

**HERONS GLEN RECREATION DISTRICT
SPECIAL BOARD MEETING with Finance Advisory Committee
February 15, 2021, 9:30 AM., Zoom & Card Room C
MINUTES**

BOARD MEMBERS	PRESENT	FINANCE COMMITTEE	PRESENT
Chair Don Misener	X	Chair Ron Glasgow	X
Vice Chair Howard Young	X	Tim Gies	ABSENT
Treasurer Jayne Schwarz	X	Mary Koenig	X
Secretary Mary Ann Polvinen	X	Larry Pedersen	X
Asst Sec/Treas William Kulkoski	X	Dennis Popp	X
OTHERS		Douglas Schuler	X
GM J.B. Belknap	X	OTHERS	
Controller Lynn Garcia	X	Chris Kessler, CPA CLA	X
District Counsel Tom Hart	X	Rob Willems, CPA CLA	X
Board Sec. Karon Bennett	X		
Residents	1	David Brendsel, Audit Cmte	X

- I. **CALL TO ORDER** - Chair Don Misener called the meeting to order at 9:40 a.m.
 - II. **PLEDGE OF ALLEGIANCE** - Supervisor Kulkoski led the Pledge.
 - II. **ROLL CALL** - Secretary Polvinen called the roll (attendees are listed above).
 - III. **FINANCE ADVISORY COMMITTEE**
Opening Remarks and Introduction of Board's Auditors - Finance Chair Glasgow introduced the audit engagement team of Chris Kessler, CPA/ Principal and Rob Willems, CPA/ Director, from CliftonLarsonAllen (CLA) Wealth Advisors, LLC to the Board, the Finance Advisory Committee and the Audit Committee.
 - IV. **PRESENTATION OF FISCAL YEAR 2020 DISTRICT AUDIT RESULTS** – Mr. Kessler & Mr. Willems of CLA presented the results of the FY2020 audit to the Board of Supervisors, the Finance Advisory Committee and the Audit Committee. The audited financial statements for the year ending September 30, 2020 are in accordance with Government Auditing Standards. (See Attachment A). In addition to the financial statements and audit, three reports, to be issued, and these included: Independent Auditors' report on internal controls, the Management Letter, and the Governance report.
 - **Financial Statements** – An unqualified opinion was issued on the financial statements. The scope and timing of the audit proceeded as planned. Significant accounting policies are in accordance with generally accepted accounting principles and consistent with industry practices and standards.
 - The Auditors noted that the District adopted two new GASB statements in 2020:
 - ◊ GASB No. 88 – *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*
 - ◊ GASB No. 89 – *Accounting for Interest Cost Incurred before the End of a Construction Period*
- CLA found no significant estimates, nor were there any uncorrected misstatements, found within the financial statements. There were no difficulties encountered while performing the audit. There were no disagreements with management at HGRD.

Audit Results

The Auditors' report on Internal Control over Financial reporting and on Compliance in accordance with Government Auditing Standards included two findings to be material weaknesses, one item to be a significant

deficiency and two findings on Compliance. Management provided responses and target completion dates for each finding.

The material weakness was due to the audit firm preparing the financial statements based on the District's records. Management and the Board reviewed them after the fact. The District is working towards improvement in this area. The other material weakness related to depreciation schedules not reconciled to the trial balance and financial statements. Material adjustments were necessary to reconcile the subledger to the financial statements. Mr. Kessler stressed the importance of capital asset tracking in order to better align the records with the financial statements.

The Significant Deficiency in Internal Control related to operating leases which met the required treatment as capital leases.

The District was not in compliance with the law on public deposit forms for two checking accounts as well as the investment policy adopted by the District and updated in May 2008.

Recommendations – Mr. Kessler highly recommended that the management and Board review the Management's Discussion and Analysis on pages 4 through 10 of the Financial Statements and Supplementary Information. CLA will continue to work with the General Manager and Controller at the District to ensure that all District contracts are correct and accounted for.

- **GASB statements Implementation delayed standards by 1 year**
 - GASB 84 – *Fiduciary Activities* now required for 2021
 - GASB 87 – *Leases* now required for 2022

Q&A - Supervisor Schwarz questioned the wording of an investment policy update. Mr. Kessler suggested that the District may not want to have a specific policy, Florida Statutes should be followed as written. Supervisor Schwarz noted that deferred maintenance assessments are recorded as non-operating revenues but the deferred maintenance expenses were included as operating expenses repairs and maintenance. Mr. Kessler agreed that the operating loss presented in the financial statements is in accordance with GAAP and the Board should review and ensure that loss is manageable and aligned with District expectations each year.

Supervisor Young questioned whether or not the auditors would be monitoring the planned corrective actions in place or if the Board would be responsible for monitoring them. Supervisor Schwarz suggested that she plans to ask the Finance Advisory Committee and/or the Audit Committee to do audit follow up and bring any issues to the Board.

Chairs Misener and Glasgow thanked Mr. Kessler and Mr. Willems for the detailed report and explanation. The Auditors exited the meeting. Chair Misener passed the meeting to Ron Glasgow, Chair of the Finance Advisory Committee who conducted his regular committee meeting.

V. FINANCE ADVISORY COMMITTEE

Approval of Minutes – October 26, 2020

- *Motion made by Larry Pedersen to approve the October 26, 2020 Finance Advisory Committee minutes as presented. Douglas Schuler seconded the motion. The motion was approved unanimously.*

Election of Vice Chair - Douglas Schuler accepted the Vice Chair position on the Finance Advisory Committee. His term, as all committee members' terms, will end April 30, 2021. The Vice Chair responsibilities include, but will not be limited to:

- Overseeing the Finance Advisory sub-committee meetings in the absence of their Chair.

- Leading the Bid Oversight Committee in reviewing contracts and leases.

Open Policy Items and Other Recommendations - (See Attachment B)

At the request of Chair Glasgow, Supervisor Schwarz supplied the committee with a list of open policy items. This included a list of accounts the committee previously considered renaming. The committee agreed to recommend to the Board the changes relating to general ledger account titles, update on the uninsured loss fund, and the investment policy.

- *Mary Koenig moved that the committee adopt 1, 2, 3 and Alternative B giving the Board authority to transfer the long-term capital to the master capital. Dennis Popp seconded the motion. The motion was approved unanimously.*

Chair Glasgow mentioned that to take on the responsibility of being a fiduciary for investing of funds is more responsibility than the Board or committee would like. He suggested that the District use what the Government says are allowable investments.

- *Motion made by Mary Koenig to present to the Board the request to adopt the new investment policy 1.1, the District elects not to adopt a detailed policy. Larry Pedersen seconded the motion. The motion was approved unanimously.*

Supervisor Schwarz noted that the auditors advised her that the asset capitalization amount was not in current policy; however, the controller provided the auditors with workshop minutes showing asset capitalization as \$5,000. She asked the committee consider the asset capitalization limit for the District.

- *Larry Pedersen made a motion to add the capitalization amount of \$5,000 to the policy. Mary Koenig seconded the motion. The motion was approved unanimously.*

Controller Garcia advised the committee that many assets on the balance sheet were for specific projects. In talking with the auditors, they suggested streamlining the listing, mimicking what is shown on the audited financial statements. See page 8 of the financial statement (See Attachment C). For example, there will be one work-in-process account. A detailed listing from the general ledger sub-accounts would be used to create reports for specific projects for the Board or Finance Advisory Committee. She will present more detail at the next meeting

Ron Glasgow passed the meeting back to Chair Misener who thanked the Finance Committee and continued the final portion of the Special Board Meeting.

- VI. **OLD BUSINESS** – Counsel Hart felt confident that the Board would have two candidates for the supervisor election when the qualifying period ended at 5PM. Therefore, those applicants would fill the two open Board seats, eliminating the election process. The discussion was deferred until Monday, February 22, 2021.
- VII. **NEW BUSINESS** – Supervisor Polvinen requested replacement of the Board laptop immediately. Further, she mentioned two trip hazards, one at the driving range, another in the parking lot. Another concern was directed towards having someone clean the granite countertop and ice machine by the driving range. Lastly, Supervisor Polvinen requested having someone of authority available to change the “Cart Path Only” requirement when appropriate after the course re-opens after a rain closure. She added that a determination must be made to close certain holes but not the entire course as well. J.B. will address these issues immediately.
- VIII. **UPCOMING WORKSHOP/MEETINGS**
 - A. Monday, February 15—Facilities & Amenities—2:30 p.m.— Zoom
 - B. Monday, February 22—Long Range Planning—9:30 a.m.— Zoom
 - C. Monday, February 22—Board Workshop—2:00 p.m.—Card Room C/Zoom

D. Thursday, February 25—Board of Supervisors Meeting—2:00 p.m.—Card Room C/Zoom

IX. **ADJOURNMENT** – Chair Misener adjourned the meeting at 11:27 A.M.

3/25/2021

Date

SUBMITTED BY:

Karon Bennett

Karon Bennett, Board Secretary

3/25/2021

Date

APPROVED BY HGRD BOARD:

Don Misener

Don Misener, HGRD Board



HERONS GLEN RECREATION DISTRICT
SPECIAL BOARD MEETING

April 26, 2021, 2 P.M., Card Room C

AGENDA

BOARD MEMBERS	PRESENT	OTHERS	PRESENT
Chair Howard Young		GM J.B. Belknap	
Vice-Chair Peter Overs		Controller Lynn Garcia	
Treasurer Jayne Schwarz		District Counsel Tom Hart	
Secretary Mary Ann Polvinen		Board Sec. Karon Bennett	
Asst Sec/Treas William Kulkoski		Residents	

- I. **CALL TO ORDER** – Chair Young
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Polvinen
- III. **ROLL CALL** – Board Secretary Karon Bennett
- IV. **APPROVAL OF MINUTES** – Special Board Meeting 03/22/2021, Board Meeting 03/25/2021, Special Board Meeting 04/01/2021 and Special Board Meeting 04/14/2021.
- V. **GM REPORT** – General Manager J.B. Belknap
- VI. **FINANCIAL REPORT** – Controller Lynn Garcia
- VII. **DISTRICT COUNSEL’S REPORT** - Tom Hart, Esq.
- VIII. **COMMITTEE REPORTS & RECOMMENDATIONS**
 - A. Golf Course Renovation, April 2 & April 15
 - Golf Renovation Budget
 - B. Long Range Planning, April 19
 - C. Facilities & Amenities, April 19
 - D. Problem-Solving Taskforce, April 21

Chair John Edinger
Supervisor Overs
Chair Fred Gignac
Chair Karen Mars
Char Cowgill
- IX. **NEW BUSINESS**
 - A. HG Calendar, Thursday night entertainment in the Lounge starting June – September
 - B. Current COVID Guidelines guidance (Masks, capacity, etc.)
 - C. Committee Selection
- X. **OLD BUSINESS**
 - A. Board Top 10
- XI. **RESIDENT COMMENTS**

XII. NEXT WORKSHOP/MEETINGS

- Wednesday, April 28 – Golf Course Renovation Committee - 9:00 a.m. – Zoom
- ~~Thursday, April 29 – Board Meeting Canceled~~
- Monday, May 3 – Finance Committee - 9:00 a.m. - Zoom
- Monday, May 3 – Facilities & Amenities Committee - 2:00 p.m. - Zoom
- TBD – Golf Course Renovation Committee - 9:00 a.m. – Zoom
- Monday, May 10 – Audit Committee – 9 a.m. - Card Room C/Zoom
- Wednesday, May 12 - Special Board Meeting – 9 a.m. - Card Room C/Zoom
- Monday, May 17 – Long-Range Planning Committee - 9:30 a.m. - Zoom
- ~~Monday, May 24 – Board Workshop Canceled~~
- Thursday, May 27 - Board Meeting - 2:00 p.m. - Card Room C/Zoom

XIII. ADJOURNMENT

HERONS GLEN RECREATION DISTRICT

**BOARD OF SUPERVISORS WORKSHOP
AND FINANCE ADVISORY COMMITTEE**

(Mid-Year Review)

**Monday, April 26, 2021 – Agenda
Card Room C/Zoom**

Board of Supervisors	Present	Finance Advisory & Management	Present
Howard Young, Chair		Douglas Schuler, Vice Chair	
Peter Overs, Vice Chair		Tim Gies	
Jayne Schwarz, Treasurer		Mary Koenig	
Mary Ann Polvinen, Secty		Larry Pedersen	
William Kulkoski, Asst. Treasurer & Asst. Sec.		Dennis Popp	
		J.B. Belknap, General Manager	
Residents:		Lynn Garcia, Controller	

- | | | |
|------|--|------------------------------|
| I | CALL TO ORDER | Howard Young |
| | FINANCE COMMITTEE ATTENDANCE | Douglas Schuler |
| II | MANAGEMENT REPORT | J.B. Belknap |
| | MARCH 2021 FINANCIAL RESULTS | Lynn Garcia |
| | MID YEAR FINANCIAL REVIEW OF OPERATIONS | J.B. Belknap/
Lynn Garcia |
| III. | FINANCE ADVISORY COMMITTEE CLOSING COMMENTS | Douglas Schuler |
| IV | RESIDENT COMMENTS | |
| V | NEXT FINANCE COMMITTEE MEETING – Monday, May 3, 2021
(New Committee Orientation) 9:00 a.m. – Zoom | |
| VI | NEXT SPECIAL BOARD MEETING-Monday, April 26, 2021 2:00 PM CR-C/ZOOM | |
| VII | ADJOURNMENT | |



**HERONS GLEN RECREATION DISTRICT
MID-YEAR REVIEW WITH THE BOARD AND FINANCE COMMITTEE
& SPECIAL BOARD MEETING**

April 26, 2021, 9:30 A.M., Card Room C and Zoom

MINUTES

BOARD MEMBERS	PRESENT	FINANCE COMMITTEE	PRESENT
Chair Howard Young	X	Vice-Chair Douglas Schuler	Absent
Vice-Chair Peter Overs	X	Tim Gies	X
Treasurer Jayne Schwarz	X	Mary Koenig	X
Secretary Mary Ann Polvinen	X	Larry Pedersen	X
Asst Sec/Treas William Kulkoski	X	Dennis Popp	X
STAFF			
GM J.B. Belknap	X		
Controller Lynn Garcia	X		
District Counsel Tom Hart	X		
Board Sec. Karon Bennett	X	Residents	10

- I. **CALL TO ORDER** – Chair Young opened the meeting at 9:30 AM. He announced that the Mid-Year Review with the Finance Committee would be combined with the Special Board Meeting scheduled for 2 P.M.
- II. **PLEDGE OF ALLEGIANCE** – Supervisor Polvinen led the Pledge.
- III. **ROLL CALL** – Board Secretary Karon Bennett called the roll for the Board and Staff (attendees are listed above). Supervisor Schwarz called the roll for the Finance Committee (attendees are listed above).

The meeting was turned over to management for the March financial report and the mid-year review of operations.

- IV. **MANAGEMENT REPORT** – General Manager J.B. Belknap reviewed the reserve study. Supervisor Schwarz is working with J.B. and Lynn to compare what Club Benchmarking has provided versus what the District has in their reserves to create a useable list. Supervisor Schwarz gave some examples of discrepancies on the Club Benchmarking study.

- V. **MARCH FINANCIAL REPORT** – Controller Lynn Garcia

Administration - \$ 13,391 favorable to budget. YTD \$87,506 favorable to budget. FY Projected \$90,520 favorable to budget.

Restaurant - \$18,509 unfavorable to budget. YTD \$40,575 unfavorable to budget. FY Projected \$28,545 favorable to budget.

Clubhouse - \$661 favorable to budget. YTD \$28,396 favorable to budget. FY Projected \$33,990 favorable to budget.

CLIS - \$390 favorable to budget. YTD \$25,455 favorable to budget. FY Projected \$19,483 favorable to budget.

Fitness Center - \$1,019 favorable to budget. YTD \$5,221 favorable to budget. FY Projected \$5,482 favorable to budget.

Golf Maintenance - \$7,420 favorable to budget. YTD \$33,425 favorable to budget. FY Projected \$179,033 favorable to budget.

Pro Shop - \$40,120 unfavorable to budget. YTD \$128,393 unfavorable to budget. FY Projected \$179,035 unfavorable to budget.

All Departments - \$35,749 unfavorable to budget. YTD \$11,035 favorable to budget. FY Projected \$120,929 favorable to budget.

Golf Operations - \$32,700 unfavorable to budget. YTD \$94,968 unfavorable to budget. FY Projected \$2 unfavorable to budget.

From Other than Golf Operations - \$3,048 unfavorable to budget. YTD \$106,003 favorable to budget. FY Projected \$120,931 favorable to budget.

Based on comments from the mid-year review, Supervisor Schwarz requested that management pull a month-to-date sales report from the restaurant for April. She wanted all to see sales for the period and if progress in increasing sales over budget was being achieved. Supervisor Schwarz pulled actual sales for the last 6 months of the year for both FY2020 and 2019. Management's current year projected sales for the balance of the year needed to be almost 50% higher than last year and only approximately 20% lower than the prior year.

- VI. **MID-YEAR REVIEW** – Controller Lynn Garcia and GM J.B. Belknap led an extensive discussion about the mid-year review with the Board - (*See Attachment A*). The forecast was not based on the possibility of a restaurant renovation. It was determined by Stultz that there was not enough time to renovate the restaurant this year. Further discussion on a restaurant renovation took place. For purposes of understanding the worst-case scenario, Chair Young requested that the numbers be run at a 20% sales reduction until July 1st. After July 1st put the forecasted budget back to Covid numbers for the remainder of the Fiscal year. Lynn will make changes to the restaurant portion of the review and share them at the May 12, 2021 Special Board meeting.

Supervisor Schwarz thanked the Finance committee and closed their portion of the meeting. The Board moved into the committee portion of the meeting.

- VII. **COMMITTEE SELECTION** – Chair Young reviewed the HGRD Policies and Procedures, IV. Committee Documents. He noted that all committees were advisory. The first comment was in regards to committee assignments, particularly in both the Facilities & Amenities and the Finance Committee, noting that they are defined as “Advisory” Committees, which causes confusion as they are more importantly, “Standing” Committees. Secondly, he recommended for ex-officio members the words person(s) and member(s) be plural. Chair Young's third proposal was to designate Long-Range Committee as a Standing Committee and review committee membership annually, along with the other two Standing Committees. Furthermore, Chair Young recommended that some of the Standing Committee members to be designated Ex-Officio members as well as adding new members going forward. Supervisor Schwarz suggested to look at moving the Audit Committee to a Standing Committee in 2022 as well as eliminating the restriction that committee members may only serve on one standing committee at a time. Establishment of the Green Committee will remain on hold until further notice.

- *Chair Kulkoski moved to approve changes to the HGRD Policies and Procedures, IV. Committee Documents, B. Standing Committees, changing the designation of “Advisory” Committees to “Standing” Committees in the following committees: Facilities & Amenities, Finance and Long-Range Planning. Secondly, making persons and members plural related to ex-officio, create a Section D for Continuing Committees including the Library, Residents and Media continuing membership with Board naming replacements as vacancies arise. Lastly, removing the sentence “Committee members may only serve on one standing committee at a time”. Supervisor Overs seconded the motion. **The motion was approved unanimously.***

See Attachment B - HGRD Policies and Procedures, IV. Committee Documents, Standing Committees.

The Board agreed to appoint an Ex-Officio member(s) to each Standing Committee and will continue to do so annually. The Board agreed to three changes to committee types:

1. The three Standing Committees require committee members to reapply for committee membership each year in April. Standing Committee terms last one year. Current HGRD Standing Committees are Facilities & Amenities, Finance and Long-Range Planning.
2. Ad Hoc Committees are set up for specific purposes and filled as needed. Once the committee completes their purpose the committee dissolves. Current HGRD Ad Hoc Committees are Audit, Golf Course Renovation and Problem-Solving Taskforce and Concert Series.
3. Continuing Committees allow their members to stay as long as they would like. Vacancies may be filled at any time. Current HGRD Continuing Committees are, Media Resources, Library and Media Resources.

