

Supervisor Packet for August 2, 2022 General Meeting

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**Lake St. Charles Community Development District
Board of Supervisors' General Meeting Agenda
7:00 p.m., August 2, 2022
Lake St. Charles Clubhouse, 6801 Colonial Lake Dr., Riverview, Florida 33578**

Board of Supervisors

Robb Fannin, Chair, 785-5423
 Dave Nelson, Vice Chair, 293-7979
 Vacant Seat, Secretary/Treasurer
 Virginia Gianakos, Supervisor, 293-4728
 Marlon K, Brownlee, Supervisor, 813-485-5685

LSC CDD Staff

Adriana Urbina, District Manager,
 741-9768
 Mark Cooper, Property Manager, 990-7555
 Luis Martinez, Facilities Monitor, 990-7250

<i>Time</i>	<i>Item</i>
7:00 – 7:05	<ol style="list-style-type: none"> 1. CALL TO ORDER 2. PLEDGE OF ALLEGIANCE 3. INVOCATION (CHAIR FANNIN) 4. ACKNOWLEDGMENT OF SUPERVISORS AND STAFF PRESENT 5. INTRODUCTION OF HOMEOWNERS, RESIDENTS AND PUBLIC AND IDENTIFICATION OF PARTIES WISHING TO MAKE PUBLIC COMMENTS
7:05 – 7:15	<ol style="list-style-type: none"> 6. PUBLIC COMMENTS (UP TO 3 MINUTES PER SPEAKER, 10 MINUTES DESIGNATED)
	<ol style="list-style-type: none"> 1. Homeowners Requesting to Speak (Please State Name Prior to Remarks)
7:15 – 7:20	<ol style="list-style-type: none"> 7. CONSENT AGENDA (5 Minutes)
	<ol style="list-style-type: none"> 1. Approval of additions to the agenda and removal of additional consent agenda items with questions as requested by board members. 2. Approval of Consent Item Agenda <ol style="list-style-type: none"> a. July 12, 2022 Meeting Minutes b. Committee Meeting Minutes for July 2022 <ol style="list-style-type: none"> i. Treasurer’s Review Committee ii. Security and Grounds Committee iii. Management Committee iv. Strategic Committee c. June 2022 Financial Statements d. July 2022 Property Manager Report e. July 2022 Facilities Monitor Report (Separate from packet)

7:20-8:00	8. COMMITTEE REPORTS (40 Minutes)
	<ol style="list-style-type: none"> 1. Treasurer's Review Committee – Vacant 2. Grounds/Security Committee – Committee Chair Nelson 3. Management Committee – Committee Chair Fannin <ol style="list-style-type: none"> a. Waterton cul-de-sac parking discussion 4. Strategic Planning Committee – Committee Chair Brownlee <ol style="list-style-type: none"> a. CIP Discussion
8:00- 8:10	11. MATTERS RELATING TO CDD ADMINISTRATION: CHAIR (10 Minutes)
	GENERAL REMARKS – Chair of The Board of Supervisors
8:10-8:20	12. PROPERTY MANAGER (10 Minutes)
	Items for Consideration by Property Manager - Mark Cooper <ol style="list-style-type: none"> 1. Property Management Report
8:20–8:25	13. DISTRICT MANAGER (5 Minutes)
	Items for Consideration by District Manager – Adriana Urbina <ol style="list-style-type: none"> 1. District Manager Report
8:25 –8:35	14. REMAINING CONSENT ITEMS REMOVED FOR DISCUSSION (10 Minutes)
8:35	ADJOURN



Date: July 12, 2022
Time: 7:00 p.m.

Minutes of the Board of Supervisors
Lake St. Charles Community Development District
6801 Colonial Lake Drive
Riverview, FL 33578
813-741-9768

Supervisors:

Chair, Robb Fannin
Vice Chair, Dave Nelson (Via Zoom)
Secretary/Treasurer, Vacant
Supervisor, Virginia Gianakos (Via Zoom)
Supervisor, Marlon K. Brownlee

Staff:

Adriana Urbina, District Manager
Mark Cooper, Property Manager
Luis Martinez, Facility Monitor (Absent)

In attendance:

