

**NAPLES HERITAGE**  
Community Development District

***Annual Operating Budget***  
**Fiscal Year 2018**

Version 3 - Final Budget  
(Adopted on 05/02/17)

Prepared by:



# **NAPLES HERITAGE**

Community Development District

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**NAPLES HERITAGE**  
Community Development District

**Operating Budget**  
Fiscal Year 2018

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2018 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2015	FY 2016	BUDGET FY 2017	THRU MAR-2017	APR SEP-2017	PROJECTED FY 2017	BUDGET FY 2018
<b>REVENUES</b>							
Interest - Investments	\$ 87	\$ 163	\$ 100	\$ 166	\$ 120	\$ 286	\$ 100
Interest - Tax Collector	-	2	-	4	-	4	-
Special Assmnts- Tax Collector	79,900	79,900	79,897	74,925	4,975	79,900	79,899
Special Assmnts- Discounts	(2,840)	(2,866)	(3,196)	(2,816)	(6)	(2,822)	(3,196)
Other Miscellaneous Revenues	3	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>77,150</b>	<b>77,199</b>	<b>76,801</b>	<b>72,279</b>	<b>5,089</b>	<b>77,368</b>	<b>76,803</b>

**EXPENDITURES**

*Administrative*

P/R-Board of Supervisors	4,800	5,000	5,000	3,000	2,000	5,000	5,000
FICA Taxes	367	383	383	228	154	382	383
ProfServ-Engineering	-	-	1,000	-	600	600	1,000
ProfServ-Field Management	-	700	750	-	750	750	773
ProfServ-Legal Services	1,795	1,983	2,000	2,178	200	2,378	2,000
ProfServ-Mgmt Consulting Serv	19,500	20,085	20,688	8,620	10,344	18,964	21,309
ProfServ-Property Appraiser	899	1,199	1,199	1,199	-	1,199	1,198
ProfServ-Web Site Maintenance	-	-	-	-	-	-	618
Auditing Services	3,000	3,000	3,000	-	3,000	3,000	3,000
Postage and Freight	504	509	1,500	305	250	555	1,500
Insurance - General Liability	7,239	8,399	9,239	8,101	-	8,101	8,911
Printing and Binding	373	471	650	282	160	442	650
Legal Advertising	702	1,511	2,500	716	1,100	1,816	2,500
Misc-Bank Charges	550	568	620	308	306	614	620
Misc-Assessmnt Collection Cost	943	941	1,598	1,460	76	1,536	1,598
Misc-Contingency	1,411	481	376	-	376	376	376
Misc-Web Hosting	-	-	600	300	300	600	500
Office Expense	389	160	410	99	66	165	410
Annual District Filing Fee	175	175	175	175	-	175	175
<b>Total Administrative</b>	<b>42,647</b>	<b>45,565</b>	<b>51,688</b>	<b>26,971</b>	<b>19,682</b>	<b>46,653</b>	<b>52,521</b>

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2018 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2015	FY 2016	BUDGET FY 2017	THRU MAR-2017	APR SEP-2017	PROJECTED FY 2017	BUDGET FY 2018
<b>Field</b>							
Contract-Aerator Maintenance	-	-	-	-	-	-	682
Electricity-Aerator	-	-	-	-	-	-	900
R&M-Fence	995	-	-	-	1,500	1,500	500
Misc-Contingency	-	5,000	15,113	-	26,334	26,334	12,000
<b>Total Field</b>	<b>995</b>	<b>5,000</b>	<b>15,113</b>	<b>-</b>	<b>27,834</b>	<b>27,834</b>	<b>14,082</b>
<b>Reserves</b>							
Reserve - Fountains	-	-	-	-	-	-	200
Reserve - Roads and Lakes	25,066	14,679	10,000	-	-	-	10,000
<b>Total Reserves</b>	<b>25,066</b>	<b>14,679</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,200</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>68,708</b>	<b>65,244</b>	<b>76,801</b>	<b>26,971</b>	<b>47,516</b>	<b>74,487</b>	<b>76,803</b>
Excess (deficiency) of revenues							
Over (under) expenditures	8,442	11,955	-	45,308	(42,427)	2,881	-
<b>OTHER FINANCING SOURCES (USES)</b>							
Contribution to (Use of) Fund Balance	-	-	-	-	-	-	-
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	8,442	11,955	-	45,308	(42,427)	2,881	-
<b>FUND BALANCE, BEGINNING</b>	<b>32,984</b>	<b>41,426</b>	<b>53,381</b>	<b>53,381</b>	<b>-</b>	<b>53,381</b>	<b>56,262</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 41,426</b>	<b>\$ 53,381</b>	<b>\$ 53,381</b>	<b>\$ 98,689</b>	<b>\$ (42,427)</b>	<b>\$ 56,262</b>	<b>\$ 56,262</b>