Standing Committees:

- *Chair Young made a motion to approve the following members that volunteered prior to April 15, 2021 for the Facilities & Amenities Standing Committee: Ex-Officio Barry Hopper, Ex-Officio Robert Stewart, Sandra Dresch, Andrea Edmunds, Tiff Lauzau, Karen Mars, Elaine Sawyer, Bernadette Schirra, and Mary Ann Simpson. Supervisor Polvinen seconded the motion. **The motion was approved unanimously.***
- *Supervisor Schwarz made a motion to approve the following members that volunteered prior to April 15, 2021 for the Finance Standing Committee: Ex-Officio Tom DeLache, Jeffrey Buxton, Mary Koenig, Rita Lehman, Larry Pedersen, Dennis Popp, Douglas Schuler, and Linda Spicer. Supervisor Kulkoski seconded the motion. **The motion was approved unanimously.***
- *Supervisor Kulkoski made a motion to approve the following members that volunteered prior to April 15, 2021 for the Long-Range Planning Standing Committee: Ex-Officio Beth Brucker, Ex-Officio Bruce Weyne, Jim Burnett, Jeffrey Buxton, Fred Gignac, Jerry Hentges, Bob Herbstritt and Chuck Miller. Supervisor Polvinen seconded the motion. **The motion was approved unanimously.***
- The Green Committee will remain on hold. J.B. will research Green Committee Charter.

Ad Hoc Committees:

- *Supervisor Overs made a motion to approve the following additions to the Golf Course Renovation Ad Hoc Committee: Bruce Johnson and Donald Misener. Supervisor Polvinen seconded the motion. **The motion was approved unanimously.***
- *Chair Young made a motion to approve the following additions to the Audit Ad Hoc Committee: Tim Gies, David Brendsel, Don Misener and Nicole Wilkins. Supervisor Overs seconded the motion. **The motion was approved unanimously.***
- *Chair Young made a motion to approve the following additions to the Problem-Solving Taskforce: John Michel and Beth Brucker. Supervisor Overs seconded the motion. **The motion was approved unanimously.***

Continuing Committees:

- *Supervisor Kulkoski made a motion to approve the following additional people to the Resident Events Continuing Committee: Debbie DeFazio, Pat Crytser, John DiTusa and Denise Fell. Supervisor Polvinen seconded the motion. **The motion was approved unanimously.***
- *Supervisor Schwarz made the motion to add Bruce Weyne to the Media Resources continuing committee. Supervisor Polvinen seconded the motion. **The motion was approved unanimously.***

The Board Secretary will compile the list of volunteers and notify the new committee members. The Board Liaison will follow up and advise the new committee member of their first committee meeting.

The Board announced a continuance of the meeting for a one-hour break.

VIII. **SPECIAL MEETING**, continued. The Board reconvened at 1PM.

IX. **MINUTES TO BE REVISED** – Changes were requested for the April Board minutes. The following minutes will be submitted for approval on May 12, 2021:

- Special Board Meeting 03/22/2021
- Board Meeting 03/25/2021
- **REVISED** Special Board Meeting 04/01/2021
- **REVISED** Special Board Meeting 04/14/2021

X. **GM REPORT** – The GM Report was covered in other agenda items and their discussions.

XI. **DISTRICT COUNSEL’S REPORT** - Tom Hart, Esq. presented the following Resolution 2021-07: A RESOLUTION OF THE HERONS GLEN RECREATION DISTRICT APPROVING EXPENDITURES FROM 2020 BOND FUNDS FOR IRRIGATION SYSTEM EFFLUENT POND LINER; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

- *Supervisor Overs made a motion to expend from 2020 Bond Funds as not to exceed amount of \$57,000.00 for New Liner for irrigation system effluent pond. Supervisor Kulkoski seconded the motion. **The motion was approved unanimously.***

XII. **COMMITTEE REPORTS & RECOMMENDATIONS**

A. Golf Course Renovation – John Edinger advised the Board that the Golf Renovation Committee overlooked the cost of the Rain Bird sprinkler heads in the irrigation bid. This caused 300K shortage in the total cost of the construction contract. The committee worked on a proposal for a considerable savings

The combination of recording project changes and savings on the committee’s part may leave the contingency fund in good shape. Many things covered by the contingency will not be known until the end of the renovation. Chair Young asserted that the reason for the item being overlooked needs to be defined by either the Golf Renovation Committee or the Problem-Solving Committee.

B. Problem-Solving Taskforce - Chair Cowgill shared the thoughts of the Problem-Solving Taskforce concerning the Bond Projects. Discussion of the various architects recommended by Stultz ensued.

- *Supervisor Overs made a motion to approve the recommendations of the Problem-Solving Taskforce to advise Stultz Construction to work with MK Engineering on the pool and outside dining projects. Supervisor Polvinen seconded the motion. **The motion was approved unanimously.***

C. Facilities & Amenities - Karen Mars stated that at the April meeting the Facilities & Amenities the committee agreed unanimously to using the 2/3 fenced off area by the pool for outdoor dining by raising it 14 inches to the level of the dining room. The Problem-Solving Taskforce is continuing to investigate the proper location for outdoor dining and at its conclusion a decision will be made.

D. Long Range Planning - Fred Gignac advised the Board that the committee was continuing to work on the reserve study/Club Benchmarking.

XIII. **NEW BUSINESS**

- A. HG Calendar, Thursday night entertainment in the Lounge starting June – September
- B. Current COVID Guidelines guidance (Masks, capacity, etc.)

XIV. **OLD BUSINESS**

- A. Board Top 10 – This agenda item will remain on each agenda until work is started.

XV. **RESIDENT COMMENTS** – None.

XVI. **NEXT WORKSHOP/MEETINGS**

- Wednesday, April 28 – Golf Course Renovation Committee - 9:00 a.m. – Zoom
- ~~Thursday, April 29 – Board Meeting-Canceled~~
- Monday, May 3 – Finance Committee - 9:00 a.m. - Zoom
- Monday, May 3 – Facilities & Amenities Committee - 2:00 p.m. - Zoom
- TBD – Golf Course Renovation Committee - 9:00 a.m. – Zoom
- Monday, May 10 – Audit Committee – 9 a.m. - Card Room C/Zoom
- Wednesday, May 12 - Special Board Meeting – 9 a.m. - Card Room C/Zoom
- Monday, May 17 – Long-Range Planning Committee - 9:30 a.m. - Zoom
- ~~Monday, May 24 – Board Workshop Canceled~~
- Thursday, May 27 - Board Meeting - 2:00 p.m. - Card Room C/Zoom

XVII. **ADJOURNMENT** – Chair Young adjourned the meeting at 2:40 PM.

5/12/2021

Date

SUBMITTED BY:

Karon Bennett

Karon Bennett, Board Secretary

5/12/2021

Date

APPROVED BY HGRD BOARD:

Howard Young

Howard Young, HGRD Board Chair

Attachment

~A~



**Herons Glen
Recreation District**

2020-21

Mid-Year Review

Hérons Glen Recreation District
Mid-Year Review Summary
Actuals 10/01/20 - 03/31/21
Forecast 04/01/21 - 09/30/21

	REVENUE			EXPENSES			NET INCOME		
	Revenue - Mid-Yr Forecast	6 Mo Actual + 6 Mo Budget	Variance	Expenses - Mid-Yr Forecast	6 Mo Actual + 6 Mo Budget	Variance	Net Income - Mid-Yr Forecast	6 Mo Actual + 6 Mo Budget	Variance
00-Admin	885,472	895,072	(9,600)	794,953	807,566	12,613	90,520	87,506	3,013
10-Restaurant	1,052,032	1,054,170	(2,138)	1,080,577	1,094,745	14,168	(28,545)	(40,575)	12,030
70-Clubhse	757,184	757,184	-	723,194	729,063	5,869	33,991	28,121	5,869
76-CLIS	394,544	394,544	-	375,060	369,088	(5,972)	19,483	25,455	(5,972)
77-Fitness	61,396	61,396	-	55,914	56,175	261	5,482	5,221	261
Other Than Golf Subtotals	\$ 3,150,629	\$ 3,162,366	\$ (11,738)	\$ 3,029,698	\$ 3,056,638	\$ 26,940	\$ 120,931	\$ 105,728	\$ 15,203
30-GCM	-	-	-	1,083,102	1,228,436	145,334	(1,083,102)	(1,228,436)	145,334
60-Pro Shop	1,431,353	1,483,462	(52,110)	348,250	349,300	1,049	1,083,102	1,134,163	(51,060)
Golf Operations Subtotal	\$ 1,431,353	\$ 1,483,462	\$ (52,110)	\$ 1,431,353	\$ 1,577,736	\$ 146,383	\$ 0	\$ (94,273)	\$ 94,273
All Departments	\$ 4,581,982	\$ 4,645,829	\$ (63,847)	\$ 4,461,051	\$ 4,634,374	\$ 173,323	\$ 120,931	\$ 11,455	\$ 109,476

2020-21 Mid-Yr Review Notes

Dept 00 - Administration

- Interest Income - Based on current interest rates
- Payroll – New Assistant Controller started 04/15/2021. Annual salary is less than budget
- Benefits – New Assistant Controller will not be eligible for benefits until July 2021
- Computer Support – Website will not be live until June 2021
- Continuing Education -HFTP Club Summit in May to replace HFTP Annual Conference in October that was cancelled
- Bank Charges – Credit card fees have been significantly down due to less outside sales and the golf course will be closed for the remainder of the fiscal year
- Office Supplies – New docking station for GM
- HGRD Social Events/Member Relations – Volunteer Appreciation cancelled
- Travel - HFTP Club Summit in May to replace HFTP Annual Conference in October that was cancelled

Dept 10 – Food & Beverage

- Banquet Food, Residents –Two lunch events scheduled for the remainder of April and nothing else on the books. The level of revenue budgeted for the remainder of the fiscal year should be attainable based on the current rate of resident vaccinations
- Cost of Sales - Recalculated accordingly
- Payroll, Kitchen & Service OT – No banquets or Monday events scheduled that would cause OT
- Payroll Taxes & Fees - Recalculated accordingly
- H-2B Additional Expenses – Expected savings of \$1,700 since all H-2B employees are going to another club up north and the travel expenses will be covered by the other club
- Advertising – Lobby not renovated and restaurant renovation time frame has not yet been determined. Wedding promotions are being put on hold until October 2021 at the earliest
- Complimentary Meals - Trending down
- Entertainment Dining Room – No entertainment for Sundays, Easter or Mother's Day
- Entertainment Lounge – No entertainment in April. Waiting on board approval for future months
- Entertainment/Decorations –Annual Jamaican Night cancelled due to COVID
- Gratis Food/Bev – No popcorn due to COVID
- Linen – Based on lack of banquet business
- Member Rewards Food & Beverage - Based on current average percentage of outside sales vs. member sales (Food 88.40% and Beverage 86.39%).
- Travel - National Restaurant Association Food Show cancelled due to COVID
- Uniforms – Turnover is down
- Small Equipment, Kitchen - \$7k was budgeted in October, but not used. Estimated to use \$5k for small equipment replacements under capital threshold

Dept 30 – Golf Course Maintenance

- Payroll & Payroll, OT – Closed the golf course down for renovation earlier than anticipated
- Contingency – Amount to subsidize prorated golf memberships had to be reduced from \$391,749 to \$258,057 by the deficit caused almost entirely by not allowing Public Play
- Fertilizer – Closed for the renovation earlier than anticipated
- Gasoline – Closed for the renovation earlier than anticipated

Dept 60 – Pro Shop

- Membership Fees – monthly revenue recognition adjusted based on current number of members paid for the fiscal year of 506
- Member Guest Fees – Actual for April (course closed)
- Public Play Fees – Not allowing Public Play due to requiring one cart per player, lack of Yamaha seasonal carts and COVID
- Resident Non-Member Fees – Actual for April (course closed)
- Lease - 10 Cart Lease only \$735/month – other two leases all carts returned and leases terminated early

Dept 70 – Clubhouse Maintenance

- Cleaning Supplies – Based on average usage over first six-month period
- Fountains (Electric) – Based on average usage over first six-month period
- Fountain & Bubbler Maintenance – Based on usage over first six-month period
- Lease – Pool ice machine upgraded to a dispenser lease
- Tennis Court Maintenance – Based on average usage over first six-month period
- Effluent Water – Turned off due to golf course grass kill and breach in the liner

Dept 76 - CLIS

- Payroll & Payroll Taxes and Fees – Originally budgeted 70% of the CLIS Manager's salary to the CLIS Bond Project. The start of this project is yet to be determined

Dept 77 – Fitness Center

- Cleaning Supplies – Based on average usage over first six-month period
- Fitness Center Maintenance – Based on average usage over first six-month period
- Landscape Plants/Supplies – Original budget line items not calculated into total

Herons Glen Recreation District FY21 Mid-Year Review						
00 - Admin - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
00	4110	Assessments, base 1285 units	801,325	801,325	-	0.00%
00	4945	HOA accounting income	16,346	16,346	-	0.00%
00	4986	Interest Income	5,946	15,546	(9,600)	-61.75%
00	4988	Late fee/Member Interest	6,551	6,551	-	0.00%
00	4990	Miscellaneous other income	55,304	55,304	-	0.00%
TOTAL Income			885,472	895,072	(9,600)	-1.07%
00	6100	PAYROLL	358,619	361,499	(2,880)	-0.80%
00	6125	PAYROLL, O.T.	768	768	-	0.00%
00	6200	PAYROLL TAXES & FEES	50,811	50,811	-	0.00%
00	6202	PAYROLL BENEFITS	69,947	71,507	(1,560)	-2.18%
00	6300	ADVERTISING	309	309	-	0.00%
00	6325	AED TRAINING & SUPPLIES	2,050	2,050	-	0.00%
00	6610	COMPLIMENTARY MEALS	1,646	1,646	-	0.00%
00	6625	COMPUTER SUPPORT	61,645	64,055	(2,410)	-3.76%
00	6630	Contingency	10,010	10,010	-	0.00%
00	6650	CONTINUING EDUCATION	5,910	5,350	560	10.47%
00	6850	DUES & SUBSCRIPTIONS	3,777	3,777	-	0.00%
00	6900	ELECTRIC*	16,439	16,439	-	0.00%
00	6902	EMPLOYEE APPRECIATION	6,846	6,846	-	0.00%
00	7225	Gratis / Member Relations	602	602	-	0.00%
00	7300	INSURANCE	26,405	26,405	-	0.00%

00 - Admin - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
00	7500	LICENSES & TAXES	1,482	1,482	-	0.00%
00	7755	BANK CHARGES	8,446	15,204	(6,758)	-44.45%
00	7825	OFFICE EQUIPMENT	19,408	19,408	-	0.00%
00	7850	OFFICE SUPPLIES	10,397	8,942	1,454	16.26%
00	7870	POSTAGE	5,491	5,491	-	0.00%
00	7900	PROFESSIONAL FEES	126,670	126,670	-	0.00%
00	8125	HGRD Social Events / Member Relations	613	2,613	(2,000)	-76.54%
00	8450	TELEPHONE*	4,193	4,193	-	0.00%
00	8500	TRAVEL	1,510	530	980	184.91%
00	8700	WATER & SEWER*	960	960	-	0.00%
TOTAL Expenses			794,953	807,566	(12,613)	-1.56%
Net Income/(Loss)			90,520	87,506	3,013	3.44%

Herons Glen Recreation District FY21 Mid-Year Review							
10 - Restaurant - Fiscal Year End Projections				6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ	
10	4110	Assessments, base 1285 units	379,785	379,785	-	0.00%	
10	4410	Food sales-Dining Room	216,849	216,849	-	0.00%	
10	4430	Beverage sales-Dining Room	52,030	52,030	-	0.00%	
10	4433	Food Revenue-Lounge	215,678	215,678	-	0.00%	
10	4434	Beverage Revenue-Lounge	146,064	146,064	-	0.00%	
10	4550	Banquet food-residents (Club Events)	34,818	36,955	(2,138)	-5.78%	
10	4552	Banquets beverages- residents	4,518	4,518	-	0.00%	
10	4570	Banquets food - outside	1,940	1,940	-	0.00%	
10	4572	Banquets beverage- outside	351	351	-	0.00%	
TOTAL Income			1,052,032	1,054,170	(2,138)	-0.20%	
10	5420	COS, food	216,313	217,232	(919)	-0.42%	
10	5430	COS, beverage	54,200	54,200	-	0.00%	
TOTAL Cost of Revenues			270,513	271,432	(919)	-0.34%	
Gross Profit Margin			781,519	782,738	(1,218)	-0.16%	
10	6150	PAYROLL KITCHEN	234,646	234,646	-	0.00%	
10	6155	PAYROLL, KITCHEN, OT	2,071	3,118	(1,047)	-33.58%	
10	6180	PAYROLL, SERVICE	159,663	159,663	-	0.00%	
10	6185	PAYROLL, SERVICE, OT	350	560	(210)	-37.49%	
10	6200	PAYROLL TAXES & FEES	81,108	81,354	(246)	-0.30%	
10	6202	PAYROLL BENEFITS	57,785	57,785	-	0.00%	
10	6250	H-2B Additional Expenses	28,393	30,093	(1,700)	-5.65%	

10 - Restaurant - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
10	6300	ADVERTISING	181	4,781	(4,600)	-96.22%
10	6600	CLEANING SUPPLIES	6,167	6,167	-	0.00%
10	6610	COMPLIMENTARY MEALS	1,429	1,979	(550)	-27.79%
10	6630	Contingency	172	172	-	0.00%
10	6650	CONTINUING EDUCATION	270	270	-	0.00%
10	6850	DUES & SUBSCRIPTIONS	775	775	-	0.00%
10	6900	ELECTRIC*	38,510	38,510	-	0.00%
10	6901	EMPLOYEE MEALS	3,616	3,616	-	0.00%
10	6948	Entertainment-Dining Room	2,550	3,770	(1,220)	-32.36%
10	6949	ENTERTAINMENT LOUNGE	8,225	9,925	(1,700)	-17.13%
10	6950	ENTERTAINMENT/DECORATIONS	1,518	3,093	(1,575)	-50.92%
10	7225	GRATIS FOOD/BEV - BAR SNACKS, FREEBIES	-	954	(954)	-100.00%
10	7300	INSURANCE	17,603	17,603	-	0.00%
10	7450	LEASE	6,389	6,389	-	0.00%
10	7500	LICENSES & TAXES	5,259	5,259	-	0.00%
10	7550	LINEN	5,489	8,270	(2,781)	-33.62%
10	7600	MAINTENANCE & REPAIRS	8,706	8,706	-	0.00%
10	7751	MEMBER REWARDS-FOOD	38,236	37,213	1,023	2.75%
10	7752	MEMBER REWARDS-BEVERAGE	17,114	17,878	(764)	-4.27%
10	7850	OFFICE SUPPLIES	2,832	2,832	-	0.00%
10	7950	PROPANE GAS	24,700	24,700	-	0.00%

10 - Restaurant - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
10	8130	Resident Event Decoration/Entertain	42	42	-	0.00%
10	8150	REFUSE	11,097	11,097	-	0.00%
10	8300	SERVICE CONTRACTS	11,365	11,365	-	0.00%
10	8351	SMALL EQUIPMENT-KITCHEN	5,478	478	5,000	1046.07%
10	8400	SUPPLIES	16,878	16,878	-	0.00%
10	8450	TELEPHONE*	2,290	2,290	-	0.00%
10	8500	TRAVEL	150	1,325	(1,175)	-88.68%
10	8550	UNIFORMS	1,385	2,135	(750)	-35.13%
10	8700	WATER & SEWER*	7,623	7,623	-	0.00%
TOTAL Expenses			810,064	823,313	(13,249)	-1.61%
Net Income/(Loss)			(28,545)	(40,575)	12,030	-29.65%