Lake St. Charles Residents

Meeting was called to order at 7:00 p.m. by Chair, Robb Fannin

1. On **MOTION** by Supervisor Fannin and Second by Supervisor Brownlee, the Board approved the, July 12, 2022 Consent Agenda consisting of the: June 7, 2022 General Meeting Minutes, the June Committee Meeting Minutes from the Strategic Planning Committee, Grounds and Security Committee, Treasurer's Review Committee, and Management Committee, the May 2022 Financial Reports, the Property Manager Report and the Facility Monitor June 2022 Activity Report [was distributed separately from the Supervisor Packet]. Motion passed 4 to 0
2. On **MOTION** by Supervisor Fannin and second by Supervisor Gianakos the Board discussed to accept and match the donation made by Bloomingdale High School in the amount of \$363.05 for improvements to the District's Dog Park. Motion was rescinded

3. On **MOTION** by Supervisor Nelson and Second by Supervisor Gianakos, the Board approved to accept the donation made by Bloomingdale High School in the amount of \$363.05 for improvements to the District's Dog Park. Motion passed 4 to 0

4. On **MOTION** by Supervisor Nelson and Second by Supervisor Fannin, the Board approved to increase Maintenance Team Lead, Bryant Urbina's, hourly wage to \$19.50 an hour. In an effort to improve Mr. Urbina's maintenance abilities, the Board discussed directing him to take educational courses. As an amendment to the motion, the District may require Mr. Urbina to pledge two years of employment when investing in further education for him. Motion Passed 4 to 0

AI: District Manager is to advertise the open Maintenance position with an option for full-time or part-time, flexible scheduling and pay rate from \$14 to \$17 an hour.

5. On **MOTION** by Supervisor Fannin and Second by Supervisor Brownlee, the Board approved to list for sale the District's 2004 Yamaha Golf Cart in the amount of \$2,000. Motion passed 4 to 0

AI: Property Manager to list golf cart for sale in the amount of \$2,000. Chairman may approve the sale if an offer is accepted for less than \$2,000.

6. On **MOTION** by Supervisor Fannin and Second by Supervisor Brownlee, the Board approved to extend the General Meeting 20 minutes until 8:55PM. Motion passed 3 to 0

7. On **MOTION** by Supervisor Nelson and Second by Supervisor Fannin, the Board approved to install a gate on Jamestown's wall with a mechanical pin pad. Motion passed 2 to 1 With Supervisor Brownlee voting No

Meeting adjourned at 8:53PM

Respectfully submitted,

Robb Fannin, Chair

Dave Nelson, Vice-Chair

Treasurer's Review Committee Meeting Minutes

Date: *Tuesday, July 19, 2022, 11:00 am*

Chair:

Operations Manager: *Adriana Urbina*

Committee Members: *District Manager, Adriana Urbina*

Notice of Meetings – Treasurer's Review Committee

The Treasurer's Review Committee Meeting was canceled.

Grounds and Security Committee Meeting Minutes

Date: *Thursday, July 21, 2022 at 4:00 PM.*

Committee Chairperson: *Supervisor, Dave Nelson*

Operations Manager: *Property Manager, Mark Cooper*

The Grounds & Security Committee did not formally meet however throughout the month discussions of numerous projects and project status occurred.

The committee would like the board members to me in with their thoughts on the acceptability of the first phase of the trail renovation. what is needed ultimately is a vote by the board as to whether to accept the trail in this current condition or request further remedial action before it is deemed acceptable. The request should be specific in its scope and period.

Management Committee Meeting Minutes

Date: *Wednesday, July 20, 2022 @ 12:00 pm*

Chairperson: *Chairman Rob Fannin*

Operations Manager: *District Manager, Adriana Urbina*

In Attendance:

Notice of Meetings – Management Committee

The Management Committee Meeting discussed the ongoing parking concerns occurring at the Waterton Drive cul-de-sac. Discussion will be requested at the next Board Meeting for different solutions.

Strategic Planning Committee Meeting Minutes

Date: *Tuesday, July 19, 2022 @ 10:00 am.*

Committee Chairperson: *Supervisor, Marlon K Brownlee*

Operations Manager: *Property Manager, Mark Cooper*

The Strategic Planning Committee did not meet in the month of July however Supervisor Brownlee and I spoke about this year's CIP projects. He suggested that I select the projects with my reasons explained as a starting point for discussion. The information is found in the Property Manager's Report but we thought it better to discuss the projects in Strategic Planning rather than wait till the end of the meeting.

