

NAPLES HERITAGE

Community Development District

Annual Operating Budget

Fiscal Year 2019

Version 4 - Final Budget
(Adopted at the May 1, 2018 meeting)

Prepared by



NAPLES HERITAGE

Community Development District

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NAPLES HERITAGE
Community Development District

Operating Budget
Fiscal Year 2019

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2019 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2016	FY 2017	BUDGET FY 2018	THRU MAR-2018	APR SEP-2018	PROJECTED FY 2018	BUDGET FY 2019
REVENUES							
Interest - Investments	\$ 163	\$ 515	\$ 100	\$ 421	\$ 510	\$ 931	\$ 100
Interest - Tax Collector	2	4	-	3	-	3	-
Special Assmnts- Tax Collector	79,900	79,900	79,899	76,125	3,775	79,900	99,872
Special Assmnts- Discounts	(2,866)	(2,788)	(3,196)	(2,902)	(38)	(2,940)	(3,995)
TOTAL REVENUES	77,199	77,631	76,803	73,647	4,247	77,894	95,977
EXPENDITURES							
<i>Administrative</i>							
P/R-Board of Supervisors	5,000	5,000	5,000	3,000	2,000	5,000	5,000
FICA Taxes	383	381	383	230	154	384	383
ProfServ-Engineering	-	621	1,000	5,580	-	5,580	2,000
ProfServ-Field Management	700	750	773	-	773	773	795
ProfServ-Legal Services	1,983	4,973	2,000	796	1,200	1,996	2,000
ProfServ-Mgmt Consulting Serv	20,085	18,964	21,309	10,655	10,654	21,309	21,948
ProfServ-Property Appraiser	1,199	1,199	1,198	1,199	-	1,199	1,498
ProfServ-Web Site Maintenance	-	-	618	309	309	618	636
Auditing Services	3,000	3,000	3,000	-	3,000	3,000	3,000
Postage and Freight	509	513	1,500	301	400	701	1,500
Insurance - General Liability	8,399	8,101	8,911	8,101	-	8,101	8,911
Printing and Binding	471	902	650	361	324	685	650
Legal Advertising	1,511	1,196	2,500	295	2,000	2,295	2,500
Misc-Bank Charges	568	623	620	269	288	557	660
Misc-Assessmnt Collection Cost	941	1,054	1,598	1,464	76	1,540	1,997
Misc-Contingency	481	-	376	-	376	376	376
Misc-Web Hosting	-	696	500	250	250	500	501
Office Expense	160	165	410	132	132	264	410
Annual District Filing Fee	175	175	175	175	-	175	175
Total Administrative	45,565	48,313	52,521	33,117	21,936	55,053	54,940

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2019 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2016	FY 2017	BUDGET FY 2018	THRU MAR-2018	APR SEP-2018	PROJECTED FY 2018	BUDGET FY 2019
Field							
Contract-Fountain	-	-	-	-	-	-	700
Contract-Aerator Maintenance	-	-	682	-	-	-	682
Electricity-Aerator	-	-	900	982	1,020	2,002	2,760
R&M-Fence	-	-	500	-	-	-	500
Misc-Contingency	5,000	1,337	12,000	174	-	174	26,195
Total Field	5,000	1,337	14,082	1,156	1,020	2,176	30,837
Reserves							
Reserve - Fountains	-	-	200	-	-	-	200
Reserve - Roads and Lakes	14,679	25,921	10,000	-	-	-	10,000
Total Reserves	14,679	25,921	10,200	-	-	-	10,200
TOTAL EXPENDITURES & RESERVES	65,244	75,571	76,803	34,273	22,956	57,229	95,977
Excess (deficiency) of revenues							
Over (under) expenditures	11,955	2,060	-	39,374	(18,708)	20,666	-
Net change in fund balance	11,955	2,060	-	39,374	(18,708)	20,666	-
FUND BALANCE, BEGINNING	41,427	53,382	55,442	55,442	-	55,442	76,108
FUND BALANCE, ENDING	\$ 53,382	\$ 55,442	\$ 55,442	\$ 94,816	\$ (18,708)	\$ 76,108	\$ 76,108

Budget Narrative
Fiscal Year 2019**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 Inframark Infrastructure Management 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.

Budget Narrative
Fiscal Year 2019

EXPENDITURES

Administrative (continued)**Professional Services-Management Consulting Services**

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Inframark Infrastructure Management 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 Inframark 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

Inframark Infrastructure Management Services 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.

Budget Narrative
Fiscal Year 2019

EXPENDITURES

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

This is for the cost of maintaining the District's website domain and email accounts by Inframark Infrastructure Management Services.

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.

Budget Narrative
Fiscal Year 2019

EXPENDITURES

Field

Contract - Fountain

This is for the quarterly contract for the maintenance of the fountain system in the District.

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.

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 2019	\$ 76,108
Net Change in Fund Balance - Fiscal Year 2019	-
Reserves - Fiscal Year 2019 Additions	10,200
Total Funds Available (Estimated) - 9/30/19	86,308

ALLOCATION OF AVAILABLE FUNDS

Assigned Fund Balance

Operating Reserve - First Quarter Operating Capital		23,993 ⁽¹⁾
Reserves - Fountain - Current Year - FY 2018	200	
Reserves - Fountain - Budget Year - FY 2019	200	400
Reserves - Roads & Lakes - Current Year - FY 2018	10,000	
Reserves - Roads & Lakes - Budget Year - FY 2019	10,000	20,000
	Subtotal	44,393

Total Allocation of Available Funds	44,393
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Total Unassigned (undesignated) Cash	\$ 41,915
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Notes

(1) Represents approximately 3 months of operating expenditures

NAPLES HERITAGE
Community Development District

Supporting Budget Schedule
Fiscal Year 2019

**Comparison of Assessment Rates
Fiscal Year 2018 vs Fiscal Year 2019**

O&M Assessment			
Product	FY 2018	FY 2019	Percent Change
All 799 Units	\$ 100.00	\$ 125.00	25.0%