Herons Glen Recreation District FY21 Mid-Year Review						
70 - Clubhouse,Pool,Spa - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
70	4110	Assessments, base 1285 units	745,984	745,984	-	0.00%
70	4990	Miscellaneous other income	11,200	11,200	-	0.00%
TOTAL Income			757,184	757,184	-	0.00%
70	6100	PAYROLL	185,947	185,947	-	0.00%
70	6125	PAYROLL, O.T.	4,129	4,129	-	0.00%
70	6200	PAYROLL TAXES & FEES	27,251	27,251	-	0.00%
70	6202	PAYROLL BENEFITS	20,264	20,264	-	0.00%
70	6550	CHEMICALS	8,955	8,955	-	0.00%
70	6600	CLEANING SUPPLIES	10,274	11,474	(1,200)	-10.46%
70	6630	Contingency	5,538	5,538	-	0.00%
70	6650	CONTINUING EDUCATION	389	389	-	0.00%
70	6900	ELECTRIC*	40,417	40,417	-	0.00%
70	7185	FOUNTAINS (ELECTRIC)	6,970	8,717	(1,748)	-20.05%
70	7190	Fountain & Bubblers Maintenance	2,275	2,475	(200)	-8.08%
70	7200	GASOLINE	415	415	-	0.00%
70	7251	SMALL EQUIPMENT SOUND	2,994	2,994	-	0.00%
70	7300	INSURANCE	39,607	39,607	-	0.00%
70	7400	LANDSCAPE PLANT/SUPPLIES	47,262	47,262	-	0.00%
70	7450	LEASE	26,660	26,637	22	0.08%
70	7500	LICENSES & TAXES	375	375	-	0.00%
70	7600	MAINTENANCE & REPAIRS	66,578	66,578	-	0.00%

70 - Clubhouse,Pool,Spa - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
70	7610	Plumbing	415	415	-	0.00%
70	7630	Painting	1,164	1,164	-	0.00%
70	7640	Lighting	296	296	-	0.00%
70	7670	Sports Court Areas	189	189	-	0.00%
70	7685	MAINTENANCE, POOL & SPA	9,679	9,679	-	0.00%
70	7850	Office Supplies	466	466	-	0.00%
70	7950	PROPANE GAS	371	371	-	0.00%
70	8150	REFUSE	5,024	5,024	-	0.00%
70	8225	SECURITY	16,312	16,312	-	0.00%
70	8300	SERVICE CONTRACTS	151,762	151,762	-	0.00%
70	8350	SMALL TOOLS	1,402	1,402	-	0.00%
70	8450	Telephone	3,257	3,257	-	0.00%
70	8475	TENNIS COURT MAINTENANCE	4,890	6,090	(1,200)	-19.70%
70	8500	TRAVEL	481	481	-	0.00%
70	8550	UNIFORMS	1,648	1,648	-	0.00%
70	8700	WATER & SEWER*	16,023	16,023	-	0.00%
70	8701	Effluent Water	13,517	15,061	(1,544)	-10.25%
TOTAL Expenses			723,194	729,063	(5,869)	-0.81%
Net Income/(Loss)			33,991	28,121	5,869	20.87%

Herons Glen Recreation District FY21 Mid-Year Review						
76 - CLIS - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
76	4110	Assessments, base 1285units	198,458	198,458	-	0.00%
76	4917	CLIS Income	184,988	184,988	-	0.00%
76	4990	Miscellaneous other income	11,098	11,098	-	0.00%
TOTAL Income			394,544	394,544	-	0.00%
76	6100	PAYROLL	182,783	177,783	5,000	2.81%
76	6125	PAYROLL, O.T.	10,373	10,373	-	0.00%
76	6200	PAYROLL TAXES & FEES	28,379	27,407	972	3.55%
76	6202	PAYROLL BENEFITS	17,733	17,733	-	0.00%
76	6625	COMPUTER SUPPORT	1,750	1,750	-	0.00%
76	6650	CONTINUING EDUCATION	200	200	-	0.00%
76	6652	Contract Labor - Technical	2,310	2,310	-	0.00%
76	6850	DUES & SUBSCRIPTIONS	594	594	-	0.00%
76	6900	ELECTRIC*	32,310	32,310	-	0.00%
76	7200	GASOLINE	1,119	1,119	-	0.00%
76	7300	INSURANCE	18,483	18,483	-	0.00%
76	7450	LEASE	3,030	3,030	-	0.00%
76	7600	MAINTENANCE & REPAIRS	931	931	-	0.00%
76	7676	PARTS & SUPPLIES	56,501	56,501	-	0.00%
76	7850	OFFICE SUPPLIES	501	501	-	0.00%
76	7852	PUMP MAINTENANCE	11,293	11,293	-	0.00%
76	8250	SEED, SOD, SAND	198	198	-	0.00%

76 - CLIS - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
76	8350	SMALL TOOLS	1,469	1,469	-	0.00%
76	8450	TELEPHONE*	1,035	1,035	-	0.00%
76	8500	TRAVEL	150	150	-	0.00%
76	8550	UNIFORMS	3,634	3,634	-	0.00%
76	8700	WATER & SEWER*	285	285	-	0.00%
TOTAL Expenses			375,060	369,088	5,972	1.62%
Net Income/(Loss)			19,483	25,455	(5,972)	-23.46%

Herons Glen Recreation District FY21 Mid-Year Review						
77 - Fitness Center - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
77	4110	Assessments, base 1285 units	61,349	61,349	-	0.00%
77	4990	Miscellaneous other income	47	47	-	0.00%
TOTAL Income			61,396	61,396	-	0.00%
77	6600	CLEANING SUPPLIES	4,940	6,290	(1,350)	-21.46%
77	6900	ELECTRIC*	8,437	8,437	-	0.00%
77	7175	FITNESS CENTER MAINTENANCE	6,591	7,841	(1,250)	-15.94%
77	7300	INSURANCE	8,802	8,802	-	0.00%
77	7400	LANDSCAPE PLANT/SUPPLIES	5,811	3,472	2,339	67.36%
77	7450	LEASE	6,497	6,497	-	0.00%
77	8300	SERVICE CONTRACTS	13,215	13,215	-	0.00%
77	8450	TELEPHONE*	229	229	-	0.00%
77	8700	WATER & SEWER*	1,392	1,392	-	0.00%
TOTAL Expenses			55,914	56,175	(261)	-0.47%
Net Income/(Loss)			5,482	5,221	261	5.00%

Herons Glen Recreation District FY21 Mid-Year Review						
30 - Golf Maint. - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
30	6100	PAYROLL	298,977	305,120	(6,142)	-2.01%
30	6125	PAYROLL, O.T.	4,585	5,224	(639)	-12.22%
30	6195	PAYROLL, COVID-19 FFCRA WAGES	1,689	1,689	-	0.00%
30	6200	PAYROLL TAXES & FEES	46,912	46,912	-	0.00%
30	6202	PAYROLL BENEFITS	44,527	44,527	-	0.00%
30	6550	CHEMICALS	72,656	72,656	-	0.00%
30	6630	Contingency	260,356	394,048	(133,692)	-33.93%
30	6650	CONTINUING EDUCATION	1,385	1,385	-	0.00%
30	6850	DUES & SUBSCRIPTIONS	2,347	2,347	-	0.00%
30	6900	ELECTRIC*	21,352	21,352	-	0.00%
30	7100	FERTILIZER	40,635	44,635	(4,000)	-8.96%
30	7150	FIELD SUPPLIES	10,913	10,913	-	0.00%
30	7200	GASOLINE	8,239	9,374	(1,135)	-12.11%
30	7300	INSURANCE	28,165	28,165	-	0.00%
30	7350	IRRIGATION	9,071	9,071	-	0.00%
30	7400	LANDSCAPE PLANT/SUPPLIES	18,907	18,907	-	0.00%
30	7450	LEASE	115,902	115,628	275	0.24%
30	7600	MAINTENANCE & REPAIRS	3,683	3,683	-	0.00%
30	7655	MAINTENANCE, EQUIPMENT	44,640	44,640	-	0.00%
30	7850	OFFICE SUPPLIES	2,799	2,799	-	0.00%
30	8150	REFUSE	4,684	4,684	-	0.00%

30 - Golf Maint. - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
30	8250	SEED, SOD, SAND	10,766	10,766	-	0.00%
30	8300	SERVICE CONTRACTS	9,379	9,379	-	0.00%
30	8350	SMALL TOOLS	5,319	5,319	-	0.00%
30	8450	TELEPHONE*	2,351	2,351	-	0.00%
30	8500	TRAVEL	847	847	-	0.00%
30	8550	UNIFORMS	7,677	7,677	-	0.00%
30	8700	WATER & SEWER*	4,337	4,337	-	0.00%
TOTAL Expenses			1,083,102	1,228,436	(145,334)	-11.83%
Net Income/(Loss)			(1,083,102)	(1,228,436)	145,334	-11.83%

Herons Glen Recreation District FY21 Mid-Year Review							
60 - Pro Shop - Fiscal Year End Projections				6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ	
60	4210	Membership fees	1,179,916	1,223,653	(43,737)	-3.57%	
60	4230	Annual Range & Handicap Membership	7,265	7,265	-	0.00%	
60	4231	Member Guest Fees	54,588	58,978	(4,390)	-7.44%	
60	4260	Public Play Fees	995	5,120	(4,125)	-80.57%	
60	4270	Resident Non-Member Fees	116,557	122,772	(6,215)	-5.06%	
60	4280	Range fees	3,954	3,954	-	0.00%	
60	4310	Pro shop, mdse	62,162	55,804	6,358	11.39%	
60	4315	Pro Shop, Lessons - Golf Pro	1,785	1,785	-	0.00%	
60	4320	Pro Shop, Lessons - Asst. Golf Pro	620	620	-	0.00%	
60	4325	Pro Shop, Grips	1,500	1,500	-	0.00%	
60	4370	Pro shop, food & beverage	1,577	1,577	-	0.00%	
60	4380	Pro shop, club rental	160	160	-	0.00%	
60	4990	Miscellaneous other income	275	275	-	0.00%	
TOTAL Income			1,431,353	1,483,462	(52,110)	-3.51%	
60	5280	COS, Pro Shop, Grips	1,456	1,456	-	0.00%	
60	5310	COS, pro shop, mdse	43,045	38,594	4,450	11.53%	
60	5360	COS, pro shop, food & beverage	1,326	1,326	-	0.00%	
TOTAL Cost of Revenues			45,826	41,376	4,450	10.76%	
Gross Profit Margin			1,385,527	1,442,087	(56,560)	-3.92%	
60	6100	PAYROLL	154,271	154,271	-	0.00%	
60	6125	PAYROLL, O.T.	363	715	(352)	-49.20%	

60 - Pro Shop - Fiscal Year End Projections			6 Mo Actual + 6 Mo Forecast	6 Mo Actual + 6 Mo Budget		
Dept	Acct	Account Description	Total	Total	+/- Δ	% Δ
60	6175	PAYROLL GOLF LESSONS	2,165	2,165	-	0.00%
60	6200	PAYROLL TAXES & FEES	24,735	24,735	-	0.00%
60	6202	PAYROLL BENEFITS	9,857	9,857	-	0.00%
60	6850	DUES & SUBSCRIPTIONS	10,028	10,028	-	0.00%
60	6900	ELECTRIC*	14,334	14,334	-	0.00%
60	7150	FIELD SUPPLIES	4,330	4,330	-	0.00%
60	7200	GASOLINE	2,819	2,819	-	0.00%
60	7300	INSURANCE	36,967	36,967	-	0.00%
60	7450	LEASE	26,331	31,479	(5,148)	-16.35%
60	7600	MAINTENANCE & REPAIRS	2,357	2,357	-	0.00%
60	7825	OFFICE EQUIPMENT	1,728	1,728	-	0.00%
60	7850	OFFICE SUPPLIES	619	619	-	0.00%
60	8150	REFUSE	2,774	2,774	-	0.00%
60	8300	SERVICE CONTRACTS	4,223	4,223	-	0.00%
60	8450	TELEPHONE*	1,582	1,582	-	0.00%
60	8550	UNIFORMS	1,662	1,662	-	0.00%
60	8700	WATER & SEWER*	1,280	1,280	-	0.00%
TOTAL Expenses			302,424	307,924	(5,500)	-1.79%
Net Income/(Loss)			1,083,102	1,134,163	(51,060)	-4.50%

<u>2020-21 Capital Budget Vs Actual Review</u>					
Capital Carryover from 2019-20 Budget Yr				\$	1,474,688
To Be Collected in this FY					348,840
Series 2020 Bond Funds Rec'd via Requisition					118,530
Long Term Capital Funds used to pay DR Horton expenditures per Board					101,206
Portion of FY19 budget surplus to reduce FY21 collection requirement					123,360
Accumulated Interest on Capital Funds					1,613
				\$	2,168,238
	Carryfwd from 19-20	2021 Budget	Spent through 03/31/21	Planned expenditures before FYE	Details
Pump Replacement in GCM Pumphouse	\$ -	\$ 93,636	\$ -	\$ 93,636	
Turbidity Barrier - driving range south side	13,000	-	-	13,000	
Ballroom Stage Curtains	12,240	-	-	12,240	
Curtains & Shades	5,000	-	-	5,000	
Coolers - Lounge	7,500	-	-	7,500	
Pizza Oven	22,500	-	-	22,500	
40 Qt Mixer	6,000	-	-	6,000	
Heavy Duty 36" Gas Range (2 @ \$4500 per)	9,000	-	-	9,000	
Gas 36" Salamander Broiler (2 @ \$2600 per)	5,200	-	-	5,200	
Solstice Fryer (70-90 lbs)	6,800	-	-	6,800	
83" Refrigerated Prep Table-Pantry	6,500	-	-	6,500	
Remote Beer System	408	-	-	408	
Oven-Dutch Alto Sham	5,300	-	-	5,300	
Hot Box for Banquet Dinner	6,120	-	-	6,120	
Dining Room Furniture (296 chairs; 60 tables; 7 high tops)	65,000	-	-	65,000	
Kitchen Service Bar	11,000	-	-	11,000	
Refrigeration for Freezer	25,000	-	-	25,000	
Umbrellas w/stands	5,100	-	-	5,100	
Air Handler Pro Shop - (2) Large	25,500	-	-	25,500	
Air Handler Admin - Large	14,280	-	-	14,280	
Tables (20 total tables between CR A, B & C)	5,000	-	-	5,000	
Lobby Refurbishment	25,500	-	-	25,500	
Website Redesign	13,360	-	600	12,760	
Tennis Court Lights	-	7,500	-	7,500	
Acoustifence replacement for existing four courts	-	6,242	-	6,242	
Costing Allowance (Do Not Carry Over)	-	50,000	-	50,000	
	\$ 295,308	\$ 157,378			
<u>Items not in original budget but approved by Board:</u>					
DR Horton Development			4,748		
Fitness Center			1,315		
			6,663	\$	452,086
Variance between budget (including bal carried fwd from previous yr) & FY end expenditures					(6,063)
Calculated carryforward into 2021-2022 Budget Yr				\$	1,366,393
Reconciliation with GL Bank Accounts					
(Amount Including 0 qtrly transfers from operating only)			\$ 1,812,735		
Trident Elite Imaging Inv# 0000246 Ck# 1172 04/09/21			\$ 600	Outstanding AP	
			\$ 1,813,335		
00-1088 FineMark - Capital Checking			1,145		
00-1130 FL Prime State Board Admin-Capital			1,812,187		
			\$ 1,813,332		

2020-21 Def Maint Budget Vs Actual Review					
Def Maint Carryover from 2019-20 Budget Yr	\$ 329,705				
To Be Collected in this FY	345,100				
Accumulated Interest on Deferred Funds	289				
	\$ 675,093				
	Carryfwd from 19-20	2021 Budget	Spent through 03/31/21	Planned expenditures before FYE	Details
Tree trimming throughout property & golf course	17,111	\$ 31,212	\$ 7,500	\$ 40,823	
Landscape (All Rec Dist facilities)	2,022	2,081	-	4,103	
Trees throughout property (replacement/removal)	-	2,081	1,500	581	
Seal Parking lot (clubhouse -main & pro shop)	-	13,525	-	13,525	
Seal Parking lot (club rear, W lot, lot @ Palo Duro)	-	7,283	-	7,283	
Seal Parking lot (fitness area)	-	3,121	-	3,121	
Seal Parking lot (tennis & shuffle)	-	2,081	-	2,081	
Seal Parking lot (GCM/CLIS) building asphalt	-	10,404	-	10,404	
Cart/Multi Use Path (asphalt Via La Quinta to Kaidon Ln)	15,060	3,121	-	18,181	
Bridge	-	520	-	520	
Cart Path- Golf Course (concrete)	-	5,202	-	5,202	
Maintain Seawalls (#1, #4 & #7)	-	3,121	-	3,121	
Clean Clubhouse Roof - Wet it and forget it	7,885	8,323	-	16,208	
Clubhouse Roof Checkup & Cracked Tile Repair	8,147	13,005	-	21,152	
Conservation Easement Maintenance (exotic removal)	7,140	7,283	4,500	9,923	
Palmetto Trimming (includes pinestraw & disposal)	22,600	31,212	22,358	31,454	
Aesthetic Clubhouse Facility Improvements	972	10,404	1,236	10,140	
Replace fire sprinkler heads (outdated)	-	2,705	-	2,705	
5 yr Sprinkler Obstruction Inspection	-	1,873	-	1,873	
Thorguard maintenance	-	1,561	703	858	
Clean, Repair & Seal all clubhouse pavers	-	2,601	-	2,601	
Pool area restroom update and refurbish	15,300		-	15,300	
Pro Shop Restroom update and refurbish	5,000		-	5,000	
Flat roof over restaurant - maintenance	3,060	3,121	-	6,181	
Ballroom Divider	5,000		-	5,000	
Lake erosion: property	9,265	52,020	6,650	54,635	
Replace bubblers (\$2500 we own 2)	1,775	2,601	-	4,376	
Replace fountains (\$3k) we own 4	3,060	3,121	-	6,181	
Clean, Repair & Seal all pool area pavers	5,800		-	5,800	
Pool deck Furniture - replace loungers & chairs with brown	-	2,081	-	2,081	
Pool pipe/leak maintenance/pump replacement	-	10,404	-	10,404	
Chiller Repair (warranty expired)	-	10,404	-	10,404	
Card rooms carpet/flooring	10,200		-	10,200	
Board Room/F&B office Carpet/flooring	4,080		-	4,080	
Main Lobby Carpet/Floor	15,300		-	15,300	
Ballroom Dance Floor -Wood	17,000		-	17,000	
Ballroom paint	4,080		-	4,080	
Restaurant carpet replacement	15,300		-	15,300	
Lounge Hardwood floor	14,903		-	14,903	
Irrigation Pump Repairs	3,028	10,404	5,950	7,482	
Drainage	1,566	3,121	1,920	2,767	
Paint pumphouses	1,364		465	899	
Pumphouse building maintenance	2,020	1,040	210	2,850	
Fitness Roof Maintenance/cleaning	-	2,601	-	2,601	
Wind screen	2,054	1,040	-	3,094	
Nets (6)	2,718		299	2,419	

	<i>Carryfwd from 19-20</i>	2021 Budget	Spent through 03/31/21	Planned expenditures before FYE	Details
Har-Tru 3rd & 6th Year Maintenance	-	26,667	25,050	1,617	
Pickleball Court Maintenance	-	2,081	-	2,081	
Shuffleboard Resurfacing of Courts	15,300	-	-	15,300	
Shuffleboard Overhead shelter - refurbish/repair	5,100	-	-	5,100	
	\$ 243,210	\$ 293,425			
Items not in original budget but approved by Board:					
Pool Remarcite			268		
Total Deferred Expenditures			\$ 78,611	\$ 458,293	
Variance between budget & FY end expenditures				(268)	
Calculated carryforward into 2021-22 Budget Yr				\$ 134,960	
Resident Small Requests - \$7500 Carried Fwd from FY19 Surplus		7,500	4,271	\$ 3,229	
Total Deferred & RSR Expenditures			\$ 82,882	GL 93-7600	
Reconciliation with GL Bank Accounts					
(Amount Including 0 qtly transfers from operating only)			\$ 247,112		
Lake & Wetland Inv# 9252-WC Ck# 1146 04/12/21			4,500	AP Outstanding	
Home Depot Inv# 0023950			210		
			\$ 251,822	GL Bank Reconciliation	
00-1131 FL Prime State Board - Deferred			\$ 251,822		
00-1142 FineMark Deferred			0		
			\$ 251,822		

Attachment

~B~

IV. COMMITTEE DOCUMENTS

A. General Policies Concerning All Committees

The Board of Supervisors appoints all committees and committee members. The Board may, if needed, create standing committees, appoint ad hoc committees and appoint sub-committees. The ad hoc and sub-committees may report either directly to the Board of Supervisors or through a standing committee based on the charter of the committee. Committee members may be asked to serve on special committees and/or perform special studies. The Board may appoint ex-officio members of committees. All appointees and/or members of any committee must be a resident of Herons Glen. Vacancies on any committee will be filled at the Board's discretion, with preference given to residents who have requested and been vetted for service on that particular committee.