Lake St. Charles CDD

Funds Statement

Apr '22 - Jun '22

	Apr '22	May '22	Jun '22	Category
Bank/Current Asset Accounts				
SouthState Bank Checking	532,247	390,975	348,624	Cash
SouthState Bank Money Market	254,837	254,848	254,859	Committed/Assigned
Operating Acct	0	0	0	Cash
Prepay	0	0	0	Non-Spendable
Petty Cash	1,533	1,533	1,533	Assigned
SunTrust Money Market	0	0	0	Committed/Assigned
Suncoast FCU	0	0	0	Restricted
Investment Cost of Issuance	0	0	0	Restricted
Investment Reserve	0	0	0	Restricted
Investment Revenue	0	0	0	Restricted
Investment Redemption	0	0	0	Restricted
Investment Prepayment	0	0	0	Restricted
Investment Interest	0	0	0	Restricted
Investment SBA	0	0	0	Committed/Assigned
Total Bank/Current Asset Accounts	788,617	647,356	605,016	
Cash (Checking/Savings)				
SouthState Bank Checking	532,247	390,975	348,624	
SouthState Bank Money Market	254,837	254,848	254,859	
Operating Acct	0	0	0	
Prepay	0	0	0	
Petty Cash	1,533	1,533	1,533	
SunTrust Money Market	0	0	0	
Suncoast FCU	0	0	0	
Investments SBA	0	0	0	
Total Cash Accounts	788,617	647,356	605,016	
Debt Service				
Investment Cost of Issuance	0	0	0	
Investment Reserve	0	0	0	
Investment Revenue	0	0	0	
Investment Redemption	0	0	0	
Investment Interest	0	0	0	
Investment Prepayment	0	0	0	
Total Debt Service Fund Balances	0	0	0	
TOTAL FUND BALANCES	788,617	647,356	605,016	
District Reserve Fund				
SunTrust Money Market	0	0	0	Committed/Assigned
SouthState Bank Money Market	254,837	254,848	254,859	Committed/Assigned
Total Investments SBA	0	0	0	Unassigned
	254,837	254,848	254,859	

**Lake St. Charles CDD
Disbursement Authorization Report**

June 2022

Type	Num	Date	Name	Account	Original Amount
Bill Pmt -Check	EFT/Auto	06/02/2022	Leaf	10000-SouthState Bank Checking	-148.32
Bill	Printer Lease	06/02/2022		Printer Supplies	148.32
TOTAL					148.32
Check	EFT/Auto	06/03/2022	ADP	10000-SouthState Bank Checking	-135.13
				Payroll Service Charge	22.52
				Payroll Service Charge	112.61
TOTAL					135.13
Check	EFT/Auto	06/06/2022	TECO Electric	10000-SouthState Bank Checking	-3,619.93
				53100 - Electric Utility Svs	74.84
				53100 - Electric Utility Svs	69.67
				53100 - Electric Utility Svs	216.88
				53100 - Electric Utility Svs	1,102.43
				53100 - Electric Utility Svs	73.25
				53100 - Electric Utility Svs	1,357.13
				53100 - Electric Utility Svs	353.21
				53100 - Electric Utility Svs	51.06
				53100 - Electric Utility Svs	35.31
				53100 - Electric Utility Svs	28.80
				53100 - Electric Utility Svs	26.24
				53100 - Electric Utility Svs	26.48
				53100 - Electric Utility Svs	25.38
				53100 - Electric Utility Svs	25.26
				53100 - Electric Utility Svs	25.26
				53100 - Electric Utility Svs	25.61
				53100 - Electric Utility Svs	26.36
				53100 - Electric Utility Svs	26.24
				53100 - Electric Utility Svs	25.26

