

NAPLES HERITAGE
Community Development District

Annual Operating Budget
Fiscal Year 2022

Version 4 - Final Budget
(Adopted at the 05/04/21 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>	
2021-2022 Comparison of Assessment Rates	8

NAPLES HERITAGE
Community Development District

Operating Budget
Fiscal Year 2022

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2022 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2019	FY 2020	BUDGET FY 2021	THRU MAR-2021	APR - SEPT-2021	PROJECTED FY 2021	BUDGET FY 2022
REVENUES							
Interest - Investments	\$ 1,157	\$ 531	\$ 240	\$ 112	\$ 114	\$ 226	\$ 240
Interest - Tax Collector	51	63	-	10	-	10	-
Special Assmnts- Tax Collector	99,875	119,850	119,851	116,738	3,113	119,851	119,851
Special Assmnts- Discounts	(3,564)	(4,276)	(4,794)	(4,393)	-	(4,393)	(4,794)
Other Miscellaneous Revenues	-	-	-	-	-	-	-
TOTAL REVENUES	97,519	116,168	115,297	112,467	3,227	115,694	115,297
EXPENDITURES							
<i>Administrative</i>							
P/R-Board of Supervisors	5,000	4,000	5,000	3,000	2,000	5,000	5,000
FICA Taxes	383	306	383	230	153	383	383
ProfServ-Engineering	-	331	2,000	-	2,000	2,000	2,000
ProfServ-Field Management	469	5,364	844	938	-	938	869
ProfServ-Legal Services	10,430	5,128	3,500	816	2,684	3,500	3,500
ProfServ-Mgmt Consulting Serv	21,948	22,605	23,283	11,642	11,641	23,283	23,981
ProfServ-Property Appraiser	208	1,498	1,798	1,798	-	1,798	1,798
ProfServ-Web Site Maintenance	636	654	674	337	337	674	694
Auditing Services	2,900	3,000	3,000	-	3,000	3,000	3,000
Postage and Freight	1,327	507	750	319	431	750	750
Insurance - General Liability	7,747	7,747	7,747	7,747	-	7,747	7,747
Printing and Binding	1,167	14	900	180	720	900	900
Legal Advertising	1,967	1,792	2,400	1,008	1,392	2,400	2,400
Misc-Bank Charges	518	-	546	-	546	546	546
Misc-Assessmnt Collection Cost	933	325	2,397	2,247	62	2,309	2,397
Misc-Contingency	-	-	376	-	376	376	376
Misc-Web Hosting	414	3,203	1,850	963	776	1,739	1,850
Office Expense	132	108	250	75	175	250	250
Annual District Filing Fee	175	175	175	175	-	175	175
Total Administrative	56,354	56,757	57,873	31,475	26,294	57,769	58,616

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2022 Adopted Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2019	FY 2020	BUDGET FY 2021	THRU MAR-2021	APR - SEPT-2021	PROJECTED FY 2021	BUDGET FY 2022
<i>Field</i>							
Contract-Fountain	711	716	716	358	358	716	716
Contract-Aerator Maintenance	904	764	2,350	382	1,968	2,350	2,350
Electricity-Aerator	3,512	5,103	5,340	2,806	3,070	5,876	6,000
R&M-Fence	-	-	480	-	480	480	480
Misc-Contingency	3,409	300	20,998	14,567	7,000	21,567	19,595
Cap Outlay-Lake Aerators	44,369	22,119	-	-	-	-	-
Cap Outlay-Fence	-	-	-	8,765	-	8,765	-
Total Field	52,905	29,002	29,884	26,878	12,876	39,754	29,141
<i>Reserves</i>							
Reserve - Fountains	-	-	200	-	-	-	200
Reserve - Roads and Lakes	8,135	-	27,340	-	-	-	27,340
Total Reserves	8,135	-	27,540	-	-	-	27,540
TOTAL EXPENDITURES & RESERVES	117,394	85,759	115,297	58,353	39,170	97,523	115,297
Excess (deficiency) of revenues Over (under) expenditures	(19,875)	30,409	-	54,114	(35,943)	18,171	-
Net change in fund balance	(19,875)	30,409	-	54,114	(35,943)	18,171	-
FUND BALANCE, BEGINNING	32,927	13,052	43,461	43,462	-	43,462	61,633
FUND BALANCE, ENDING	\$ 13,052	\$ 43,461	\$ 43,461	\$ 97,576	\$ (35,943)	\$ 61,633	\$ 61,633

Budget Narrative
Fiscal Year 2022**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 2022**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 2022

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 2022

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.

Exhibit "A"
Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2022	\$ 61,633
Net Change in Fund Balance - Fiscal Year 2022	-
Reserves - Fiscal Year 2022 Additions	27,540
Total Funds Available (Estimated) - 9/30/2022	89,173

ALLOCATION OF AVAILABLE FUNDS

Nonspendable Fund Balance

Deposits	560
Subtotal	<u>560</u>

Assigned Fund Balance

Operating Reserve - First Quarter Operating Capital	11,533	⁽¹⁾
Reserves - Fountain - Prior Years	600	
Reserves - Fountain - Current Year - FY 2021	200	
Reserves - Fountain - Budget Year - FY 2022	200	1,000
Reserves - Roads & Lakes - Prior Years	30,345	
Reserves - Roads & Lakes - Budget Year - FY 2021	27,340	
Reserves - Roads & Lakes - Budget Year - FY 2022	27,340	85,025
Subtotal	<u>97,558</u>	

Total Allocation of Available Funds	98,118
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Total Unassigned (undesignated) Cash	<u><u>\$ (8,945)</u></u>
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Notes

(1) Should represent approximately 3 months of operating expenditures, but is reduced by \$17,291 to keep total Unassigned(undesignated) Cash from being negative - balance s/b ~ \$28,824.

NAPLES HERITAGE
Community Development District

Supporting Budget Schedule
Fiscal Year 2022

**Comparison of Assessment Rates
Fiscal Year 2021 vs Fiscal Year 2022**

O&M Assessment			
Product	FY 2021	FY 2022	Percent Change
All 799 Units	\$ 150.00	\$ 150.00	0.0%