Committees may recommend, but do not approve or take action pertaining to the Recreation District. Committee members may not direct HGRD Management and/or Staff Members. All Committee recommendations are subject to Board of Supervisors' approval.

After each meeting, the Committee Chair will prepare a brief written report dealing with the activities of the committee, including any recommendations that were approved by vote of the committee membership. This written report will be summarized and verbally presented along with recommendations and presented to the Board of Supervisors at its next regularly scheduled workshop. If the committee has a recommendation to the Board it must also be presented to the Board at its next regularly scheduled board meeting. Only committee recommendations must be presented at the Board Meeting.

Revised and adopted at the April 22, 2015 HGRD Board Meeting

B. Standing Committees

All standing committee appointments begin on the first day of May. All standing committee appointments expire on April 30th of each year. All standing committees are advisory only and will meet minimally once per calendar quarter. In addition, an organizational meeting may be held during May to select the Chair and review the charter. Regular quarterly meetings will be held in June or July, October, January, and April. The Board Liaison will establish meeting times, dates and locations. Special meetings may be scheduled if there is a specific need.

All standing committees will consist of no less than five (5) nor more than seven (7) members in good standing. Additional person(s) may be appointed as a nonvoting, ex-officio member(s). In the absence of a regular member at any meeting the ex-officio member's status would change to that of a regular member for the duration of that meeting. In the case of a committee member's resignation, the ex-officio member would become the regular member. Committee members are expected to attend the quarterly meetings and are invited to participate in the budget workshops.

The General Manager and the respective Department Manager, if applicable, will be ex-officio members of all standing committees. Each standing committee will have a Supervisor from the Board to serve as the liaison between the committee and the Board of Supervisors. The

Executive Assistant to the GM, or designee, will be secretary for the committee for purposes of minutes only. All other correspondence is the responsibility of the committee chair. Committee scope may be expanded by the Board of Supervisors.

The standing committees are the Finance Committee, the Facilities & Amenities Committee and the Long-Range Planning Committee.

Established by Resolution 2012-02 at the January 25, 2012 HGRD Board Meeting & approved at the February 22, 2012 HGRD Board Meeting

Amended at the December 18, 2013 HGRD Board Meeting

Amended by Resolution No. 2014-08 at the May 28, 2014 HGRD Board Meeting

Amended at the May 27, 2015 HGRD Board Meeting

Amended at the June 24, 2015 HGRD Board Meeting

Amended at the October 25, 2017 HGRD Board Meeting

Amended at the April 26, 2021 HGRD Special Board Meeting

C. Ad Hoc Committees

Ad hoc committees and their membership are appointed as the need arises and are discharged after the task for which they were formed has been completed. The membership of an ad hoc committee is largely dependent upon its purpose and area of study. The ad hoc committees are the Audit Advisory, Golf Course Renovation, and Problem-Solving Task Force.

Serving on a standing committee does not preclude a person from serving on an ad hoc committee at the same time. All committee members serve at the pleasure of the Board of Supervisors.

Amended at the April 26, 2021 HGRD Special Board Meeting

D. Continuing Committees

Continuing committees and their membership are appointed as the need arises and are discharged after the task for which they were formed has been completed. The membership of an ad hoc committee is largely dependent upon its purpose and area of study. The continuing committees are the Concert Series Selection, Library, Media Resources, and Resident Events.

Serving on a standing committee does not preclude a person from serving on an ad hoc or a continuing committee at the same time. All committee members serve at the pleasure of the Board of Supervisors.

Amended at the April 26, 2021 HGRD Special Board Meeting

ATTENDANCE RECORD

Meeting Type: Finance/Special Board Mtg.
Date: 4/26/21 Time: 9:30am

PLEASE PRINT YOUR NAME BELOW

1	<u>John Coniglio</u>
2	<u>Tim Kerns</u>
3	<u>Nancy Parsons</u>
4	<u>Frank Layton</u>
5	<u>Carlynn</u>
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**HERONS GLEN RECREATION DISTRICT
FINANCE COMMITTEE
MINUTES
May 3, 2021**

MEMBERS:	Present	MEMBERS:	Present
Chair Douglas Schuler	X	Linda Spicer	X
Vice-Chair Dennis Popp	X	Tom DeLache, Ex-officio	X
Jeff Buxton	Absent	Jayne Schwarz, Board Liaison	X
Mary Koenig	X	STAFF:	
Rita Lehman	X	J.B. Belknap, General Manager	X
Larry Pedersen	X	Karon Bennett, Board Secretary	X
		Residents:	2

- I. **CALL TO ORDER** – Supervisor Schwarz called the meeting to order at 10AM.
- II. **WELCOME & INTRODUCTION OF 2021-2022 COMMITTEE MEMBERS** - Supervisor Schwarz welcomed all members and introduced the new additions to the 2021-2022 to the Finance Committee: Rita Lehman, Linda Spicer and Tom DeLache. Jeff Buxton was unable to attend.

Supervisor Schwarz explained three recent changes made by the Board in regards to committee types.

- 1) The three Standing Committees require committee members to reapply for committee membership each year in April of each year. Standing Committee terms last one year. Current HGRD Standing Committees are Facilities & Amenities, Finance and Long-Range Planning.
- 2) Ad Hoc Committees are set up for specific purposes and filled as needed. Once the committee completes their purpose the committee dissolves. Current HGRD Ad Hoc Committees are Audit, Golf Course Renovation and Problem-Solving Taskforce.
- 3) Continuing Committees allow their members to stay as long as they would like. Vacancies may be filled at any time. Current HGRD Continuing Committees are Concert Series, Media Resources, Library and Media Resources.

The Board has appointed an Ex-Officio to each Standing Committee and will continue to do so annually.

- III. **ELECTION OF CHAIR AND VICE-CHAIR** - All committee members introduced themselves prior to electing the Finance Committee Chair and Vice Chair. Supervisor Schwarz opened nominations for Chair. Mary Koenig nominated Douglas Schuler, Larry Pedersen and seconded the nomination. The committee voted unanimously to elect Douglas Schuler as Chair.

Supervisor Schwarz reminded the committee that the Vice-Chair would be responsible for the Bid Oversight Sub-Committee. Chair Schuler opened nominations for Vice-Chair.

Larry Pedersen nominated Dennis Popp, and Mary Koenig seconded that nomination. The committee voted unanimously to elect Dennis Popp as Vice-Chair.

IV. **MINUTES** – The February 15, 2021 minutes were approved as part of Board minutes. The April 26, 2021 will be approved as part of Board minutes at the next Board Meeting.

V. **MANAGEMENT COMMENTS** - GM J.B. Belknap welcomed all committee members and expressed his enthusiasm over working with the committee

VI. **COMMITTEE CHARTER** - Supervisor Schwarz reviewed the responsibilities and the requirement to follow up on the external Auditors Management letter. Five important findings that the committee will follow up on are:

- 1) Internal Control Reporting
- 2) Lease and Compliance Issues
- 3) Deposits
- 4) Management Requirements
- 5) Converting Fixed Assets

Chair Schuler will review and propose follow-up assignments for committee consideration.

VII. **BOARD APPROVAL OF PRELIMINARY BUDGET** – Monday, June 28 at 2:00 PM in CR-C and via Zoom. All Finance Advisory Committee Members were invited to attend the budget meetings in June and will receive budget financials and updates the same as the Board members receive their copies.

SCHEDULE OF FY2021-22 BUDGET MEETINGS:

- Monday, June 21 - 10:00 AM - 5:00 PM – CR-C/Zoom
- Tuesday, June 22 - 10:00 AM - 5:00 PM – CR-C/Zoom
- Wednesday, June 23 - 10:00 AM - 5:00 PM – CR-C/Zoom
- Thursday, June 24 - 10:00 AM - 5:00 PM – CR-C/Zoom

VIII. **SCHEDULE OF FINANCE COMMITTEE MEETINGS:**

- Monday, August 23 – 9:00 AM – CR-C/ZOOM
- Monday, November 15 – 9:00 AM – CR-C/ZOOM
- Monday, January 17 – 9:00 AM – CR-C/ZOOM
- Monday, February 14 - Joint Mtg w/Board &Auditors – 9:00 AM – CR-C/Zoom
- Monday, April 25 - Joint Mtg. w/ Board-Mid-Year Review – 9:00 AM – CR-C/Zoom

IX. **OTHER BUSINESS** – None.

X. **NEXT MEETING** – Monday, August 23, 2021 – 9:00 AM – CR-C/ZOOM

XI. **ADJOURNMENT** took place at 10:25 AM

APPROVED: Dennis Popp, Chair DATED: August 30, 2021

**HERONS GLEN RECREATION DISTRICT
FINANCE COMMITTEE**

Monday, May 3, 2021 10:00 AM- ZOOM Agenda

	Present		Present
Jeff Buxton		Linda Spicer	
Mary Koenig		Tom DeLache, ex-officio	
Rita Lehman			
Larry Pedersen		Jayne Schwarz, Board Liaison	
Dennis Popp		J.B. Belknap, General Manager	
Douglas Schuler			
		Residents:	

- I CALL TO ORDER Jayne Schwarz

- II WELCOME & INTRODUCTION
OF 2021-2022 COMMITTEE MEMBERS Jayne Schwarz

- III ELECTION OF CHAIR AND VICE-CHAIR Jayne Schwarz &
New Chair

- IV APPROVALS: FEBRUARY 15, 2021 MINUTES (Approved as part of Board minutes)
APRIL 26, 2021 MINUTES (Will be approved as part of Board minutes)

- MANAGEMENT COMMENTS GM J.B. Belknap

- V COMMITTEE CHARTER AND DISCUSSION OF
AUDIT COMMITTEE Jayne Schwarz
Assignments
Meeting dates and times discussion

- VI SCHEDULE OF FY2021-22 BUDGET MEETINGS
Monday, June 21 - Friday, June 25 - 10:00 AM - 5:00 PM – CR-C/Zoom

- BOARD APPROVAL OF PRELIMINARY BUDGET
Monday, June 28, 2021 2:00 PM – CR- C/Zoom

- VIII SCHEDULE OF FINANCE COMMITTEE MEETINGS –
NOTE: Room reserved at 9:00, committee preference to adjust time
Monday, August 23, 2021 – 9:00 AM – CR-C/ZOOM
Monday, November 15, 2021 – 9:00 AM – CR-C/ZOOM
Monday, January 17, 2022 – 9:00 AM – CR-C/ZOOM
Monday, February 14, 2022 (Joint Mtg w/Board – Auditors)– 9:00 AM – CR-C/Zoom
Monday, April 26, 2021 (Joint Mtg. w/ Board-Mid-Year Review)– 9:00 AM – CR-C/Zoom

- IX OTHER BUSINESS

- X NEXT MEETING – Monday, August 23, 2021 – 9:00 AM – CR-C/ZOOM

- XI ADJOURNMENT

**HERONS GLEN RECREATION DISTRICT
SPECIAL BOARD MEETING with Finance Advisory Committee
February 15, 2021, 9:30 AM., Zoom & Card Room C
MINUTES**

BOARD MEMBERS	PRESENT	FINANCE COMMITTEE	PRESENT
Chair Don Misener	X	Chair Ron Glasgow	X
Vice Chair Howard Young	X	Tim Gies	ABSENT
Treasurer Jayne Schwarz	X	Mary Koenig	X
Secretary Mary Ann Polvinen	X	Larry Pedersen	X
Asst Sec/Treas William Kulkoski	X	Dennis Popp	X
OTHERS		Douglas Schuler	X
GM J.B. Belknap	X	OTHERS	
Controller Lynn Garcia	X	Chris Kessler, CPA CLA	X
District Counsel Tom Hart	X	Rob Willems, CPA CLA	X
Board Sec. Karon Bennett	X		
Residents	1	David Brendsel, Audit Cmte	X

- I. **CALL TO ORDER** - Chair Don Misener called the meeting to order at 9:40 a.m.
 - II. **PLEDGE OF ALLEGIANCE** - Supervisor Kulkoski led the Pledge.
 - II. **ROLL CALL** - Secretary Polvinen called the roll (attendees are listed above).
 - III. **FINANCE ADVISORY COMMITTEE**
Opening Remarks and Introduction of Board's Auditors - Finance Chair Glasgow introduced the audit engagement team of Chris Kessler, CPA/ Principal and Rob Willems, CPA/ Director, from CliftonLarsonAllen (CLA) Wealth Advisors, LLC to the Board, the Finance Advisory Committee and the Audit Committee.
 - IV. **PRESENTATION OF FISCAL YEAR 2020 DISTRICT AUDIT RESULTS** – Mr. Kessler & Mr. Willems of CLA presented the results of the FY2020 audit to the Board of Supervisors, the Finance Advisory Committee and the Audit Committee. The audited financial statements for the year ending September 30, 2020 are in accordance with Government Auditing Standards. (See Attachment A). In addition to the financial statements and audit, three reports, to be issued, and these included: Independent Auditors' report on internal controls, the Management Letter, and the Governance report.
 - **Financial Statements** – An unqualified opinion was issued on the financial statements. The scope and timing of the audit proceeded as planned. Significant accounting policies are in accordance with generally accepted accounting principles and consistent with industry practices and standards.
 - The Auditors noted that the District adopted two new GASB statements in 2020:
 - ◊ GASB No. 88 – *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*
 - ◊ GASB No. 89 – *Accounting for Interest Cost Incurred before the End of a Construction Period*
- CLA found no significant estimates, nor were there any uncorrected misstatements, found within the financial statements. There were no difficulties encountered while performing the audit. There were no disagreements with management at HGRD.

Audit Results

The Auditors' report on Internal Control over Financial reporting and on Compliance in accordance with Government Auditing Standards included two findings to be material weaknesses, one item to be a significant

deficiency and two findings on Compliance. Management provided responses and target completion dates for each finding.

The material weakness was due to the audit firm preparing the financial statements based on the District's records. Management and the Board reviewed them after the fact. The District is working towards improvement in this area. The other material weakness related to depreciation schedules not reconciled to the trial balance and financial statements. Material adjustments were necessary to reconcile the subledger to the financial statements. Mr. Kessler stressed the importance of capital asset tracking in order to better align the records with the financial statements.

The Significant Deficiency in Internal Control related to operating leases which met the required treatment as capital leases.

The District was not in compliance with the law on public deposit forms for two checking accounts as well as the investment policy adopted by the District and updated in May 2008.

Recommendations – Mr. Kessler highly recommended that the management and Board review the Management's Discussion and Analysis on pages 4 through 10 of the Financial Statements and Supplementary Information. CLA will continue to work with the General Manager and Controller at the District to ensure that all District contracts are correct and accounted for.

- **GASB statements implementation delayed standards by 1 year**
 - GASB 84 – *Fiduciary Activities* now required for 2021
 - GASB 87 – *Leases* now required for 2022

Q&A - Supervisor Schwarz questioned the wording of an investment policy update. Mr. Kessler suggested that the District may not want to have a specific policy, Florida Statutes should be followed as written. Supervisor Schwarz noted that deferred maintenance assessments are recorded as non-operating revenues but the deferred maintenance expenses were included as operating expenses repairs and maintenance. Mr. Kessler agreed that the operating loss presented in the financial statements is in accordance with GAAP and the Board should review and ensure that loss is manageable and aligned with District expectations each year.

Supervisor Young questioned whether or not the auditors would be monitoring the planned corrective actions in place or if the Board would be responsible for monitoring them. Supervisor Schwarz suggested that she plans to ask the Finance Advisory Committee and/or the Audit Committee to do audit follow up and bring any issues to the Board.

Chairs Misener and Glasgow thanked Mr. Kessler and Mr. Willems for the detailed report and explanation. The Auditors exited the meeting. Chair Misener passed the meeting to Ron Glasgow, Chair of the Finance Advisory Committee who conducted his regular committee meeting.

V. FINANCE ADVISORY COMMITTEE

Approval of Minutes – October 26, 2020

- *Motion made by Larry Pedersen to approve the October 26, 2020 Finance Advisory Committee minutes as presented. Douglas Schuler seconded the motion. The motion was approved unanimously.*

Election of Vice Chair - Douglas Schuler accepted the Vice Chair position on the Finance Advisory Committee. His term, as all committee members' terms, will end April 30, 2021. The Vice Chair responsibilities include, but will not be limited to:

- Overseeing the Finance Advisory sub-committee meetings in the absence of their Chair.

- Leading the Bid Oversight Committee in reviewing contracts and leases.

Open Policy Items and Other Recommendations - (See Attachment B)

At the request of Chair Glasgow, Supervisor Schwarz supplied the committee with a list of open policy items. This included a list of accounts the committee previously considered renaming. The committee agreed to recommend to the Board the changes relating to general ledger account titles, update on the uninsured loss fund, and the investment policy.

- *Mary Koenig moved that the committee adopt 1, 2, 3 and Alternative B giving the Board authority to transfer the long-term capital to the master capital. Dennis Popp seconded the motion. The motion was approved unanimously.*

Chair Glasgow mentioned that to take on the responsibility of being a fiduciary for investing of funds is more responsibility than the Board or committee would like. He suggested that the District use what the Government says are allowable investments.

- *Motion made by Mary Koenig to present to the Board the request to adopt the new investment policy 1.1, the District elects not to adopt a detailed policy. Larry Pedersen seconded the motion. The motion was approved unanimously.*

Supervisor Schwarz noted that the auditors advised her that the asset capitalization amount was not in current policy; however, the controller provided the auditors with workshop minutes showing asset capitalization as \$5,000. She asked the committee consider the asset capitalization limit for the District.

- *Larry Pedersen made a motion to add the capitalization amount of \$5,000 to the policy Mary Koenig seconded the motion. The motion was approved unanimously.*

Controller Garcia advised the committee that many assets on the balance sheet were for specific projects. In talking with the auditors, they suggested streamlining the listing, mimicking what is shown on the audited financial statements. See page 8 of the financial statement (See Attachment C). For example, there will be one work-in-process account. A detailed listing from the general ledger sub-accounts would be used to create reports for specific projects for the Board or Finance Advisory Committee. She will present more detail at the next meeting

Ron Glasgow passed the meeting back to Chair Misener who thanked the Finance Committee and continued the final portion of the Special Board Meeting.

- VI. **OLD BUSINESS** – Counsel Hart felt confident that the Board would have two candidates for the supervisor election when the qualifying period ended at 5PM. Therefore, those applicants would fill the two open Board seats, eliminating the election process. The discussion was deferred until Monday, February 22, 2021.
- VII. **NEW BUSINESS** – Supervisor Polvinen requested replacement of the Board laptop immediately. Further, she mentioned two trip hazards, one at the driving range, another in the parking lot. Another concern was directed towards having someone clean the granite countertop and ice machine by the driving range. Lastly, Supervisor Polvinen requested having someone of authority available to change the “Cart Path Only” requirement when appropriate after the course re-opens after a rain closure. She added that a determination must be made to close certain holes but not the entire course as well. J.B. will address these issues immediately.
- VIII. **UPCOMING WORKSHOP/MEETINGS**
 - A. Monday, February 15—Facilities & Amenities—2:30 p.m.— Zoom
 - B. Monday, February 22—Long Range Planning—9:30 a.m.— Zoom
 - C. Monday, February 22—Board Workshop—2:00 p.m.—Card Room C/Zoom

D. Thursday, February 25—Board of Supervisors Meeting—2:00 p.m.—Card Room C/Zoom

IX. **ADJOURNMENT** – Chair Misener adjourned the meeting at 11:27 A.M.

3/25/2021

Date

SUBMITTED BY:

Karon Bennett

Karon Bennett, Board Secretary

3/25/2021

Date

APPROVED BY HGRD BOARD:

Don Misener

Don Misener, HGRD Board

**HERONS GLEN RECREATION DISTRICT
FINANCE ADVISORY COMMITTEE
Monday, October 26, 2020 (All Via Zoom)
Minutes**

MEMBERS	Present	OTHERS	Present
Tim Gies	X	Jayne Schwarz, Treasurer & Board Liaison	X
Ron Glasgow, Chair	X	J.B. Belknap, General Manager	X
Mary Koenig	X	Lynn Garcia, Controller	X
Larry Pedersen	-	Wendy Shea	X
Dennis Popp	X		
Douglas Schuler	X	Supervisor Don Misener	X
Ron Turcot, Vice Chair	-	Supervisor Kulkoski	X
		Residents:	1

I. CALL TO ORDER – Chair Glasgow called the ZOOM meeting to order at 9:30 a.m.

II. WELCOME & INTRODUCTION– Chair Glasgow welcomed the new addition to the 2020-21 Finance Advisory Committee: Larry Pedersen. Supervisor Schwarz introduced David Brendsel to the Finance Committee as one of the members of the Audit Committee.