**Lake St. Charles CDD
Disbursement Authorization Report**

June 2022

Type	Num	Date	Name	Account	Original Amount
				53100 - Electric Utility Svs	25.26
TOTAL					<u>3,619.93</u>
Check	EFT/Auto	06/07/2022	ADP	10000-SouthState Bank Checking	-11,094.68
				District Manager	2,521.60
				Payroll Taxes - Employer Taxes	208.20
				Facilities Monitor	1,600.00
				Property Maintenance Team Lead	1,305.60
				Property Manager	2,521.60
				Payroll Taxes - Employer Taxes	586.38
				Property Maintenance Part-Time	172.44
				Full Time Maintenance Employee	706.86
				Medical Stipend	200.00
				Medical Stipends	500.00
				Recreational Assistants	772.00
TOTAL					<u>11,094.68</u>
Check	EFT/Auto	06/07/2022	TECO Electric	10000-SouthState Bank Checking	-65.41
				53100 - Electric Utility Svs	65.41
TOTAL					<u>65.41</u>
Check	EFT/Auto	06/07/2022	TECO Gas Company	10000-SouthState Bank Checking	-360.04
				53200 - Gas Utility Services	360.04
TOTAL					<u>360.04</u>
Check	EFT/Auto	06/10/2022	Square Inc	10000-SouthState Bank Checking	-292.10
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-7.90
TOTAL					<u>292.10</u>

**Lake St. Charles CDD
Disbursement Authorization Report**

June 2022

Type	Num	Date	Name	Account	Original Amount
Check	EFT/Auto	06/10/2022	Square Inc	10000-SouthState Bank Checking	-53.47
				Rental	55.00
				Rental	-1.53
TOTAL					<u>53.47</u>
Check	EFT/Auto	06/14/2022	Square Inc	10000-SouthState Bank Checking	-53.47
				Rental	55.00
				Rental	-1.53
TOTAL					<u>53.47</u>
Check	EFT/Auto	06/14/2022	Square Inc	10000-SouthState Bank Checking	-292.10
				Security/Renters Cards Deposits	300.00
				Security/Renters Cards Deposits	-7.90
TOTAL					<u>292.10</u>
Bill Pmt -Check	EFT/Auto	06/17/2022	Verizon Wireless	10000-SouthState Bank Checking	-16.25
Bill	04-24-22 to 05-23-22	05/23/2022		Telephone	16.25
TOTAL					<u>16.25</u>
Check	EFT/Auto	06/17/2022	ADP	10000-SouthState Bank Checking	-144.18
				Payroll Service Charge	14.41
				Payroll Service Charge	129.77
TOTAL					<u>144.18</u>
Bill Pmt -Check	EFT/Auto	06/18/2022	Adriana Urbina	10000-SouthState Bank Checking	-103.98
Bill	Bluetooth speaker &	06/01/2022		Clubhouse Supplies	103.98
					<u>103.98</u>

**Lake St. Charles CDD
Disbursement Authorization Report**

June 2022

Type	Num	Date	Name	Account	Original Amount
TOTAL					103.98
Check	EFT/Auto	06/21/2022	ADP	10000-SouthState Bank Checking	-11,644.57
				District Manager	2,521.60
				Payroll Taxes - Employer Taxes	192.90
				Facilities Monitor	1,600.00
				Property Maintenance Team Lead	1,305.60
				Property Manager	2,521.60
				Payroll Taxes - Employer Taxes	580.02
				Property Maintenance Part-Time	71.85
				Full Time Maintenance Employee	979.20
				Supervisor Fees	800.00
				Employer Taxes	66.80
				Recreational Assistants	1,005.00
TOTAL					<u>11,644.57</u>
Check	EFT/Auto	06/21/2022	Square Inc	10000-SouthState Bank Checking	-2.31
				Rental	2.31
TOTAL					<u>2.31</u>
Bill Pmt -Check	EFT/Auto	06/21/2022	SunTrust Credit Card	10000-SouthState Bank Checking	-9,704.87
Bill	May CC Statement	05/24/2022		13500 - SunTrust Visa Card	9,704.87
TOTAL					<u>9,704.87</u>
Bill Pmt -Check	EFT/Auto	06/23/2022	Brandon Lock & Safe, Inc.	10000-SouthState Bank Checking	-195.00
Bill	Transfer access cont	06/13/2022		Security Repairs	195.00
TOTAL					<u>195.00</u>
Bill Pmt -Check	EFT/Auto	06/23/2022	Zebra Cleaning Team, Inc.	10000-SouthState Bank Checking	-550.00

