Principal Retirement</u>	<u>Interest Expense</u>	<u>Principal Balance</u>	<u>Fiscal Total</u>
11/1/2015			\$12,267.00	\$580,000.00	\$309,534.00
5/1/2016		\$285,000.00	\$12,267.00	\$295,000.00	
11/1/2016			\$6,239.25	\$295,000.00	\$307,478.50
5/1/2017		\$295,000.00	\$6,239.25	\$0.00	
	<u>\$0.00</u>	<u>\$580,000.00</u>	<u>\$37,012.50</u>		<u>\$617,012.50</u>

Budget Narrative
Fiscal Year 2016

REVENUES

Interest-Investments

The District earns interest income on their trust accounts with US Bank.

Special Assessments-Tax Collector

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the debt service expenditures during the Fiscal Year.

Special Assessments-Discounts

Per Section 197.162, Florida Statutes, discounts are allowed for early payment of assessments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

EXPENDITURES

Administrative

Miscellaneous-Assessment Collection Cost

The District reimburses the County Tax Collector for her or his necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The budgeted amount for collection costs was based on a maximum of 2% of the anticipated assessment collections.

Lake Bernadette
Community Development District

Supporting Budget Schedules
Fiscal Year 2016

LAKE BERNADETTE

Community Development District

Comparison of Assessment Rates Fiscal Year 2016 vs. Fiscal Year 2015

Product	General Fund 001 (O&M)			Debt Service			Total Assessments per Unit			Units
	FY 2016	FY 2015	Percent Change	FY 2016	FY 2015	Percent Change	FY 2016	FY 2015	Percent Change	
Single Family	\$625.17	\$620.40	0.8%	\$374.73	\$374.73	0%	\$999.90	\$995.13	0.5%	895.00