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**Budget Narrative**  
Fiscal Year 2018**REVENUES****Interest-Investments**

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

**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.

**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-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-Field Management**

The District will have Severn Trent Environmental Services, Inc. perform an annual inspection of the CDD assets to insure they are being maintained to permit levels.

**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.

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**Budget Narrative**  
Fiscal Year 2018

<b>EXPENDITURES</b>
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**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. Also included are costs for Information Technology charges to process all of the District's financial activities, i.e. accounts payable, financial statements, budgets, etc., on a main frame computer owned by Severn Trent in accordance with the management contract and the charge for rentals. 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 was based on a maximum of 1.5% of the anticipated assessment collections.

**Professional Services-Web Site Maintenance**

Severn Trent maintains the District's email accounts and website as necessary.

**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.

**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 is obliged to carry General Liability & Public Officials Liability Insurance.

**Printing and Binding**

This is for 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 Board meetings and public hearings in a newspaper of general circulation.

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**Budget Narrative**  
Fiscal Year 2018

<b>EXPENDITURES</b>
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**Administrative** (continued)**Miscellaneous-Bank Charges**

This is for bank charges incurred during the year.

**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.

**Miscellaneous-Contingency**

This is for unforeseen administrative expenses occurring throughout the year.

**Miscellaneous-Web Hosting**

The District incurs expenses to maintain and renew the website domain and email accounts.

**Office Expense**

This is for 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 to the Department of Economic Opportunity Division of Community Development.

**Field****Contract - Aerator Maintenance**

This is for the semi-annual contract for the maintenance of the aeration system in the District.

**Electricity - Aerator**

This is for monthly electrical costs of the aeration system in the District.



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**Budget Narrative**  
Fiscal Year 2018

**EXPENDITURES**

**Field (continued)**

**R&M - Fence**

This is for the repair and maintenance of the fence in the District.

**Miscellaneous – Contingency**

This is for unforeseen field operating expenses occurring throughout the year.

**Reserves**

**Reserve-Fountain**

The District will set aside funds to pay for future improvements of the fountain.

**Reserve-Roads and Lakes**

The District will set aside funds to pay for future improvements of the roads and lakes.

**Exhibit "A"**  
Allocation of Fund Balances

**AVAILABLE FUNDS**

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2018	\$ 56,262
Net Change in Fund Balance - Fiscal Year 2018	-
Reserves - Fiscal Year 2018 Additions	10,200
<b>Total Funds Available (Estimated) - 9/30/18</b>	<b>66,462</b>

**ALLOCATION OF AVAILABLE FUNDS**

***Assigned Fund Balance***

Operating Reserve - First Quarter Operating Capital	19,200	<sup>(1)</sup>
Reserves - Fountain - Budget Year	200	
Reserves - Roads & Lakes - Current Year	10,000	
Reserves - Roads & Lakes - Budget Year	10,000	20,000
	Subtotal	<u>39,400</u>
<b>Total Allocation of Available Funds</b>		<b>39,400</b>

<b>Total Unassigned (undesignated) Cash</b>	<b>\$ 27,062</b>
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**Notes**

(1) Represents approximately 3 months of operating expenditures

**NAPLES HERITAGE**  
Community Development District

**Supporting Budget Schedule**  
Fiscal Year 2018

**Comparison of Assessment Rates  
Fiscal Year 2017 vs Fiscal Year 2018**

O&M Assessment			
Product	FY 2017	FY 2018	Percent Change
All Units	\$ 100.00	\$ 100.00	0.0%