Lake St. Charles CDD Disbursement Authorization Report

June 2022

	Type	Num	Date	Name	Account	Original Amount
	Bill	Spa chlorine & acid	06/05/2022		Pool Maintenance Repairs	550.00
TOTAL						<u>550.00</u>
	Bill Pmt -Check	EFT/Auto	06/23/2022	Zebra Cleaning Team, Inc.	10000-SouthState Bank Checking	-600.00
	Bill	Oil remover & minera	06/10/2022		Pool Maintenance Repairs	600.00
TOTAL						<u>600.00</u>
	Bill Pmt -Check	EFT/Auto	06/23/2022	Zebra Cleaning Team, Inc.	10000-SouthState Bank Checking	-1,725.00
	Bill	June Pool Cleaning	06/10/2022		Pool Maintenance Contract	1,725.00
TOTAL						<u>1,725.00</u>
	Bill Pmt -Check	EFT/Auto	06/23/2022	Zebra Cleaning Team, Inc.	10000-SouthState Bank Checking	-50.00
	Bill	June Gas Charge	06/13/2022		Pool Maintenance Repairs	50.00
TOTAL						<u>50.00</u>
	Bill Pmt -Check	EFT/Auto	06/23/2022	Zebra Cleaning Team, Inc.	10000-SouthState Bank Checking	-1,100.00
	Bill	Spa chlorine & acid	06/13/2022		Pool Maintenance Repairs	1,100.00
TOTAL						<u>1,100.00</u>
	Bill Pmt -Check	EFT/Auto	06/23/2022	Still Water Aquatics LLC	10000-SouthState Bank Checking	-275.00
	Bill	INV #202225	05/23/2022		Misc. Landscape Maintenance	275.00
TOTAL						<u>275.00</u>
	Bill Pmt -Check	EFT/Auto	06/23/2022	Staples	10000-SouthState Bank Checking	-85.98
	Bill	Toilet paper & white	05/15/2022		Club Facility Maintenance	85.98
TOTAL						<u>85.98</u>

**Lake St. Charles CDD
Disbursement Authorization Report**

June 2022

Type	Num	Date	Name	Account	Original Amount
Sales Tax Payment	EFT/Auto	06/27/2022	Florida Department of Revenue	10000-SouthState Bank Checking	-21.59
			Florida Department of Revenue	Sales Tax Payable	4.63
			Florida Department of Revenue	Sales Tax Payable	16.96
TOTAL					<u>21.59</u>
Bill Payment	-Check EFT/Auto	06/30/2022	Mainscape	10000-SouthState Bank Checking	-7,691.42
Bill	June Installment	06/07/2022		Landscape Maintenance Contract	7,691.42
TOTAL					<u>7,691.42</u>

Treasurer's Report - SouthState Account

June 2022

06/1/22 - 06/30/22

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
						390,974.83
06/02/2022	EFT/Auto	Leaf		148.32		390,826.51
06/03/2022	EFT/Auto	ADP		135.13		390,691.38
06/04/2022			Deposit		14.51	390,705.89
06/06/2022	EFT/Auto	TECO Electric	06980007400 Acct #	3,619.93		387,085.96
06/07/2022	EFT/Auto	ADP	P.E. 06-04-22	11,094.68		375,991.28
06/07/2022	EFT/Auto	TECO Electric	221005960721 Acct #	65.41		375,925.87
06/07/2022	EFT/Auto	TECO Gas Company	221003603224 Acct #	360.04		375,565.83
06/07/2022			Deposit		292.10	375,857.93
06/08/2022			Deposit		1,130.52	376,988.45
06/08/2022			Deposit		292.10	377,280.55
06/10/2022	EFT/Auto	Square Inc	G. Schaefer CH Rental Deposit Refund	292.10		376,988.45
06/10/2022	EFT/Auto	Square Inc	S. Schaefer Evening CH Cancellation	53.47		376,934.98
06/14/2022			Deposit		58.34	376,993.32
06/14/2022	EFT/Auto	Square Inc	M. Henry Evening CH Cancellation	53.47		376,939.85
06/14/2022	EFT/Auto	Square Inc	M. Henry CH Rental Deposit Refund	292.10		376,647.75
06/15/2022			Deposit		14.51	376,662.26
06/15/2022			Deposit		29.12	376,691.38
06/16/2022			Deposit		5,652.64	382,344.02
06/17/2022	EFT/Auto	Verizon Wireless	Acct# 842082173-00001	16.25		382,327.77
06/17/2022	EFT/Auto	ADP		144.18		382,183.59
06/17/2022			Deposit		14.51	382,198.10
06/18/2022			Deposit		29.12	382,227.22
06/18/2022	EFT/Auto	Adriana Urbina	Bluetooth speaker & projector	103.98		382,123.24
06/21/2022	EFT/Auto	ADP	P.E. 06-18-22	11,644.57		370,478.67
06/21/2022			Deposit		29.12	370,507.79
06/21/2022	EFT/Auto	Square Inc	2.6% + .10 Square processing fees for CH Rentals	2.31		370,505.48
06/21/2022	EFT/Auto	SunTrust Credit Card	4223071100091531 Acct #	9,704.87		360,800.61
06/22/2022			Deposit		14.51	360,815.12
06/23/2022	EFT/Auto	Brandon Lock & Safe, Inc.	53746 Inv #	195.00		360,620.12
06/23/2022	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4846	550.00		360,070.12
06/23/2022	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4868	600.00		359,470.12