III. APPROVAL OF MAY 11, 2020 MINUTES – Chair Glasgow asked the committee if there were any changes to the May 11, 2020 minutes. Mary Koenig moved to accept the minutes as presented and Dennis Popp seconded the motion. A vote was taken, and the May 11, 2020 minutes were approved unanimously.

IV. REVIEW OF CURRENT FINANCIAL POSITION OF THE DISTRICT -Lynn Garcia

- FY2020 Financial Operating Results & Variances - Controller Garcia reported cash balances: operating account has \$634,829; reserves for deferred maintenance has \$365,136 the capital account has \$2,451,377, the emergency/uninsured/contingency fund has \$431,452, and the Golf Course Improvements fund has \$425,334 for a total reserve of \$3,673,299.

Controller Garcia discussed the September 2020 Variance Report (see Attachment). For the month of September 2020, the Recreation District was favorable to budget by \$12,423 and ended the 2019-20 fiscal year with a tentative surplus of \$66,726.

- Status of Receivables – Controller Garcia stated that accounts receivable for the year ending September 30, 2020 - \$2,126 delinquent 60+ days. There is one lien for \$1,919.80 and accounting was contacted by a family member that they have received POA for the resident and will start making payments on the account. The resident has Alzheimer’s.

- Golf Memberships – Controller Garcia reported that as of October 24, 2020 there were 486 golf memberships. The budget for golf membership by October 31, 2020 is 510. There are still 48 Canadians or International golf members that are not included in the golf memberships for 2020-21.

- Status of Bond Reimbursements – Controller Garcia presented to the committee a 2020 Series Bonds Requisition Log (See Attachment). The Bond Requisition Log as of September 30, 2020 show \$209,527 requested and received from Bond Trustee to date with \$93,687 pending to be requested from Bond Trustee. Chair Glasgow requested that the Finance Committee be given a bar chart with the estimated costs and current costs to date. Controller

Garcia stated that each project has individual spreadsheets and that she will forward to the Finance Committee.

- Liability Insurance Deductible Review & Balance in Emergency Fund – Controller Garcia presented a new FY21 insurance deductible report (See Attached) for discussion to move funds from the FL Prime SBA Emergency account to the FL Prime SBA Capital Intermediate account to bring the balance in the emergency account down to match the amount of the potential insurance deductible liability of \$227,227 or down to the level indicated in the HGRD Policies and Procedures (See Attached) of \$350,000. After discussion on the liability insurance deductible, the New Owner Capital Fee and when to start moving monies into the Intermediate Capital Reserve, Supervisor Schwarz will consolidate and summarize and update the policy and procedures. She will then send the report to Chair Glasgow to be distributed to the members of the Finance Advisory Committee for possible recommendations to the Board of Supervisors.

V. MANAGEMENT OPERATIONS COMMENTS – GM Belknap presented a Finance Report (See Attached) that showed the end of year variances – Actuals to Budget.

- Golf was \$76K favorable compared to budget. Although we were \$79K favorable in golf memberships, because of COVID, the membership rise was somewhat offset by a \$55K reduction in daily fee & member guest golf fees as well as a \$13K gross profit reduction in merchandise sales. The real favorability driver was the \$45K in Pro shop (cart barn) payroll savings.
- Restaurant unfavorable \$71K. This was expected since it was going to be impossible to cut enough expenses to match the loss of revenue. As you will notice in the revenue line, the residents raised nearly \$27K in donations to keep the service staff whole during the first few months of COVID. Because we are a government entity, HG was not eligible for any government subsidies, so without these resident donations, we would have had to layoff many service staff members. Also, in the expense line, the \$34K in COVID subsidy payments to the service staff for unworked hours was offset by the \$27K in donations which means the District came out of pocket a total of \$7K to make the service staff whole.
- Savings in CLIS payroll accounted for \$41K which counterbalanced other operational losses.

VI. OLD BUSINESS – No old business was discussed.

VII. NEW BUSINESS – Controller Garcia informed the committee that according to CLA our new auditors, the previous auditors made a material mistake in classifying the "Deferred outflows on refunding bonds" in the amount of \$421,091 as "Unrestricted Net Position" instead of as "Net investment in capital assets" as it should've been. "Deferred outflows on refunding bonds" is the unamortized loss amount of the difference between the amount owed on the 1999 Series bonds at the time of the refinancing and the amount refinanced in the 2006 Series bonds.

Controller Garcia stated the HGRD has two choices:

1. We can contact the previous auditors to see if they will agree with the error and agree to restate the FY19 Audited Financial Statements. We would most likely incur additional costs from the previous auditors for their additional work, which is not budgeted if they were to even agree there is an error to begin with.
2. We can present the FY20 Audited Financial Statements as a single-year audit instead of comparison statements with the previous year, which complies with government auditing standards. We would still compare both years in the MDA (Management Discussion & Analysis).

Management has chosen the second option, to present the FY20 Audited Financial Statements as a single-year audit. We have the option of going back to comparison statements in future years if we so choose.

VIII. OTHER BUSINESS – Controller Garcia presented a new lease proposal for replacing the copier/office machine that Administration currently has (see attached proposal) The lease will be up in March of 2021, but Dex Imaging is offering to buy out the remainder of the contract. This gives us the savings early as well as a brand-new advanced version of the machine we currently have with a new monthly lease with an estimated savings of \$98.86 per month. Since we have been with Dex Imaging, we have not had any issues with this copier/office machine. The Ricoh machine we had before this one gave us trouble almost daily. After discussion by the Finance Committee, it was decided that management should try to obtain another 2 bids to see if the Dex Imaging bid is reasonable and there is no significant change in the marketplace. The Finance Committee stated that after management received the other bids; management can sign the new lease. There is no need to return to the Finance committee.

IX. NEXT MEETING – Monday, December 14, 2020 – 9:30 AM- CR-C/Zoom-TBD

X. ADJOURNMENT – Chair adjourned the meeting at 10:47 a.m.

APPROVED:

Approved
Ron Glasgow, Chair

October 30, 2020
Date



Finance Advisory Committee
CHARTER
HERONS GLEN RECREATION DISTRICT

The Finance Advisory Committee is responsible for recommending financial policies, financial goals and plans, budgets, and district fees that support the mission, vision, and values of the District in providing excellent financial value. The committee has additional responsibilities and oversight in reviewing the financial statements, financial reporting processes, the accounting system, and financial controls.

Responsibilities and Oversight

- 1) May attend the budget presentations by the General Manager, Controller, and Department Managers in the review of the proposed budget by the Board of Supervisors. Provide input and comments as requested.
- 2) May attend the meetings in the recommended annual recreation district fees for operations, irrigation, maintenance reserves, capital reserves, golf fees (including course maintenance), and new capital requested in conjunction with the proposed budget. Provide input and comments as requested.
- 3) Review annual amounts needed for long term maintenance of facilities and equipment, grounds, lakes, golf course, capital replacement, new capital, and proposed fees for the annual budget.
- 4) Recommend funding options for major capital expenditures or repairs not adequately funded or budgeted either through the use of other internal funds reallocated, annual fees, special assessments, short term Bank financing, or Bond Financing.
- 5) Participate with Bank and Bond representatives to review terms for bond financing, lines of credit, and short-term financing, and provide recommendations on the terms and appropriate financing method.
- 6) Review if requested new contracts for leases of equipment for district use greater than \$5,000. Note: Management should provide a lease vs. buy analysis for all equipment being considered for leasing.
- 7) Recommend policies that maintain and improve the financial health and integrity of the Recreation District.
- 8) Review and recommend changes to financial plans and investments to ensure that the fiscal integrity, short and long term, of the Recreation District is maintained.
- 9) Review the Balance Sheet, Income Statement and other reports as required against approved budgets. Discuss with the GM and Department Heads if required action plans to ensure that the Recreation District is in compliance with the budget, financial goals, and targets.
- 10) Review the financial projections of major proposed transactions, new programs, amenities, activities, and services as well as proposals to discontinue services, amenities, or activities and making recommendations to the Board.
- 11) Reviewing and report to the Board investment options and performance.
- 12) Review with Management and the Controller the mid-year results and year-end projections. Discuss corrective actions with Management to meet budget targets. Recommend to the Board corrective actions.
- 13) Review all bids, contracts, and insurance policies: Management will prepare items a-e below for review by the Finance Committee.
 - a) Ensure all bid requirements are met.
 - b) Ensure all bids offer comparable requirements.
 - c) Ensure that insurance companies for review are AM Best rated; provide comparable coverage, rates, and deductibles.

- d) Evaluate company or person's ability to perform services or provide product by contacting references or other establishments receiving like services or products.
 - e) Review insurance documents for adequate liability coverage, workers compensation, warranties, certifications, and licensing.
 - f) Compare bids to budget if planned or other funds.
 - g) Rank bids, services, and products according to established guidelines.
 - h) Make recommendations to the Board of Supervisors with evaluations at Board Workshops and Board Meetings.
- 14) Review with external auditors to discuss any significant changes to the financial statements, changes in accounting principles, disclosure practices, and the fullness and accuracy of the Recreation Districts financial statements.
- 15) Review with external auditor's annual management letter regarding internal control weaknesses, recommendations for improvements, management's corrective action plans, and monitor management's implementation of corrective action plans.

Meetings

The chairperson will establish meeting times, dates, and meeting agendas including items requested by the Board, General Manager, and committee members. As a minimum the committee will meet quarterly. The Committee Chairperson may schedule special or emergency meetings as required.

Member Composition

The Finance Advisory Committee will be comprised of no more than seven (7) voting members. At the beginning of each term the committee will elect a Chairperson and Vice Chairperson. The Treasurer of the Board will be the Board liaison on the committee.

Qualifications and Skills

It is highly desirable that the committee be comprised of residents who possess various skills in business, organization and development, finance, financial reporting, auditing, IT (information technology), legal, investments, facilities management, and construction and design.

Staff Support

The Finance Advisory Committee will be supported by the General Manager, Controller, and supporting management and staff as required.

Established by Resolution 2012-02 at the January 25, 2012 HGRD Board Meeting & approved at the February 22, 2012 HGRD Board Meeting
Revised and Approved at the May 1, 2019 HGRD Board meeting

Finance Subcommittee on Bid Oversight

This subcommittee will review bids in excess of \$25,000 received for District expenditures from the Capital Budget or Deferred Maintenance Budget or other large contracts required by the General Manager or the Board of Supervisors. The Subcommittee shall:

1. Ensure all bid requirements are met.
2. Ensure all bids offer comparable requirements.
3. Evaluate company ability to perform work or provide product contacting references and other business organizations.
4. Determine "best value" for the District.
5. Make recommendations to the Board of Supervisors as to offerings and preferred provider.

Amended by Resolution 2003-13 at the November 26, 2003 HGRD Board Meeting
Amended at the May 27, 2009 HGRD Board meeting

FINANCE ADVISORY COMMITTEE

CHARTER

HERONS GLEN RECREATION DISTRICT

Purpose

The Finance Advisory Committee is responsible for recommending financial policies, financial goals and plans, budgets, and district fees that support the mission, vision, and values of the district in providing excellent financial value. The committee has additional responsibilities and oversight in reviewing the financial statements, financial reporting processes, the accounting system, and financial controls.

Responsibilities and Oversight

- 1) May attend the budget presentations by the General Manager, Controller, and department managers in the review of the proposed budget by the Board of Supervisors. Provide input and comments as requested.
- 2) May attend the meetings in the recommended annual recreation district fees for operations, irrigation, maintenance reserves, capital reserves, golf fees (including course maintenance), and new capital requested in conjunction with the proposed budget. Provide input and comments as requested.
- 3) Review annual amounts needed for long term maintenance of facilities and equipment, grounds, lakes, golf course, capital replacement, new capital, and proposed fees for the annual budget.
- 4) Recommend funding options for major capital expenditures or repairs not adequately funded or budgeted either through the use of other internal funds reallocated, annual fees, special assessments, short term Bank financing, or Bond Financing.
- 5) Participate with Bank and Bond representatives to review terms for bond financing, lines of credit, and short term financing, and provide recommendations on the terms and appropriate financing method.
- 6) Review if requested new contracts for leases of equipment for district use greater than \$5,000. (Note: Management should provide a lease vs. buy analysis for all equipment being considered for leasing.)
- 7) Recommend policies that maintain and improve the financial health and integrity of the Recreation District.
- 8) Review and recommend changes to financial plans and investments to ensure that the fiscal integrity, short and long term, of the Recreation District is maintained.
- 9) Review the Balance Sheet, Income Statement and other reports as required against approved budgets. Discuss with the GM and Department Heads if required action plans to ensure that the Recreation District is in compliance with the budget, financial goals, and targets.

- 10) Review the financial projections of major proposed transactions, new programs, amenities, activities, and services as well as proposals to discontinue services, amenities, or activities and making recommendations to the Board.
- 11) Reviewing and report to the Board investment options and performance.
- 12) Review with Management and the Controller the mid-year results and year-end projections. Discuss corrective actions with Management to meet budget targets. Recommend to the Board corrective actions.
- 13) Review all bids, contracts, and insurance policies: Management will prepare items a-e below for review by the Finance Committee.
 - a) Ensure all bid requirements are met.
 - b) Ensure all bids offer comparable requirements.
 - c) Ensure that insurance companies for review are A.M.Best rated; provide comparable coverage, rates, and deductibles.
 - d) Evaluate company or person's ability to perform services or provide product by contacting references or other establishments receiving like services or products.
 - e) Review insurance documents for adequate liability coverage, workers compensation, warranties, certifications, and licensing.
 - f) Compare bids to budget if planned or other funds.
 - g) Rank bids, services, and products according to established guidelines.
 - h) Make recommendations to the Board of Supervisors with evaluations at Board Workshops and Board Meetings.
- 14) Review with external auditors to discuss any significant changes to the financial statements, changes in accounting principles, disclosure practices, and the fullness and accuracy of the Recreation Districts financial statements.
- 15) Review with external auditor's annual management letter regarding internal control weaknesses, recommendations for improvements, management's corrective action plans, and monitor management's implementation of corrective action plans.

Meetings

The chairperson will establish meeting times, dates, and meeting agendas including items requested by the Board, General Manager, and committee members. As a minimum the committee will meet quarterly. The Committee chairperson may schedule special or emergency meetings as required.

Member Composition

The Finance Committee will be comprised of no more than seven (7) voting members. At the beginning of each term the committee will elect a Chairperson and Vice Chairperson. The Treasurer of the Board will be the Board liaison on the committee.

Qualifications and Skills

It is highly desirable that the committee be comprised of residents who possess various skills in business, organization and development, finance, financial reporting, auditing, IT (information technology) legal, investments, facilities management, and construction and design.

Staff Support

The Finance Committee will be supported by the General Manager, Controller, and supporting management and staff as required.

FINANCE STANDING ADVISORY COMMITTEE
August 2, 2021
Minutes

MEMBERS	Present	OTHERS	Present
Dennis Popp, Chair	ZOOM	J.B. Belknap, General Manager	zoom
Larry Pedersen, Vice Chair	ZOOM	Dan Parker, Facility Maintenance Mgr	
Mary Koenig	x	Lynn Brew, Controller	zoom
Rita Lehman	x	Residents:	
		J.Schwarz, Finance Liaison	x

HVAC & KITCHEN EXHAUST AND MAU REPLACEMENT AND SENSORS

CALL TO ORDER –

Chair Popp called meeting to order at 9:56 AM.

The first order of business was to nominate a permanent Vice Chair to the committee. Mary Koenig nominated Larry Pedersen as Vice Chair and Rita Lehman seconded the motion. The committee voted unanimously to name Larry Pedersen the Vice Chair of the Finance Committee.

The next order of business was to review the Bid Oversight Committee's recommendation concerning management's proposed HVAC and exhaust work for the F&B kitchen operation.

The Finance Committee unanimously agreed and supports management's recommendation, for the contract and contingency.

The Finance Committee recommends that Board of Supervisors approve the F&B HVAC and kitchen exhaust project to be funded in an amount not to exceed \$160,000. The committee further recommends awarding of the contract to B&I Contractors in the amount of \$145,680 and the inclusion of a 10% contingency in the project.

ADJOURNMENT – Chair Popp adjourned the meeting at 10:02 AM

Approved
Dennis Popp
Chair, Finance Advisory Committee
August 30, 2021

**HERONS GLEN RECREATION DISTRICT
FINANCE COMMITTEE
MINUTES**

August 30, 2021

Via Zoom Only

MEMBERS:	Present	MEMBERS:	Present
Chair, Dennis Popp	Zoom	Jayne Schwarz, Board Liaison	Zoom
Vice Chair, Larry Pedersen	Zoom	Supervisors Polvinen, Overs	Zoom
Jeff Buxton	Zoom	STAFF:	
Tom DeLache	Zoom	J.B. Belknap, General Manager	Zoom
Mary Koenig	Zoom		
Rita Lehman	Zoom	Wendy Shea, Activities/Events	Zoom
Betty Ward	Zoom	Residents:	1

I. **CALL TO ORDER –** Dennis Popp

II. **WELCOME & INTRODUCTION -**
Chair Popp welcomed Betty Ward as a new member of the Finance Advisory Committee.

III. **APPROVAL OF MINUTES –**
May 3, 2021, Committee Meeting – Chair Popp asked for approval of the May 3, 2021, Committee meeting minutes. Larry Pedersen made a motion to approve the May 3, 2021, minutes as written. Mary Koenig seconded the motion, and a vote was taken, and the motion was approved unanimously.

August 2, 2021, Bid Oversight Meeting – Chair Popp asked for approval of the Bid Oversight meeting minutes on August 2, 2021. Mary Koenig made a motion to approve the August 2, 2021, Bid Oversight meeting minutes as written. Larry Pedersen seconded the motion, and a vote was taken, and the motion was approved unanimously.

August 2, 2021, Finance Advisory Meeting – Chair Popp asked for approval of the Finance Advisory meeting minutes on August 2, 2021. Mary Koenig made a motion to approve the August 2, 2021, Finance Advisory Committee minutes with the correction of adding “not to exceed \$160,000”. Rita Lehman seconded the motion, and a vote was taken, and the motion was approved unanimously with said correction.

IV. **MANAGEMENT OPERATIONS COMMENTS -** J.B. Belknap

• **BOND Project Updates**

GM Belknap informed the committee on the progress of the Golf Course Renovation. He stated that it has been great working with Clarke Construction, and all seems to be proceeding great for a re-opening in December. He stated there have been some change orders and might be more before the end of the project but as of right now we have paid \$ 5.3 million of the \$6 million budgeted for the project.

CLIS – The Board decided to hold off moving sprinkler heads at residents’ homes. Rather the project team will concentrate on finding the core problems with the existing CLIS

system. Management will determine the infrastructure needs before moving sprinkler heads and wasting money.

Stultz Inc, the Construction Management Company is currently in charge of five project that were to be done this summer: Sports Complex, pool deck, storage building, pickleball courts, and restrooms at the driving range. Jim Ink, the District's Bond Engineer submitted the Limited Development Order paperwork into Lee County in early March 2021. We are waiting on the LDO before we can proceed. Some environmental questions were raised by the county and Engineer Jim Ink is working with the county. Rita Lehman asked if there was a preliminary budget on all the five projects and GM Belknap stated that yes there are preliminary budgets, but final budgets will not be set until the LDO is final. Bids are fluid due to inflation, materials, and labor issues, and when the project will officially begin.

