

NAPLES HERITAGE
Community Development District

Annual Operating Budget
Fiscal Year 2021

Version 3 - Final Budget
(Adopted at the 05/05/20 Meeting)

Prepared by



NAPLES HERITAGE

Community Development District

Table of Contents

	<u>Page #</u>
 <u>OPERATING BUDGET</u>	
General Fund	
Summary of Revenues, Expenditures and Changes in Fund Balances	1-2
Budget Narrative	3-6
Exhibit A - Allocation of Fund Balances	7
 <u>SUPPORTING BUDGET SCHEDULE</u>	
2020-2021 Comparison of Assessment Rates	8

NAPLES HERITAGE
Community Development District

Operating Budget
Fiscal Year 2021

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2021 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2018	FY 2019	BUDGET	THRU	APR -	PROJECTED	BUDGET
			FY 2020	MAR-2020	SEP-2020	FY 2020	FY 2021
REVENUES							
Interest - Investments	\$ 948	\$ 1,157	\$ 240	\$ 423	\$ 210	\$ 633	\$ 240
Interest - Tax Collector	3	51	-	53	-	53	-
Special Assmnts- Tax Collector	79,900	99,875	119,851	116,208	3,643	119,851	119,851
Special Assmnts- Discounts	(2,624)	(3,564)	(4,794)	(4,322)	(73)	(4,395)	(4,794)
TOTAL REVENUES	78,227	97,519	115,297	112,362	3,780	116,142	115,297
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	383	383	230	153	383	383
ProfServ-Engineering	6,095	-	2,000	-	2,000	2,000	2,000
ProfServ-Field Management	773	469	819	951	-	951	844
ProfServ-Legal Services	4,934	10,430	3,500	2,284	800	3,084	3,500
ProfServ-Mgmt Consulting Serv	21,309	21,948	22,605	11,303	11,302	22,605	23,283
ProfServ-Property Appraiser	1,199	208	1,798	1,498	-	1,498	1,798
ProfServ-Web Site Maintenance	618	636	654	327	327	654	674
Auditing Services	2,800	2,900	3,000	-	3,000	3,000	3,000
Postage and Freight	1,061	1,327	750	385	600	985	750
Insurance - General Liability	8,101	7,747	8,522	7,747	-	7,747	7,747
Printing and Binding	807	1,167	900	-	800	800	900
Legal Advertising	2,175	1,967	2,400	280	2,000	2,280	2,400
Misc-Bank Charges	546	518	660	-	500	500	546
Misc-Assessmnt Collection Cost	-	933	2,397	2,238	73	2,311	2,397
Misc-Contingency	-	-	376	-	376	376	376
Misc-Web Hosting	47	414	501	2,426	1,164	3,590	1,850
Office Expense	198	132	410	108	132	240	250
Annual District Filing Fee	175	175	175	175	-	175	175
Total Administrative	56,221	56,354	56,850	32,952	25,227	58,179	57,873

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2021 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	ADOPTED BUDGET FY 2020	ACTUAL THRU MAR-2020	PROJECTED APR - SEP-2020	TOTAL PROJECTED FY 2020	ANNUAL BUDGET FY 2021
<i>Field</i>							
Contract-Fountain	-	711	716	358	358	716	716
Contract-Aerator Maintenance	-	904	2,350	382	1,968	2,350	2,350
Electricity-Aerator	2,006	3,512	3,360	2,295	2,580	4,875	5,340
R&M-Fence	-	-	480	-	460	460	480
Misc-Contingency	42,519	3,409	22,861	120	2,875	2,995	20,998
Cap Outlay-Lake Aerators	-	44,369	-	-	-	-	-
Total Field	44,525	52,905	29,767	3,155	8,241	11,396	29,884
<i>Reserves</i>							
Reserve - Fountains	-	-	200	-	-	-	200
Reserve - Roads and Lakes	-	8,135	28,480	-	22,000	22,000	27,340
Total Reserves	-	8,135	28,680	-	22,000	22,000	27,540
TOTAL EXPENDITURES & RESERVES	100,746	117,394	115,297	36,107	55,468	91,575	115,297
Excess (deficiency) of revenues Over (under) expenditures	(22,519)	(19,875)	-	76,255	(51,688)	24,567	-
Net change in fund balance	(22,519)	(19,875)	-	76,255	(51,688)	24,567	-
FUND BALANCE, BEGINNING	55,446	32,927	13,052	13,052	-	13,052	37,619
FUND BALANCE, ENDING	\$ 32,927	\$ 13,052	\$ 13,052	\$ 89,307	\$ (51,688)	\$ 37,619	\$ 37,619

Exhibit "A"
Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2021	\$ 37,619
Net Change in Fund Balance - Fiscal Year 2021	-
Reserves - Fiscal Year 2021 Additions	27,540
Total Funds Available (Estimated) - 9/30/21	65,159

ALLOCATION OF AVAILABLE FUNDS

Assigned Fund Balance

Operating Reserve - First Quarter Operating Capital		27,324 ⁽¹⁾
Reserves - Fountain - Prior Years	400	
Reserves - Fountain - Current Year - FY 2020	200	
Reserves - Fountain - Budget Year - FY 2021	200	800
Reserves - Roads & Lakes - Prior Years	1,865	
Reserves - Roads & Lakes - Current Year - FY 2020	28,480	
Reserves - Roads & Lakes - Current Year Expenses	(22,000)	
Reserves - Roads & Lakes - Budget Year - FY 2021	27,340	35,685
	Subtotal	63,809
Total Allocation of Available Funds		63,809

Total Unassigned (undesignated) Cash	\$ 1,350
---	-----------------

Notes

(1) Should represent approximately 3 months of operating expenditures, but is reduced by \$1,500 to keep total Unassigned(undesignated) Cash from being negative - balance s/b ~ \$28,824.

Budget Narrative
Fiscal Year 2021**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 2021

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 oversees the District's email accounts and provides assistance to Campus Suite regarding the 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.

Budget Narrative
Fiscal Year 2021**EXPENDITURES****Administrative** (continued)**Legal Advertising**

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

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.

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 2021**EXPENDITURES****Field****Contract - Fountain**

This is for the quarterly contract for the fountain cleaning at Site #14.

Contract - Aerator Maintenance

This is for the semi-annual contracts for the maintenance of the aeration system Project 1 (\$382 semi-annually), for the semi-annual contract for the maintenance of the aeration system Project 2 (\$395 semi-annually) and for Sites #5 and #6 aeration systems (\$323 semi-annually).

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.

NAPLES HERITAGE
Community Development District

Supporting Budget Schedule
Fiscal Year 2021

**Comparison of Assessment Rates
Fiscal Year 2020 vs Fiscal Year 2021**

O&M Assessment			
Product	FY 2020	FY 2021	Percent Change
All 799 Units	\$ 150.00	\$ 150.00	0.0%