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Memo</u>	<u>Payment</u>	<u>Deposit</u>	<u>Balance</u>
06/23/2022	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4867	1,725.00		357,745.12
06/23/2022	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4899	50.00		357,695.12
06/23/2022	EFT/Auto	Zebra Cleaning Team, Inc.	INV# 4898	1,100.00		356,595.12
06/23/2022	EFT/Auto	Still Water Aquatics LLC	INV #202225	275.00		356,320.12
06/23/2022	EFT/Auto	Staples	6011 1000 4086 310	85.98		356,234.14
06/27/2022	EFT/Auto	Florida Department of Revenue		21.59		356,212.55
06/30/2022		Clubhouse Rentals			85.00	356,297.55
06/30/2022	EFT/Auto	Mainscape	INV# 1274249	7,691.42		348,606.13
06/30/2022			Deposit		14.51	348,620.64
06/30/2022			Interest		3.13	348,623.77
				50,024.80	7,673.74	348,623.77

Lake St. Charles CDD
Profit & Loss Budget Performance
 October 2021 Through June 2022

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21 22	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
2							Revenue/Expense					
3							Revenue					
4							36100 - Interest Earnings					
5							Interest - General Fund	162	180	(18)		1,411
6							Total 36100 - Interest Earnings	162	180	(18)		1,411
7							General Fund Assessment-O&M					
8							General Fund Assessment Gross	958,354	958,146	208		957,026
9							GF Prop Tax Interest	337	0	337		366
10							GF Tax Collector Commissions	(18,438)	(19,163)	725		(18,412)
11							GF Tax Payment Discount	(36,781)	(38,326)	1,545		(36,765)
12							Total General Fund Assessment-O&M	903,473	900,657	2,816		902,215
13												
14							Total 36310 - Special Assessment	903,473	900,657	2,816		902,215
15							36311 - Excess Fees	7,512	7,512	0		7,307
16							36900 - Miscellaneous Revenues			0		
17							Other Misc Revenue	7,285	3,305	3,980		7,811
18							Rental	465	500	(35)		146
19							Pool Snack Vending	0	475	(475)		0
20							Total 36900 - Miscellaneous Revenues	7,750	4,280	3,470		7,958
21							Total Revenue	918,897	912,629	6,268		918,890
22												
24							Expense					
25							5110 - Legislative					
26							Employer Taxes	752	1,460	(709)		755
27							Special District Fees	175	175	0		175
28							Supervisor Fees	8,815	12,000	(3,185)		9,000
29							Supervisor Payroll Service	633	900	(267)		611
30							Total 5110 - Legislative	10,375	14,535	(4,160)		10,542

Lake St. Charles CDD
Profit & Loss Budget Performance
October 2021 Through June 2022