- **Highlights of Financial Operations –**

GM Belknap informed the committee of the variances for the end of July. The Golf Operations were \$81,367 unfavorable to budget, but all other departments were \$140,173 favorable to budget. Management has cut expenses everywhere to try to stay within budget. Management anticipates that the district will be favorable to the budget by the end of the fiscal year - September 30th, 2021.

- **FY2022 Proposed Budget Comments**

There are two components of the FY2022 Proposed Budget – the first is the Assessment piece which went up 2.8% this year (Annual assessment \$2304.00). The Board will take a vote on Thursday, September 2nd to approve the FY2022 budget.

The other component of the FY2022 Proposed Budget is the Consolidated Summary includes both assessment revenue and other revenue, reserve funds brought into the year. The budget includes appropriated expenditures for operations and maintenance, capital and deferred maintenance expenditures and planned expenditures from the 2020 Bond Construction and Acquisition fund. Treasurer Schwarz discussed some issues that management presented to the board, such as health insurance increases. The Finance committee previously participated in the discussion of health benefits with the insurance broker management was able to adjust the proposed budget in other areas to avoid an increase of the proposed the assessments.

V. OLD BUSINESS –

- **FY2020 Financial Statement Auditors Report –** CLA, the Board's auditors, identified five findings in their management report. Management addressed each of the findings with a plan and date to accomplish the changes. By charter, the finance committee has responsibility to follow-up on the findings and management's actions and report such to the Board of Supervisors
 - 1) **Material Weakness in Internal Control over Financial Reporting.** - Management planned completion of implementing the Auditor's recommendation with a target date of September 30, 2021. No Finance Committee member has been assigned to follow-up on this finding. Chair Popp plans on returning to the Glen in early

October and will meet with individual Finance committee members to assign this responsibility.

- 2) Significant Deficiency on assessing new leases for proper treatment as to a Capital Leases or operating lease. Target completion date: May 31, 2021. The finance committee now reviews leases prior to approval. Controller has done an analysis which was provided as part of the lease approval. This finding is in process and will be ongoing.
- 3) Two checking accounts did not have the correct FL Public Depository signature cards. Target completion date: September 30, 2021. Management and the bank provided the correct forms, and they were signed and provided to the bank. The process is to be included in the Internal control policy.
- 4) The District's investment policy, not updated since May 2008, was not in compliance with current Florida statutes. The Board's investment policy was reviewed, and the Finance Committee made recommendations to the Board which were approved. The District investment policy is now in compliance.
- 5) Capital Depreciation schedules did not agree with the finance statement note disclosure. Management, working with the auditors developed a reconciliation for the period. Management advised they were planning to convert the fixed asset system to a new software package – which had already been purchased. Management targeted August 31, 2021, for completion. – Tom DeLache contacted Controller Brew in mid-August and received the spreadsheets. She will be working with Tom to meet and put a plan in place to meet the requirements.

- Audit follow-up - Treasurer Schwarz stated that the Finance Advisory Committee needs to report to the Board of Supervisors on the status of completion of implementation of the auditor's recommendations.

VI. NEW BUSINESS –

- Board requests noted in minutes from FY2022 Budget Workshops
 - 1) Tennis Association Fees – Chair Popp informed the Finance Advisory Committee that during the Budget Workshops the Board asked that the Finance Advisory and the Facilities & Amenities Advisory Committees review the Tennis Association fees. Chair Popp has contacted Karen Mars, chair of F&A, and they plan on meeting in October to put a subcommittee together to review the Tennis Association Fees.
 - 2) Court Booking System – review for potential cost savings opportunity – Tom DeLache explained that the current Court Booking System for Tennis, Pickleball, and Bocce. He noted that the system is only being used by tennis for booking courts. Pickleball has used the events portion of the Booking System program but not the courts' part. Currently, the cost per year is \$600 and he feels that the cost could be reduced. GM Belknap will speak with Bocce and Pickleball Association officers to see if they need the court booking system

VII. OTHER BUSINESS

- Larry Pedersen reported to the committee that the Bid Oversight Committee met earlier this morning to review a bid for lights on the tennis courts for evening play. Larry explained that \$110,000 for the tennis court portion of the Sports Complex was

estimated in the bond project plan. The money estimated and budgeted for tennis included court lighting, shade structures, pavers, and grandstands. The budget for lighting is \$12,000 but the bid came in at \$39,000. The Bid Oversight Committee's responsibility was to review and approve the bid process and not the project itself – that is the responsibility of the Board of Supervisors. After reviewing and discussing the bid, the Oversight Committee approved the bid process of the tennis court lighting made by West Coast Lighting/SW Electric (working in tandem) but has reservations on the cost of the project. The Bid Oversight members felt the Board should have discussions on whether the funds should be approved. Jeff Buxton had concerns on why there was only one bid received from the four that were contacted. He asked if the Finance Committee could receive the packet of information that the Bid Oversight Committee received. GM Belknap stated he would email the packet to all the Finance members. After discussion on the lighting bid, Mary Koenig made a motion that the Finance Advisory Committee accept the bid process for the tennis lighting but requested the Board of Supervisors to review the costs and benefits and possibly find alternate solutions such as having Stultz Construction handle the tennis lighting. Larry Pedersen seconded the motion; a vote was taken, and the motion passed unanimously.

- Larry Pedersen thanked Treasurer Schwarz and GM Belknap for their continued help.

VIII. **NEXT MEETING** – Monday, November 15, 2021 – 9:00 AM – Zoom/Card Room C

IX. **ADJOURNMENT** – The meeting was adjourned at 10:12 a.m.

APPROVED:

Dennis Popp
Chair, Finance Advisory Committee
Date: November 15, 2021

**HERONS GLEN RECREATION DISTRICT
 BID OVERSIGHT – FINANCE SUB COMMITTEE
 August 30, 2021
 Minutes**

MEMBERS	Present	OTHERS	Present
Dennis Popp, Chair, Finance	ZOOM	J.B. Belknap, General Manager	Zoom
Larry Pedersen, Chair, Bid Oversight	ZOOM	Wendy Shea, Activities/Events	Zoom
Mary Koenig	ZOOM		
		J.Schwarz, Finance Liaison	Zoom

CALL TO ORDER Bid Oversight Chair Larry Pederson called the meeting to order at 8:30 AM.

TENNIS LIGHTING OF THE COURTS

The purpose of the meeting was to review the Bid process for the lighting of the Tennis Courts. This item was included in the plan as part of improvements for the Sports Complex. (Tennis, Bocce, Shuffleboard). The project was to be funded from the 2020 Bond Construction and Acquisition Fund

GM Belknap explained that the Tennis Association came to him requesting that the Board consider replacing the existing tennis lights on three (3) of the courts and replacing them with new “tennis specific” lights. GM Belknap informed the Tennis Association officers that they would have to do their due diligence and determine the type of lights and associated costs to present to the Bid Oversight sub-committee and the Finance Committee before submitting to the Board of Supervisors. Dan Liebner and John Avigliano spent numerous hours researching lights appropriate for community tennis courts and visited other developments. They then researched firms which could provide the lights with the recommended lumens for tennis and associated costs. As a result of these efforts, and recognizing the current project workload at the district, the officers of the tennis association, along with management, determined that the quotes needed to be “turnkey” which would include pricing for an electrical company who would obtain permits, labor, materials, and provide a warranty. Four different companies were contacted and asked to quote the project. Management then used this research to solicit bids. Only two companies, West Coast Lighting/Southwest Electrical and West Coast Electrical & Lighting Services, could provide a turnkey project. GM Belknap contacted both companies for a proposal. West Coast Electrical & Lighting Services failed to deliver a bid; however, West Coast/SW Electric did provide a bid proposal of approximately \$39,000.

GM Belknap informed the Bid Oversight members that \$110,000 has been budgeted for the tennis court portion of the Sports Complex in the Bond Project Plan. The budget includes allocations for court lighting, shade structures, pavers, and grandstands. The Bond Plan currently only includes \$12,000 for the tennis lighting so the \$39,000 bid is \$27,000 higher than expected.

The Bid Oversight Committee is charged with overseeing and determining whether the Bid process was fair and correct. The Board of Supervisors then determines and authorizes expenditures from the Bond Construction and Acquisition Funds.

The committee had questions on the removal of the current poles, how many courts would be lit, and the breakdown of the quote received. GM Belknap advised the light poles at the courts would not be removed, rather they would support the recommended tennis specific court lighting.

After discussion, Mary Koenig made a motion to recommend to the finance committee approval of the bid process of the Tennis Courts Lighting made by West Coast Lighting/SW Electric (working in tandem). Additionally, we would like to pass on to the full committee our concern of the cost of this project and its impact on the Sports Complex allocation. The Bid Oversight members felt that the Board of Supervisors should discuss whether the funds should be approved. A vote was taken, and the motion passed unanimously. The sub-committee recommendation will be presented to the Finance Committee for recommendation to the Board of Supervisors.

ADJOURNMENT – Bid Oversight Chair Pederson adjourned the meeting at 8:45 AM

APPROVED:

Larry Pedersen
November 15, 2021

**HERONS GLEN RECREATION DISTRICT
FINANCE ADVISORY COMMITTEE
9:00 AM Zoom
Monday, August 30, 2021
Agenda**

	Present		Present
Jeffrey Buxton		Larry Pedersen, Vice Chair	
Tom DeLache		Dennis Popp, Chair	
Mary Koenig			
Rita Lehman		Jayne Schwarz, Board Liaison	
Betty Ward		J.B. Belknap, General Manager	
		Residents:	

- I CALL TO ORDER Dennis Popp
- II WELCOME Dennis Popp
Introduction of Betty Ward
- III APPROVAL OF MINUTES - Dennis Popp
May 3, 2021 Committee Meeting
August 2, 2021 Bid Over Sight Meeting
August 2, 2021 Finance Advisory Meeting
- IV MANAGEMENT OPERATIONS COMMENTS – J.B. Belknap
Project Updates
Highlights financial operations
FY2022 Proposed Budget comments
- V OLD BUSINESS Dennis Popp
 - FY2020 Auditors Report
 - Audit Follow-up
 -
- VII NEW BUSINESS
 - Board requests noted in minutes from FY2022 budget workshops
 - Tennis Association Fees review
 - Court Book System- review for potential cost savings opportunity
- VIII OTHER BUSINESS
- IX NEXT MEETING – Monday, November 15, 2021 – 9:00 AM – ZOOM/Card Room C
- X ADJOURNMENT

**HERONS GLEN RECREATION DISTRICT
FINANCE COMMITTEE**

MINUTES

May 3, 2021

MEMBERS:	Present	MEMBERS:	Present
Chair Douglas Schuler	X	Linda Spicer	X
Vice-Chair Dennis Popp	X	Tom DeLache, Ex-officio	X
Jeff Buxton	Absent	Jayne Schwarz, Board Liaison	X
Mary Koenig	X	STAFF:	
Rita Lehman	X	J.B. Belknap, General Manager	X
Larry Pedersen	X	Karon Bennett, Board Secretary	X
		Residents:	2

- I. **CALL TO ORDER** – Supervisor Schwarz called the meeting to order at 10AM.
- II. **WELCOME & INTRODUCTION OF 2021-2022 COMMITTEE MEMBERS** - Supervisor Schwarz welcomed all members and introduced the new additions to the 2021-2022 to the Finance Committee: Rita Lehman, Linda Spicer and Tom DeLache. Jeff Buxton was unable to attend.

Supervisor Schwarz explained three recent changes made by the Board in regards to committee types.

- 1) The three Standing Committees require committee members to reapply for committee membership each year in April of each year. Standing Committee terms last one year. Current HGRD Standing Committees are Facilities & Amenities, Finance and Long-Range Planning.
- 2) Ad Hoc Committees are set up for specific purposes and filled as needed. Once the committee completes their purpose the committee dissolves. Current HGRD Ad Hoc Committees are Audit, Golf Course Renovation and Problem-Solving Taskforce.
- 3) Continuing Committees allow their members to stay as long as they would like. Vacancies may be filled at any time. Current HGRD Continuing Committees are Concert Series, Media Resources, Library and Media Resources.

The Board has appointed an Ex-Officio to each Standing Committee and will continue to do so annually.

- III. **ELECTION OF CHAIR AND VICE-CHAIR** - All committee members introduced themselves prior to electing the Finance Committee Chair and Vice Chair. Supervisor Schwarz opened nominations for Chair. Mary Koenig nominated Douglas Schuler, Larry Pedersen and seconded the nomination. The committee voted unanimously to elect Douglas Schuler as Chair.

Supervisor Schwarz reminded the committee that the Vice-Chair would be responsible for the Bid Oversight Sub-Committee. Chair Schuler opened nominations for Vice-Chair.

Larry Pedersen nominated Dennis Popp, and Mary Koenig seconded that nomination. The committee voted unanimously to elect Dennis Popp as Vice-Chair.

IV. **MINUTES** – The February 15, 2021 minutes were approved as part of Board minutes. The April 26, 2021 will be approved as part of Board minutes at the next Board Meeting.

V. **MANAGEMENT COMMENTS** - GM J.B. Belknap welcomed all committee members and expressed his enthusiasm over working with the committee

VI. **COMMITTEE CHARTER** - Supervisor Schwarz reviewed the responsibilities and the requirement to follow up on the external Auditors Management letter. Five important findings that the committee will follow up on are:

- 1) Internal Control Reporting
- 2) Lease and Compliance Issues
- 3) Deposits
- 4) Management Requirements
- 5) Converting Fixed Assets

Chair Schuler will review and propose follow-up assignments for committee consideration.

VII. **BOARD APPROVAL OF PRELIMINARY BUDGET** – Monday, June 28 at 2:00 PM in CR-C and via Zoom. All Finance Advisory Committee Members were invited to attend the budget meetings in June and will receive budget financials and updates the same as the Board members receive their copies.

SCHEDULE OF FY2021-22 BUDGET MEETINGS:

- Monday, June 21 - 10:00 AM - 5:00 PM – CR-C/Zoom
- Tuesday, June 22 - 10:00 AM - 5:00 PM – CR-C/Zoom
- Wednesday, June 23 - 10:00 AM - 5:00 PM – CR-C/Zoom
- Thursday, June 24 - 10:00 AM - 5:00 PM – CR-C/Zoom

VIII. **SCHEDULE OF FINANCE COMMITTEE MEETINGS:**

- Monday, August 23 – 9:00 AM – CR-C/ZOOM
- Monday, November 15 – 9:00 AM – CR-C/ZOOM
- Monday, January 17 – 9:00 AM – CR-C/ZOOM
- Monday, February 14 - Joint Mtg w/Board & Auditors – 9:00 AM – CR-C/Zoom
- Monday, April 25 - Joint Mtg. w/ Board-Mid-Year Review – 9:00 AM – CR-C/Zoom

IX. **OTHER BUSINESS** – None.

X. **NEXT MEETING** – Monday, August 23, 2021 – 9:00 AM – CR-C/ZOOM

XI. **ADJOURNMENT** took place at 10:25 AM

APPROVED: Douglas Schuler, Chair — **DATED: August 23, 2021**

**HERONS GLEN RECREATION DISTRICT
 BID OVER SIGHT – FINANCE SUB COMMITTEE
 August 2, 2021
 Minutes**

MEMBERS	Present	OTHERS	Present
Dennis Popp, Chair	ZOOM	J.B. Belknap, General Manager	Zoom
Larry Pedersen, Vice Chair	ZOOM	Dan Parker, Facility Maintenance Mgr	x
Mary Koenig	x	Lynn Brew, Controller	Zoom
Rita Lehman	x	Residents:	
		J.Schwarz, Finance Liaison	x

CALL TO ORDER – Vice Chair Larry Pederson (Acting Bid oversight chair) called the meeting to order at 9:37 AM.

HVAC & KITCHEN EXHAUST AND MAU REPLACEMENT AND SENSORS

The purpose of the meeting was to review management’s recommendation to purchase HVAC and exhaust equipment for the F&B operation. This project will be funded by the 2020 Bond Construction and Acquisition Fund.

Management proposed funding this project not to exceed 160,000. This includes the contract to B&I for the work and a 10% contingency (district retained).

Management explained the details of work to be performed and how the changes to existing will improve operations, decreasing humidity and using a heat pump should decrease electric usage. Also, the roof top exhausts will be raised which will increase efficiency as well as support the next building requirement change.

The last heating and cooling and exhaust system was installed in 2007 and management has spent \$15-20k on repairs. Management has contacted companies capable of doing this installation in a timely manner to secure bids for the project. Two companies provided bids (B&I and United Mechanical), and Bowen Cooling Co, which does repairs at HGRD, was not responsive to the request.

Mary Koenig made the motion and Rita Lehman seconded the motion to recommend to the finance committee acceptance of management’s proposal. The sub-committee unanimously agreed and supports management’s recommendation to fund the project from 2020 Bond Construction and Acquisition fund in an amount not to exceed \$160,000. The committee also agreed and supports award of the contract to B&I Contractors in an amount of \$145,680, as outlined in their proposal.

ADJOURNMENT – Bid Oversight Chair Pederson adjourned the meeting at 9:55 AM

APPROVED:

Larry Pedersen
 August 2, 2021

FINANCE STANDING ADVISORY COMMITTEE
August 2, 2021
Minutes

MEMBERS	Present	OTHERS	Present
Dennis Popp, Chair	ZOOM	J.B. Belknap, General Manager	zoom
Larry Pedersen, Vice Chair	ZOOM	Dan Parker, Facility Maintenance Mgr	
Mary Koenig	x	Lynn Brew, Controller	zoom
Rita Lehman	x	Residents:	
		J.Schwarz, Finance Liaison	x

HVAC & KITCHEN EXHAUST AND MAU REPLACEMENT AND SENSORS

CALL TO ORDER –

Chair Popp called meeting to order at 9:56 AM.

The first order of business was to nominate a permanent Vice Chair to the committee. Mary Koenig nominated Larry Pedersen as Vice Chair and Rita Lehman seconded the motion. The committee voted unanimously to name Larry Pedersen the Vice Chair of the Finance Committee.

The next order of business was to review the Bid Oversight Committee’s recommendation concerning management’s proposed HVAC and exhaust work for the F&B kitchen operation.

The Finance Committee unanimously agreed and supports management’s recommendation, for the contract and contingency.

The Finance Committee recommends that Board of Supervisors approve the F&B HVAC and kitchen exhaust project to be funded in an amount not to \$160,000: The committee further recommends awarding of the contract to B&I Contractors in the amount of \$145,680 and the inclusion of a 10% contingency in the project.