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21 Jun' 22	Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
31							51300 - Financial & Admin					
32							Accounting Services	640	500	140		0
33							Auditing Services	13,500	13,500	0		13,500
34							Banking & Investment Mgmt Fees	185	200	(15)		0
35							District F&A Employees					
36							District Manager	41,502	58,734	(17,232)		39,018
37							Medical Stipend	1,800	2,400	(600)		1,800
38							Payroll Service Charge	293	465	(172)		334
39							Payroll Taxes - Employer Taxes	3,362	4,400	(1,038)		3,172
40							Performance Stipend	0	1,000	(1,000)		0
41							Total District F&A Employees	46,957	66,999	(20,042)		44,324
42							Dues, Licenses & Fees	483	500	(17)		193
43							General Insurance					
44							Crime	585	600	(15)		565
45							General Liability	3,917	3,917	0		3,785
46							Public Officials Liability & EP	3,219	3,219	0		3,110
47							Total General Insurance	7,721	7,736	(15)		7,460
48							Legal Advertising	2,214	3,000	(786)		223
49							Local/Other Taxes	3,329	3,396	(67)		3,229
50							Office Supplies	1,118	1,000	118		664
51							Postage	280	750	(470)		28
52							Printer Supplies	1,247	2,000	(753)		551
53							Professional Development	30	1,000	(970)		79
54							Technology Services/Upgrades	4,977	5,000	(24)		1,208
55							Telephone	3,025	3,600	(575)		2,518
56							Travel Per Diem	0	200	(200)		0
57							Website Development & Monitor	2,370	2,650	(280)		2,323
58							Total 51300 - Financial & Admin	88,076	112,031	(23,955)		76,300
59							51400 - Legal Counsel					

Lake St. Charles CDD
Profit & Loss Budget Performance
October 2021 Through June 2022

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21 22	Jun' Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
60							District Counsel	1,155	8,000	(6,845)		1,326
61							Total 51400 - Legal Counsel	1,155	8,000	(6,845)		1,326
62							52100 - Law Enforcement					
63							Car Maintenance & Repairs	373	1,000	(627)		164
64							Car Gas	659	1,500	(841)		416
65							Total 52100 - Law Enforcement	1,032	2,500	(1,468)		580
66							53100 - Electric Utility Svs	30,035	46,500	(16,465)		25,100
67							53200 - Gas Utility Services	4,212	4,000	212		3,740
68							53400 - Garbage/Solid Waste Svc	1,821	2,880	(1,059)		1,964
69							53600 - Water/Sewer Services	3,821	9,800	(5,979)		4,547
70							53900 - Physical Environment					
71							Entry & Walls Maintenance	0	2,000	(2,000)		0
72							Ford F250 Maintenance & Repair	350	2,000	(1,650)		1,155
73							Fountain in Lake	550	3,000	(2,450)		1,350
74							Gas - Equipment	68	400	(332)		134
75							Gas - Truck	1,010	1,800	(790)		630
76							Irrigation Maintenance	12,373	15,800	(3,427)		10,283
77							Landscape Maintenance Contract	61,084	92,299	(31,215)		59,740
78							Misc. Landscape-Temporary Staff	0	0	0		0
79							Misc. Landscape Maintenance	13,305	10,500	2,805		7,194
80							Mulch	10,765	10,500	265		50
81							New Plantings	1,989	8,000	(6,011)		2,275
82							Pond & Stormwater Maint Contract	8,163	14,280	(6,117)		14,175
83							Pond 9,22,23,&24 Aeration Maint	1,341	1,341	0		243
84							Lake#27 Aeration Maint	2,236	2,236	(0)		0
85							Fountain Maint #21	384	518	(134)		0
86							Property Insurance Contract	15,542	15,542	0		13,672
87							Sod Replacement	225	4,000	(3,775)		2,033
88							Mitigation Maint Contract	691	900	(209)		675
89							Midge Survey	0	1,500	(1,500)		0

Lake St. Charles CDD
Profit & Loss Budget Performance
October 2021 Through June 2022

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21 22	Jun' Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
90							Total 53900 - Physical Environment	130,076	186,616	(56,540)		113,608
91							57200 - Parks & Recreation					
92							Auto Liability	758	755	3		733
93							Club Facility Maintenance					
94							Club Facility Maintenance	2,643	5,000	(2,357)		2,935
95							Clubhouse Supplies	1,589	2,300	(711)		1,973
96							Locks/Keys	25	100	(75)		71
97							Pool Snack Vending Items	0	300	(300)		0
98							Total Club Facility Maintenance	4,256	7,700	(3,444)		4,978
99							District Employees Payroll Exp					
100							Employer Workman Comp	5,313	9,360	(4,047)		5,221
101							Facilities Monitor	28,314	38,032	(9,718)		26,281
102							Medical Stipends	4,500	6,000	(1,500)		4,300
103							Payroll Service Charge	2,061	2,500	(439)		1,638
104							Payroll Taxes - Employer Taxes	9,958	16,500	(6,542)		9,326
105							Performance Stipend	0	2,600	(2,600)		0
106							Full-Time Hybrid Employee	18,189	25,460	(7,271)		17,022
107							Property Maintenance Part-Time	1,423	1,510	(87)		1,522
108							Property Maintenance Team Lead	24,802	33,946	(9,144)		25,929
109							Property Manager	47,910	65,558	(17,648)		46,968
110							Grant Management (Reimbursed)	0	0			0
111							Recreational Assistants	1,777	9,500	(7,723)		1,769
112							Hills Cnty Off Duty Sheriff	0	2,900			0
113							Total District Employees Payroll Exp	144,246	213,866	(69,620)		139,975
114							Dock Maintenance	169	400	(231)		185
115							Drainage/ Nature Path/Trail Maintenance	0	1,800	(1,800)		0
116							Park Facility Maintenance	1,408	7,000	(5,592)		1,769
117							Parks & Rec Cell Phones	2,183	2,500	(317)		1,240
118							Playground Maintenance	93	2,000	(1,907)		333
119							Pool Maintenance Contract	12,075	21,100	(9,025)		12,940

Lake St. Charles CDD
Profit & Loss Budget Performance
October 2021 Through June 2022

	A	B	C	D	E	F	G	H	K	L	M	N
1								Oct '21 22	Jun' Annual Budget	\$ Over Annual Budget	Comments	Last Year YTD
120							Pool Maintenance Repairs	9,428	12,000	(2,572)		8,579
121							Sec System Monitoring Contract	258	240	18		195
122							Security Repairs	1,116	5,000	(3,885)		100
123							Total 57200 - Parks & Recreation	175,990	274,361	(98,371)		171,028
124							58003- Future CIP Projects and Reserves	122,871	323,369	(200,498)		284,424
125							Total Expense	569,462	984,592	(415,130)		693,158
126							Revenue Less Expenses	349,435	(71,963)	421,398		225,732
127							Other Revenue/Expense					
128							Other Revenue					
129							FY 20-21 Carryover	0	83,080	(83,080)		
130							DEP Grant Reimbursement	0	276,542	(276,542)		
131							Total Other Revenue	0	359,622	(359,622)		
132												
133							Other Expense					
134							Unassigned CIP Projects	0	83,080	(83,080)		
135							58004-Lake Water Quality & Pond	105,076	204,579	(99,504)		
136							Total Other Expense	105,076	287,659	(182,584)		
137							Net Other Income	(464,698)	71,963	(464,698)		
138							Net Income	(115,263)	0	(43,300)		

Lake St. Charles CDD Property Manager Expense Report

	Type	Date	June 2022 Memo	Account	Amount
Ace Hardware	Credit Card Charge	06/13/2022	Soil	Misc. Landscape Maintenance	10.76
	Credit Card Charge	06/22/2022	Caulk	Misc. Landscape Maintenance	17.83
Adriana Urbina	Bill	06/01/2022	Bluetooth speaker & pro	Clubhouse Supplies	103.98
Amazon.com	Credit Card Charge	06/10/2022	Access card printer	Club Facility Maintenance	949.00
George's Mower Service Inc.	Credit Card Charge	06/21/2022	Pruner	Misc. Landscape Maintenance	234.33
Grass Pro Shop	Credit Card Charge	06/20/2022	Sprocket	Misc. Landscape Maintenance	7.12
Home Depot	Credit Card Charge	06/15/2022	J-B Weld	Misc. Landscape Maintenance	7.29
My Cooling Store	Credit Card Charge	06/15/2022	Neck cooler & fan hat fo	Misc. Landscape Maintenance	106.16
Security Concepts of Tampa	Credit Card Charge	06/15/2022	Monitoring April-June	Sec System Monitoring Contract	64.50
	Credit Card Charge	06/15/2022	Monitoring July-Sept	Sec System Monitoring Contract	64.50
Wal-Mart	Credit Card Charge	06/07/2022	Square chip reader	Clubhouse Supplies	51.60
				TOTAL	1,617.07