ADJOURNMENT – Chair Popp adjourned the meeting at 10:02 AM

Dennis Popp
 Chair, Finance Standing Advisory committee

Hérons Glen Recreation District

BALANCE SHEET Jul 31, 2021

ASSETS	as at Jul 31, 2021	Last Fiscal Year End
CASH & CASH EQUIVALENTS		
Cash, petty	284	200
Cash, Operating	1,271,444	634,629
Cash, Reserved	3,510,443	3,668,309
TOTAL CASH & CASH EQUIVALENTS	\$4,782,171	\$4,303,139
Accounts receivable	48,791	39,608
Accounts Receivable, Other	7,627	2,133
Accounts Receivable, Sub-Associations	367	0
Allowance for Bad Debt	-1,000	-1,000
Inventory, Pro Shop	21,394	33,993
Inventory, Restaurant	32,912	28,890
Inventory, Gas	5,046	2,688
Prepaid	59,341	138,743
PR Benefits Clearing	0	605
Gratuities Clearing	-279	-2,587
Employee Christmas Fund	109	258
TOTAL CURRENT ASSETS	\$4,956,479	\$4,546,468
RESTRICTED ASSETS		
2020 Series Bond Funds - Revenue Fund	464,859	170,002
2020 Series Bond Funds - Acquisition & Construction Fund	8,526,984	12,773,267
2020 Series Bond Funds - Cost of Issuance	0	5,958
2020 Series Bond Funds - Debt Reserve Fund	444,072	444,072
TOTAL RESTRICTED ASSETS	\$9,435,916	\$13,393,299
WORK IN PROCESS		
WIP - NORTHSTAR WEBSITE	15,090	7,040
WIP - 15 UNPLATTED DR HORTON LOTS	0	96,719
WIP - CLUBHOUSE IMPROVEMENTS - BOND	13,049	0
WIP - GOLF COURSE RENOVATION - BOND	4,411,855	199,667
WIP - CLIS - BOND	58,070	23,485
WIP - RESTAURANT - BOND	27,239	26,300
WIP - STORAGE BUILDING - BOND	34,630	21,735
WIP - CART/PEDESTRIAN BRIDGE - BOND	500	500
WIP - DRIVING RANGE RESTROOM	13,145	0
WIP -- BOCCE COURTS - BOND	15,240	0
WIP - POOL DECK - BOND	14,765	0
WIP - PICKLEBALL COURTS - BOND	17,265	0
TOTAL WORK IN PROCESS	\$4,620,848	\$375,445
PROPERTY, PLANT & EQUIPMENT		
Capital Projects, other	2,363,669	2,363,669
Real Property and Improvements	4,617,690	4,617,690
Equipment	2,021,020	2,009,681
Property & Improvements	1,224,068	1,213,836
Golf Course Project	1,240,513	1,240,513
CLIS System	1,540,279	1,540,279

Hérons Glen Recreation District

BALANCE SHEET Jul 31, 2021

ASSETS	as at Jul 31, 2021	Last Fiscal Year End
Parking Lot Project	999,724	999,724
CLIS - Pump Stations	135,000	135,000
Effluent Storage	373,295	373,295
Clubhouse Project	320,927	320,927
Golf Course Maintenance	1,374,324	1,374,324
Storm Drain Project	36,200	36,200
Fitness Center	983,011	981,696
Restaurant Renovation	2,401,176	2,401,176
Accumulated Depreciation	-12,582,053	-11,820,181
TOTAL NET PROPERTY, PLANT & EQUIP	\$7,048,844	\$7,787,830
LAND		
Land Original	11,720,482	11,720,482
Land-WasteWater/Maintenance	538,962	538,962
Land-Pump House-Mystic Way	30,000	30,000
15 Unplatted TM Land	0	106,773
TOTAL LAND	\$12,289,444	\$12,396,217
OTHER ASSETS		
Special Assessment Receivable	29,495,000	29,495,000
2020 Series Bond Insurance Premium	257,628	257,628
Deposits, Long Term	4,249	2,900
Hole In One Account	-912	-827
TOTAL OTHER ASSETS	\$29,755,964	\$29,754,701
TOTAL ASSETS	\$68,107,496	\$68,253,961
LIABILITIES & FUND EQUITY		
CURRENT LIABILITIES		
PAYABLE FROM CURRENT ASSETS		
Accounts Payable, Trade	176,523	157,406
Accrued Interest	0	88,518
Accounts payable other	0	20
Sales taxes payable	-9,765	70,515
Accrued expenses	74,968	176,796
Capital Lease - Current	110,689	110,689
Deposits - Ballroom & Locker	700	670
Gift Cards & Goupons	30,109	26,509
Credit Book	5,970	24,384
Hole In One Club	1,200	2,000
2020 Series Bonds Payable - Short Term	0	875,000
	\$390,393	\$1,532,507
Base assessments	329,911	15,468
Deferred Capital Reserve	58,133	2,647
Deferred assessment, maint. reserv	57,517	2,615
Deferred assmnts, User fees	58,328	11,235

Hérons Glen Recreation District

BALANCE SHEET Jul 31, 2021

ASSETS	as at Jul 31, 2021	Last Fiscal Year End
Deferred Golf Annual Dues	196,633	1,038,668
Deferred Annual Range & Handicap	1,293	3,967
TOTAL PAYABLE FROM CURRENT ASSETS	\$1,092,209	\$2,607,106
LONG-TERM LIABILITIES		
2020 Series Bonds Payable	28,620,000	28,620,000
2020 Series Bonds Payable - Premium/Discount	2,091,929	2,091,929
2020 Series Bonds - Deferred Outflow (Inflow) on Refunding	-901,948	-901,948
Capital Lease-Long Term	158,517	158,517
TOTAL LONG-TERM LIABILITIES	\$29,968,498	\$29,968,498
FUND EQUITY		
Contributed Capital	39,627,310	39,627,310
Association Equity (Deficit)	-4,796,018	-4,370,670
Profit/(Loss)	1,364,637	-425,348
Retained Earnings-Reserved	850,861	850,861
TOTAL FUND EQUITY(DEFICIT)	\$37,046,789	\$35,682,152
TOTAL LIABILITIES & FUND EQUITY	\$68,107,496	\$68,257,756

Heron's Glen Recreation District

TOTAL VARIANCE REPORT

Jul 31, 2021

DEPARTMENT	ACTUAL MTD	BUDGET MTD	VARIANCE Favorable / (Unfavorable)	ACTUAL YTD	BUDGET YTD	VARIANCE Favorable / (Unfavorable)	20-21 Mid-Yr Forecast Budget	FY Budget	VARIANCE Favorable / (Unfavorable)
ADMINISTRATION									
Operating Revenue	6,353	9,862	(3,509)	76,103	141,709	(65,606)	86,727	155,533	(68,806)
Operating Expenses	63,155	63,412	258	651,667	819,600	167,933	787,886	956,859	168,973
Operating Income	(56,802)	(53,550)	(3,252)	(575,564)	(677,891)	102,327	(701,159)	(801,325)	100,167
Assessment	53,550	53,550	0	677,891	677,891	0	801,325	801,325	0
Net Income	(3,252)	0	(3,252)	102,327	0	102,327	100,167	0	100,167
RESTAURANT									
Operating Revenue	32,133	36,998	(4,865)	579,726	793,623	(213,897)	626,047	855,967	(229,920)
Operating Expenses	66,236	75,017	8,782	915,107	1,095,495	180,388	1,057,431	1,235,752	178,321
Operating Income	(34,102)	(38,019)	3,917	(335,380)	(301,872)	(33,508)	(431,384)	(379,785)	(51,598)
Assessment	38,019	38,019	0	301,872	301,872	0	379,785	379,785	0
Net Income	3,917	0	3,917	(33,509)	(0)	(33,508)	(51,598)	(0)	(51,598)
CLUBHOUSE									
Operating Revenue	0	0	0	11,200	10,000	1,200	11,200	10,000	1,200
Operating Expenses	50,639	58,235	7,596	593,581	637,154	43,573	711,078	755,984	44,906
Operating Income	(50,639)	(58,235)	7,596	(582,381)	(627,154)	44,773	(699,878)	(745,984)	46,106
Assessment	58,235	58,235	0	627,154	627,154	0	745,984	745,984	0
Net Income	7,596	(0)	7,596	44,773	(0)	44,773	46,106	(0)	46,106
CLIS Dept.									
Operating Revenue	14,872	15,372	(500)	164,096	160,998	3,098	194,086	190,988	3,098
Operating Expenses	26,311	32,446	6,135	312,551	330,116	17,564	374,221	389,446	15,224
Operating Income	(11,440)	(17,075)	5,635	(148,455)	(169,118)	20,662	(180,135)	(198,458)	18,322
Assessment	17,075	17,075	0	169,118	169,118	0	198,458	198,458	0
Net Income	5,635	0	5,635	20,662	0	20,662	18,322	0	18,322
Fitness Center									
Operating Revenue	0	0	0	38	0	38	38	0	38
Operating Expenses	4,934	4,609	(325)	45,750	51,633	5,882	54,884	61,349	6,465
Operating Income	(4,934)	(4,609)	(325)	(45,713)	(51,633)	5,920	(54,846)	(61,349)	6,503
Assessment	4,609	4,609	0	51,633	51,633	0	61,349	61,349	0
Net Income	(325)	0	(325)	5,920	0	5,920	6,503	0	6,503

DEPARTMENT	ACTUAL MTD	BUDGET MTD	VARIANCE Favorable / (Unfavorable)	ACTUAL YTD	BUDGET YTD	VARIANCE Favorable / (Unfavorable)	20-21 Mid-Yr Forecast Budget	FY Budget	VARIANCE Favorable / (Unfavorable)
SUBTOTAL									
Total Operating Revenues	53,358	62,232	(8,874)	831,162	1,106,330	(275,167)	918,098	1,212,488	(294,391)
Total Assessments	171,489	171,489	0	1,827,667	1,827,667	0	2,186,902	2,186,902	0
Total Operating Expenses	211,275	233,720	22,446	2,518,656	2,933,997	415,341	2,985,500	3,399,390	413,890
Net Income	13,572	0	13,571	140,173	0	140,173	119,499	0	119,499
GOLF MAINTENANCE									
Operating Revenue	0	0	0	0	0	0	0	0	0
Operating Expenses	43,426	47,648	4,222	753,177	826,022	72,844	1,195,106	1,262,136	67,030
Net Income	(43,426)	(47,648)	4,222	(753,177)	(826,022)	72,844	(1,195,106)	(1,262,136)	67,030
PRO SHOP									
Operating Revenue	102,485	107,543	(5,058)	1,236,302	1,429,222	(192,920)	1,436,071	1,643,571	(207,500)
Operating Expenses	12,899	18,003	5,104	306,420	345,130	38,710	341,010	381,435	40,426
Net Income	89,586	89,540	46	929,881	1,084,092	(154,211)	1,095,061	1,262,135	(167,075)
ALL DEPARTMENTS									
Total Operating Revenues	155,842	169,775	(13,932)	2,067,464	2,535,552	(468,088)	2,354,168	2,856,059	(501,891)
Total Assessments	171,489	171,489	0	1,827,667	1,827,667	0	2,186,902	2,186,902	0
Total Operating Expenses	267,600	299,371	31,772	3,578,254	4,105,148	526,894	4,521,615	5,042,961	521,346
Net Income	59,731	41,892	17,839	316,877	258,071	58,806	19,455	(0)	19,455
<i>From Golf Operations</i>	46,160	41,892	4,268	176,704	258,071	(81,367)	(100,045)	(1)	(100,044)
<i>From Other than Golf Operations</i>	13,572	0	13,571	140,173	0	140,173	119,499	0	119,499

HGRD Variance				
Jul-21				
	Actual	Budget	Variance	Explanation
	This Month	This Month	Favorable / (Unfavorable)	
Administration				
Interest Income	573	2,000	(1,427)	Funds in the FL Prime SBA earning 0.19%, FineMark Capital 0.0000%, Deferred Maint 0.0000% and Operating 0.0100% and 0.20% in the Golf Course Special Improvements Fund
Miscellaneous Other Income	3,618	5,500	(1,882)	Had only 7 closings during the month. YTD \$4,721 better than budget.
Payroll Benefits	7,696	5,800	(1,896)	There were three payrolls in July, so 401k was funded three times. YTD \$3,037 better than budget
Bank Charges	(47)	1,000	1,047	Timing Issue: Jun21 bank fees error correction
Restaurant				
Food & Beverage Sales	32,133	36,998	(4,865)	Closed down for four days due to the kitchen floor being replaced
COS, Food	8,538	11,586	3,048	Didn't purchase anything over the last two weeks of the month due to closing down for the floor replacement. COS % was back down to 41.84% to a budget of 45.00% - YTD 46.96% to a budget of 43.33%
Service Contracts	303	1,664	1,361	Timing Issue: TWC Refrigeration Preventative Maint & Fat Free Kitchen Exhaust Vent System
Clubhouse				
Payroll	15,547	17,217	1,670	One employee took two weeks pre-approved unpaid time off
Cleaning Supplies	-	1,000	1,000	Timing issue: Didn't purchase any cleaning supplies in July
Maintenance & Repairs	3,947	6,000	2,053	Timing Issue: Have been focusing on the kitchen and labor intensive tasks
CLIS				
Payroll	12,515	14,876	2,361	Down one employee
Lease	-	3,030	3,030	Timing Issue: New FY21 Club Car Carryall lease budgeted to start in July has not been finalized yet
Fitness Center				
Fitness Center Maintenance	1,723	600	(1,123)	Repair of fire strobe device due to condensation \$1,373.30
Golf Maintenance				
Lease	21,973	23,883	1,910	Timing Issue: Changed annual payment leases to quarterly payment schedules to preserve cash flow. New FY21 annual equip lease budgeted to start in July has not been finalized yet
Maintenance & Repairs	-	1,200	1,200	Timing Issue: Annual wash station cleanup budgeted in July has not been completed
Pro Shop				
Membership Fees	98,317	105,791	(7,474)	505 members to a budget of 539. We had 50 non-resident members to a budget of 59.
Pro Shop, Mdse	3,450	782	2,668	Increase in high ticket special orders
COS, Pro Shop Mdse	2,618	547	(2,071)	
Payroll	3,176	8,131	4,955	No Head Pro

Actual	This Mth	Variance / Favorable / (Unfavorable)	Actual Same Mth Last Yr		Actual Year To Date	YTD Budget	Variance / Favorable / (Unfavorable)	Actual YTD Last Yr	20-21 Mid-Yr Forecast Budget	Total Yr Budget	Estimate YE Variance
This Month	Budget	(Unfavorable)			To Date					Budget	
484	350	(134)	0	TRAVEL	1,159	3,065	1,906	1,840	1,249	3,155	1,906
0	0	0	0	UNIFORM	0	600	600	0	0	600	600
59	97	37	43	WATER (ALLOCATION)	667	976	309	873	860	1,169	309
63,155	63,412	258	59,337	TOTAL Expenses	651,667	819,600	167,933	749,480	787,886	956,859	168,973
(3,252)	0	(3,252)	(1,933)	Net Income/(Loss)	102,327	0	102,327	20,559	100,167	0	100,167

Actual	This Mth	Variance	Actual Same	Actual Year	YTD	Variance	Actual YTD	20-21 Mid-Yr	Total Yr	Estimated
This Month	Budget	(Unfavorable)	Mth Last Yr	To Date	Budget	(Unfavorable)	Last Yr	Forecast Budget	Budget	YE Variance
0	25	25	0	0	795	795	475	50	845	795
0	0	0	0	150	4,000	3,850	2,528	150	4,000	3,850
0	0	0	0	0	875	875	0	0	875	875
2,768	3,542	774	3,121	29,609	33,983	4,374	31,575	36,518	40,892	4,374
231	114	(117)	(52)	3,118	3,597	479	4,226	3,732	4,211	479
0	0	0	0	2,550	5,230	2,680	3,505	2,550	5,230	2,680
1,450	1,850	400	0	3,225	15,300	12,075	8,425	6,250	18,325	12,075
200	50	(150)	0	1,718	5,425	3,707	2,672	1,818	5,525	3,707
0	131	131	0	0	2,108	2,108	1,031	0	2,414	2,414
1,380	1,553	173	1,407	13,805	15,534	1,729	13,988	16,912	18,640	1,729
675	526	(150)	535	5,564	5,257	(308)	4,897	6,616	6,308	(308)
0	0	0	2,406	5,629	5,206	(423)	5,554	5,629	5,206	(423)
235	567	333	67	4,917	12,884	7,967	13,349	5,317	14,195	8,878
0	800	800	0	3,913	8,000	4,087	5,199	5,513	9,600	4,087
1,822	1,967	146	156	33,274	39,002	5,728	39,340	36,729	42,238	5,508
1,103	1,044	(58)	69	14,814	22,099	7,285	17,584	16,650	24,121	7,471
486	275	(211)	0	3,283	3,250	(33)	2,645	3,833	3,800	(33)
1,717	1,818	101	663	21,354	21,407	53	18,573	25,138	25,191	53
0	0	0	0	42	0	(42)	(3,556)	42	0	(42)
908	945	37	888	9,050	9,269	219	8,920	10,941	11,159	219
0	0	0	0	0	0	0	347	0	0	0
303	1,664	1,361	1,048	8,530	11,864	3,334	11,135	9,227	12,561	3,334
0	75	75	0	103	7,750	7,647	147	5,253	7,900	2,647
225	903	678	253	14,261	18,128	3,867	16,427	16,068	19,935	3,867
170	170	0	170	1,950	1,700	(250)	1,670	2,290	2,040	(250)
0	25	25	0	0	1,625	1,625	448	50	1,675	1,625
66	250	184	0	701	3,000	2,299	1,228	951	3,500	2,549
591	464	(127)	435	6,665	8,492	1,827	8,729	7,859	9,686	1,827
54,585	60,619	6,034	42,516	675,972	797,685	121,713	811,882	794,643	914,289	119,646
3,917	0	3,917	(3,074)	(33,509)	(0)	(33,508)	(76,393)	(51,598)	(0)	(51,598)
				Net Income/(Loss)						

Heron's Glen Recreation District
DEPARTMENTAL INCOME STATEMENT Jul 31, 2021

60 - Pro Shop

Actual	This Mth Budget	Variance / Favorable / (Unfavorable)	Actual Same Mth Last Yr	Actual Year To Date	YTD Budget	Variance / Favorable / (Unfavorable)	Actual YTD Last Yr	20-21 Mid-Yr Forecast Budget	Total Yr Budget	Estimated YE Variance
98,317	105,791	(7,474)	117,518	982,177	1,046,861	(64,684)	1,177,595	1,179,178	1,258,442	(79,264)
647	625	22	773	6,102	6,250	(148)	7,494	7,352	7,500	(148)
0	0	0	150	54,588	81,085	(26,497)	96,982	54,588	81,085	(26,497)
0	0	0	0	995	93,789	(92,794)	92,483	995	93,789	(92,794)
0	0	0	2,551	116,522	124,287	(7,766)	147,152	116,522	124,287	(7,766)
0	196	(196)	86	2,802	5,429	(2,627)	4,269	3,063	5,690	(2,627)
3,450	782	2,669	3,490	68,493	63,287	5,206	63,930	69,450	64,244	5,206
0	120	(120)	50	859	1,480	(621)	1,105	1,099	1,720	(621)
0	30	(30)	0	470	370	100	130	530	430	100
69	0	69	341	1,515	2,311	(796)	2,772	1,515	2,311	(796)
2	0	2	189	1,344	3,012	(1,668)	3,103	1,344	3,012	(1,668)
0	0	0	0	160	660	(500)	700	160	660	(500)
0	0	0	70	275	400	(125)	3,478	275	400	(125)
102,485	107,543	(5,058)	125,218	1,236,302	1,429,222	(192,920)	1,601,192	1,436,071	1,643,571	(207,500)
0	0	0	121	1,433	1,294	(139)	1,935	1,433	1,294	(139)
2,618	547	(2,071)	2,967	48,700	44,301	(4,399)	44,949	49,370	44,971	(4,399)
0	0	0	44	1,293	1,958	665	2,212	1,293	1,958	665
2,618	547	(2,071)	3,133	51,426	47,553	(3,872)	49,095	52,095	48,223	(3,872)
99,866	106,996	(7,129)	122,085	1,184,876	1,381,669	(196,793)	1,552,098	1,383,975	1,595,348	(211,372)
3,176	8,131	4,955	12,385	128,230	147,443	19,213	160,068	144,302	163,515	19,213
0	0	0	(1)	367	2,988	2,621	868	367	2,988	2,621
0	150	150	50	1,455	1,850	395	1,090	1,755	2,150	395
556	1,172	616	1,829	21,247	23,125	1,878	25,220	23,566	25,444	1,878
561	548	(13)	436	9,882	5,478	(4,404)	5,008	10,977	6,574	(4,404)
0	0	0	412	0	0	0	412	0	0	0
48	0	(48)	75	9,676	9,010	(666)	10,590	9,676	9,010	(666)
1,163	1,300	137	1,167	11,376	12,645	1,269	11,768	13,913	15,182	1,269
11	200	189	43	3,346	10,616	7,270	10,325	3,746	11,016	7,270
0	50	50	192	2,081	3,529	1,448	3,779	2,181	3,629	1,448
230	0	(230)	0	230	600	370	490	230	600	370
2,899	3,262	363	2,975	28,990	32,621	3,631	29,573	35,514	39,145	3,631
735	1,593	858	3,218	25,596	24,789	(807)	30,032	27,066	27,975	909

Actual	This Mth	Variance	Actual Same	Actual Year	YTD	Variance	Actual YTD	Forecast	Total Yr	Estimated
This Month	Budget	Favorable / (Unfavorable)	Mth Last Yr	To Date	Budget	Favorable / (Unfavorable)	Last Yr	20-21 Mid-Yr Budget	Budget	YE Variance
0	50	50	0	2,161	2,193	32	1,463	2,261	2,293	32
94	123	29	134	1,419	1,620	201	1,687	1,665	1,866	201
78	25	(53)	42	460	1,425	965	4,699	510	1,475	965
0	0	0	0	0	8,200	8,200	8,190	0	8,200	8,200
227	236	9	222	2,263	2,317	55	2,230	2,735	2,790	55
346	357	11	346	3,465	3,574	110	3,465	4,179	4,289	110
82	132	50	132	1,216	1,320	104	1,285	1,480	1,584	104
0	0	0	0	0	250	250	0	0	250	250
0	0	0	54	662	750	88	723	1,662	1,750	88
75	127	52	66	874	1,234	360	1,097	1,128	1,488	360
10,280	17,456	7,176	23,777	254,995	297,576	42,582	314,060	288,914	333,212	44,298
89,586	89,540	46	98,308	929,881	1,084,092	(154,211)	1,238,037	1,095,061	1,262,135	(167,075)
					Net Income/(Loss)					

**Heron's Glen Recreation District
DEPARTMENTAL INCOME STATEMENT Jul 31, 2021
70 - Clubhouse, Pool, Spa**

Actual	This Mth	Variance	Actual Same	Actual Year	YTD	Variance	Actual YTD	20-21 Mid-Yr	Total Yr	Estimated
This Month	Budget	Favorable / (Unfavorable)	Mth Last Yr	To Date	Budget	Favorable / (Unfavorable)	Last Yr	Forecast Budget	Budget	YE Variance
Income										
58,235	58,235	0	55,546	627,154	627,154	0	595,310	745,984	745,984	0
0	0	0	0	11,200	10,000	1,200	11,700	11,200	10,000	1,200
58,235	58,235	0	55,546	638,354	637,154	1,200	607,010	757,184	755,984	1,200
58,235	58,235	0	55,546	638,354	637,154	1,200	607,010	757,184	755,984	1,200
Expenses										
15,547	17,217	1,670	11,043	148,928	167,488	18,560	133,306	182,813	201,373	18,560
538	200	(338)	810	5,804	2,000	(3,804)	5,335	6,204	2,400	(3,804)
0	0	0	3,209	0	0	0	3,209	0	0	0
2,142	2,276	134	1,770	23,267	23,500	232	19,262	27,748	27,981	232
1,681	2,257	577	1,334	12,309	22,571	10,262	13,284	16,824	27,085	10,262
0	0	0	0	0	500	500	0	0	500	500
1,161	850	(311)	1,863	7,237	8,248	1,011	11,485	8,937	9,948	1,011
0	1,000	1,000	0	6,743	10,000	3,257	9,903	8,343	12,000	3,657
0	0	0	2,132	5,538	0	(5,538)	9,735	5,538	0	(5,538)
0	150	150	0	0	389	389	0	0	389	389
3,529	3,178	(351)	3,013	31,917	32,265	348	30,606	38,114	38,462	348
482	809	327	909	7,735	8,420	685	7,786	8,855	10,106	1,251
175	208	33	175	2,074	2,083	9	1,769	2,424	2,500	76
0	73	73	0	206	491	286	187	361	647	286
0	275	275	0	1,792	2,750	958	2,236	2,342	3,300	958
3,106	3,495	389	3,176	31,061	34,951	3,890	31,572	38,051	41,941	3,890
2,357	3,008	651	3,008	38,853	40,513	1,660	52,129	45,447	47,107	1,660
1,934	2,184	250	2,320	21,894	21,844	(50)	23,337	26,362	26,212	(149)
0	0	0	0	375	375	0	375	375	375	0
3,947	6,000	2,053	3,662	65,410	60,000	(5,410)	61,049	77,410	72,000	(5,410)
403	567	164	151	7,478	9,067	1,588	7,774	8,612	10,200	1,588
33	40	8	0	389	400	11	155	469	480	11
0	50	50	0	71	500	429	431	171	600	429
378	394	16	370	3,771	4,262	491	3,717	4,559	5,050	491
1,359	1,359	0	1,320	13,593	13,594	0	13,198	16,312	16,312	0
10,637	10,347	(291)	9,818	123,298	130,386	7,088	128,050	146,777	153,865	7,088
0	100	100	0	1,363	1,000	(363)	99	1,563	1,200	(363)
205	255	50	261	2,562	2,546	(16)	3,277	3,071	3,055	(16)
150	600	450	0	2,967	7,800	4,833	4,221	3,767	9,000	5,233
0	75	75	27	31	750	719	252	181	900	719

Herons Glen Recreation District

DEPARTMENTAL INCOME STATEMENT Jul 31, 2021

77 - Fitness Center

	Actual	This Mth Budget	Variance / Favorable / (Unfavorable)	Actual Same Mth Last Yr		Actual Year To Date	YTD Budget	Variance / Favorable / (Unfavorable)	Actual YTD Last Yr	20-21 Mid-Yr Forecast Budget	Total Yr Budget	Estimated YE Variance
	4,609	4,609	0	3,577	Income	51,633	51,633	0	34,826	61,349	61,349	0
	0	0	0	0	ASSESSMENTS, BASE	38	0	38	3,823	38	0	38
					MISCELLANEOUS OTHER							
	4,609	4,609	0	3,577	TOTAL Income	51,670	51,633	38	38,649	61,387	61,349	38
	4,609	4,609	0	3,577	Gross Profit Margin	51,670	51,633	38	38,649	61,387	61,349	38
					Expenses							
	0	650	650	493	CLEANING SUPPLIES	3,074	8,600	5,526	4,476	3,974	9,900	5,926
	0	0	0	0	CONTINGENCY	0	0	0	2,137	0	0	0
	729	901	172	643	ELECTRIC (ALLOCATION)	6,523	7,085	562	1,842	8,238	8,800	562
	1,723	600	(1,123)	62	FITNESS CENTER MAINTENANCE	8,779	8,350	(429)	12,912	9,679	9,900	221
	690	777	86	413	INSURANCE (ALLOCATION)	6,902	7,767	864	3,702	8,456	9,320	864
	184	0	(184)	221	LANDSCAPE PLANT/SUPPLY	4,375	0	(4,375)	404	4,842	0	(4,842)
	520	520	0	260	LEASE	5,195	5,200	5	2,860	6,235	6,240	5
	0	0	0	0	RENTAL	0	0	0	1,664	0	0	0
	999	1,043	44	999	SERVICE CONTRACTS	9,760	12,691	2,931	9,663	12,080	15,011	2,931
	19	19	(0)	19	TELEPHONE (ALLOCATION)	192	190	(2)	173	230	228	(2)
	70	100	30	133	WATER (ALLOCATION)	950	1,750	800	897	1,150	1,950	800
	4,934	4,609	(325)	3,243	TOTAL Expenses	45,750	51,633	5,882	40,730	54,884	61,349	6,465
	(325)	0	(325)	334	Net Income/(Loss)	5,920	0	5,920	(2,082)	6,503	0	6,503

Heron's Glen Recreation District
DEPARTMENTAL INCOME STATEMENT Jul 31, 2021
 90 - Debt Service

Actual This Month	This Mth Budget	Variance Favorable / (Unfavorable)	Actual Same Mth Last Yr		Actual Year To Date	YTD Budget	Variance Favorable / (Unfavorable)	Actual YTD Last Yr	Total Yr Budget
11,739	0	11,739	(4,184)	Income	1,784,353	0	1,784,353	1,615,579	0
				DEBT SERVICE-SPECIAL ASSESSEME					
11,739	0	11,739	(4,184)	TOTAL Income	1,784,353	0	1,784,353	1,615,579	0
11,739	0	11,739	(4,184)	Gross Profit Margin	1,784,353	0	1,784,353	1,615,579	0
				Other Income(Loss)					
0	0	0	0	2020 BONDS - COST OF ISSUANCE	2,605	0	(2,605)	0	0
0	0	0	0	INTEREST EXPENSE	531,110	0	(531,110)	486,099	0
0	0	0	0	TOTAL Other Income (Loss)	533,715	0	(533,715)	486,099	0
11,739	0	11,739	(4,184)	Net Income/(Loss)	1,250,637	0	1,250,637	1,129,480	0

Hérons Glen Recreation District

DEPARTMENTAL INCOME STATEMENT Jul 31, 2021

91 - Acquisition & Construction Fund Income

	Actual This Month	This Mth Budget	Variance Favorable / (Unfavorable)	Actual Same Mth Last Yr		Actual Year To Date	YTD Budget	Variance Favorable / (Unfavorable)	Actual YTD Last Yr	Total Yr Budget
					Income					
	48	0	48	0	INTEREST INCOME	617	0	617	0	0
	48	0	48	0	TOTAL Income	617	0	617	0	0
	48	0	48	0	Gross Profit Margin	617	0	617	0	0
	48	0	48	0	Net Income/(Loss)	617	0	617	0	0

Heron's Glen Recreation District

DEPARTMENTAL INCOME STATEMENT Jul 31, 2021

92 - Revenue Fund Income

	Actual This Month	This Mth Budget	Variance Favorable / (Unfavorable)	Actual Same Mth Last Yr		Actual Year To Date	YTD Budget	Variance Favorable / (Unfavorable)	Actual YTD Last Yr	Total Yr Budget
					Income					
					INTEREST INCOME	46	0	46	6,623	0
					TOTAL Income	46	0	46	6,623	0
					Gross Profit Margin	46	0	46	6,623	0
					Net Income/(Loss)	46	0	46	6,623	0

Heron's Glen Recreation District

Restaurant Percentages

As of Jul 31, 2021

	Month to Date		Year to Date	
	Actual	Budget	Actual	Budget
Restaurant Variance Report				
Food Dining Room	5,274	11,009	195,804	234,930
Food Lounge	14,028	12,761	182,358	236,285
Banquet Food - Residents	1,105	1,976	26,103	71,250
Banquet Food - Outside	0	0	4,256	3,624
TOTAL FOOD REVENUE	20,408	25,746	408,521	546,089
COG Food	8,538	11,586	191,837	236,605
Percentage Revenue/COG Food	41.84%	45.00%	46.96%	43.33%
Beverage Dining Room	2,103	2,587	47,878	73,974
Beverage Lounge	9,622	8,391	120,587	158,300
Banquet Beverage - Residents	0	274	2,389	10,747
Banquet Beverage - Outside	0	0	351	1,800
TOTAL BEVERAGE REVENUE	11,726	11,252	171,206	244,821
COG Beverage	3,113	2,813	47,298	61,205
Percentage Revenue/COGS Bev	26.55%	25.00%	27.63%	25.00%
PAYROLL PERCENTAGE				
Banquet, Other Revenue	0	0	0	2,713
Total Operating Revenue	32,133	36,998	579,726	793,623
Total Payroll	39,087	39,643	449,735	491,076
% Payroll/Operating Revenue	121.64%	107.15%	77.58%	61.88%
Member Rewards-Food	1,822	1,967	33,274	39,002
Member Rewards-Beverage	1,103	1,044	14,814	22,099
% of food revenue coming from residents	94.39%	82.77%	87.99%	82.77%
% of bev revenue coming from residents	94.03%	95.14%	87.93%	95.14%
Food Inventory	(327)	0	22,690	0
Beverage Inventory	(1,672)	0	10,222	0

<u>2020-21 Capital Budget Vs Actual Review</u>				
Capital Carryover from 2019-20 Budget Yr				\$ 1,474,688
To Be Collected in this FY				348,840
Series 2020 Bond Funds Rec'd via Req				118,530
Long Term Capital Funds used to pay DR Horton expenditures per Board				100,257
Long Term Capital Funds transferred from Working Capital for projects paid for with bond funds previously collected in Working Capital				(931,563)
Portion of FY19 budget surplus to reduce FY21 collection requirement				123,360
Accumulated Interest on Capital Funds				2,253
				\$ 1,236,366
	Carryfwd from 19-20	2021 Budget	Spent through 07/31/21	Planned expenditures before FYE
Pump Replacement in GCM Pumphouse	\$ -	\$ -	\$ -	\$ -
Turbidity Barrier - driving range south side	13,000	-	-	13,000
Ballroom Stage Curtains	12,240	-	-	12,240
Curtains & Shades	5,000	-	-	5,000
Coolers - Lounge	7,500	-	-	7,500
Pizza Oven	22,500	-	-	22,500
40 Qt Mixer	6,000	-	-	6,000
Heavy Duty 36" Gas Range (2 @ \$4500 per)	9,000	-	-	9,000
Gas 36" Salamander Broiler (2 @ \$2600 per)	5,200	-	-	5,200
Solstice Fryer (70-90 lbs)	6,800	-	-	6,800
83" Refrigerated Prep Table-Pantry	6,500	-	-	6,500
Remote Beer System	408	-	-	408
Oven-Dutch Alto Sham	5,300	-	-	5,300
Hot Box for Banquet Dinner	6,120	-	-	6,120
Dining Room Furniture (296 chairs; 60 tables; 7 high tops)	65,000	-	-	65,000
Kitchen Service Bar	11,000	-	-	11,000
Refrigeration for Freezer	25,000	-	-	25,000
Umbrellas w/stands	5,100	-	-	5,100
Air Handler Pro Shop - (2) Large	25,500	-	-	25,500
Air Handler Admin - Large	14,280	-	-	14,280
Tables (20 total tables between CR A, B & C)	5,000	-	-	5,000
Lobby Refurbishment	25,500	-	-	25,500
Website Redesign	13,360	-	8,050	5,310
Tennis Court Lights	-	7,500	-	7,500
Acoustifence replacement for existing four courts	-	6,242	-	6,242
Costing Allowance (Do Not Carry Over)	-	50,000	-	50,000
	\$ 295,308	\$ 63,742		
<u>Items not in original budget but approved by Board:</u>				
DR Horton Development			4,748	
Fitness Center			1,315	
			14,113	\$ 351,000
Variance between budget (including bal carried fwd from previous yr) & FY end expenditures				(6,063)
Calculated carryforward into 2021-2022 Budget Yr				\$ 1,460,669
Reconciliation with GL Bank Accounts				
(Amount Including 0 qtrly transfers from operating only)			\$ 873,413	
				Outstanding AP
			\$ 873,413	
00-1088 FineMark - Capital Checking			0	
00-1130 FL Prime State Board Admin-Capital			873,410	
			\$ 873,410	

<u>2020-21 Def Maint Budget Vs Actual Review</u>					
Def Maint Carryover from 2019-20 Budget Yr	\$ 329,705				
To Be Collected in this FY	345,100				
Accumulated Interest on Deferred Funds	393				
	\$ 675,198				
	Carryfwd from 19-20	2021 Budget	Spent through 07/31/21	Planned expenditures before FYE	Details
Tree trimming throughout property & golf course	17,111	\$ 31,212	\$ 15,000	\$ 33,323	
Landscape (All Rec Dist facilities)	2,022	2,081	-	4,103	
Trees throughout property (replacement/removal)	-	2,081	1,500	581	
Seal Parking lot (clubhouse -main & pro shop)	-	13,525	-	13,525	
Seal Parking lot (club rear, W lot, lot @ Palo Duro)	-	7,283	-	7,283	
Seal Parking lot (fitness area)	-	3,121	-	3,121	
Seal Parking lot (tennis & shuffle)	-	2,081	-	2,081	
Seal Parking lot (GCM/CLIS) building asphalt	-	10,404	-	10,404	
Cart/Multi Use Path (asphalt Via La Quinta to Kaidon Ln)	15,060	3,121	-	18,181	
Bridge	-	520	-	520	
Cart Path- Golf Course (concrete)	-	5,202	-	5,202	
Maintain Seawalls (#1, #4 & #7)	-	3,121	-	3,121	
Clean Clubhouse Roof - Wet it and forget it	7,885	8,323	-	16,208	
Clubhouse Roof Checkup & Cracked Tile Repair	8,147	13,005	3,343	17,809	
Conservation Easement Maintenance (exotic removal)	7,140	7,283	4,500	9,923	
Palmetto Trimming (includes pinestraw & disposal)	22,600	31,212	22,358	31,454	
Aesthetic Clubhouse Facility Improvements	972	10,404	1,236	10,140	
Replace fire sprinkler heads (outdated)	-	2,705	-	2,705	
5 yr Sprinkler Obstruction Inspection	-	1,873	-	1,873	
Thorguard maintenance	-	1,561	1,708	(147)	
Clean, Repair & Seal all clubhouse pavers	-	2,601	2,815	(214)	
Pool area restroom update and refurbish	15,300		-	15,300	
Pro Shop Restroom update and refurbish	5,000		-	5,000	
Flat roof over restaurant - maintenance	3,060	3,121	-	6,181	
Ballroom Divider	5,000		-	5,000	
Lake erosion: property	9,265	52,020	6,650	54,635	
Replace bubblers (\$2500 we own 2)	1,775	2,601	-	4,376	
Replace fountains (\$3k) we own 4	3,060	3,121	-	6,181	
Clean, Repair & Seal all pool area pavers	5,800		-	5,800	
Pool deck Furniture - replace loungers & chairs with brown	-	2,081	-	2,081	
Pool pipe/leak maintenance/pump replacement	-	10,404	-	10,404	
Chiller Repair (warrantee expired)	-	10,404	-	10,404	
Card rooms carpet/flooring	10,200		-	10,200	
Board Room/F&B office Carpet/flooring	4,080		-	4,080	
Main Lobby Carpet/Floor	15,300		-	15,300	
Ballroom Dance Floor -Wood	17,000		-	17,000	
Ballroom paint	4,080		-	4,080	
Restaurant carpet replacement	15,300		-	15,300	
Lounge Hardwood floor	14,903		-	14,903	
Irrigation Pump Repairs	3,028	10,404	5,950	7,482	
Drainage	1,566	3,121	1,920	2,767	
Paint pumphouses	1,364		465	899	
Pumphouse building maintenance	2,020	1,040	210	2,850	
Fitness Roof Maintenance/cleaning	-	2,601	-	2,601	
Wind screen	2,054	1,040	-	3,094	
Nets (6)	2,718		1,809	909	

	<i>Carryfwd from 19-20</i>	2021 Budget	Spent through 07/31/21	Planned expenditures before FYE	Details
Har-Tru 3rd & 6th Year Maintenance	-	26,667	25,050	1,617	
Pickleball Court Maintenance	-	2,081	-	2,081	
Shuffleboard Resurfacing of Courts	15,300	-	-	15,300	
Shuffleboard Overhead shelter - refurbish/repair	5,100	-	-	5,100	
	\$ 243,210	\$ 293,425			
Items not in original budget but approved by Board:					
Pool Remarcite			268		
Total Deferred Expenditures			\$ 94,784	\$ 442,120	
Variance between budget & FY end expenditures				(268)	
Calculated carryforward into 2021-22 Budget Yr				\$ 135,065	
Resident Small Requests - \$7500 Carried Fwd from FY19 Surplus		7,500	4,271	\$ 3,229	
Total Deferred & RSR Expenditures			\$ 99,054	GL 93-7600	
Reconciliation with GL Bank Accounts					
(Amount Including 0 qtly transfers from operating only)			\$ 231,044		
Visa 10-S Tennis Supply Inv# 7/12/2021			1,510	AP Outstanding	
			\$ 232,554	GL Bank Reconciliation	
00-1131 FL Prime State Board - Deferred			\$ 232,553		
00-1142 FineMark Deferred			-		
			\$ 232,553		



Start Date: 07/01/2021 End Date: 07/31/2021

Bond Project Trial Balance

Herons Glen Recreation District

	Opening Balance	This Period	Closing Balance
2 - Storage Building - Bond	\$ 30,620.00	\$ 1,010.00	\$ 31,630.00
5 - Golf Course Renovation - Bond	\$ 4,163,271.02	\$ 199,174.21	\$ 4,362,445.23
7 - Restaurant Renovation - Bond	\$ 26,300.00	\$ 938.58	\$ 27,238.58
9 - Clubhouse Improvements - Bond	\$ 6,437.05	\$ 13,049.09	\$ 19,486.14
10 - Driving Range Restroom - Bond	\$ 12,635.00	\$ 510.00	\$ 13,145.00
13 - Pickleball Court Addition-Bond	\$ 16,455.00	\$ 810.00	\$ 17,265.00
16 - Bocce Courts - Bond	\$ 14,130.00	\$ 1,110.00	\$ 15,240.00
17 - Pool Deck - Bond	\$ 14,255.00	\$ 510.00	\$ 14,765.00
Total	\$ 4,284,103.07	\$ 217,111.88	\$ 4,501,214.95