

# Adopted **BUDGET** 2018-2019



SUN 'N LAKE  
GOLF & RECREATION



SUN 'N LAKE  
GOLF CLUB

Island View  
LAKEFRONT RESTAURANT & PUB



## HOW TO USE THIS DOCUMENT

The Sun 'n Lake Improvement District's annual budget is divided into various sections. To better understand the information that is provided, please refer to the descriptions of each section below.

### INTRODUCTORY SECTION

This section contains the mission and historical summary of the Sun 'n Lake Improvement District. Also included are brief biographies of the currently elected Board of Supervisors and District Manager, along with the manager's annual budget message.

### GENERAL BUDGET INFORMATION

Included in this section are the authorizing resolutions for the budget, Board approved assessment rates for the current fiscal year, budget summary with supporting graphs, significant financial policies, and the organizational chart.

### ADOPTED BUDGETS BY FUND

This section provides detailed information about the operating budgets of each major Fund which included departmental itemization. The District has adopted a General Fund, Utility Fund, Golf Fund, and Capital Improvement Fund.

### 5 YEAR CAPITAL PLAN

This section presents the 5-year capital improvement plan. This plan is intended to account for all major capital purchases and projects.

### APPENDIX

This section contains demographic information on the District and a glossary of terms to help in understanding the terminology in the budget.



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# ABOUT SUN 'N LAKE

## Mission

*Sun 'n Lake of Sebring Improvement District is a self-governing, financially sound community providing protection, governmental services and recreational facilities for its residents.*

## History & Highlights

Sun 'n Lake of Sebring Improvement District was created by Highlands County through Ordinance 74-4 on April 16, 1974.

Sun 'n Lake of Sebring Improvement District ("District") is an Independent Special District which has an elected governing body. The District Board of Supervisors is comprised of five board members. The board has enacted comprehensive policies, procedures and rules to guide the District's operations.

The District is approximately 12 square miles and has grown from what was known as a wilderness forty years ago to around 10,500 residents, both permanent and seasonal. The District, as founded, comprised 25 units; Units 1-16 were platted in 1971 and Units 17-25 were platted in 1973. It originally contained 19,213 residential & commercial lots, however, due to replatting, vacated and conservation sites; there are currently only 12,391 lots. Of these, approximately 2,600 have been developed for residential use. There are also numerous commercially developed properties, including a 150-room hotel, a state of the art 149-bed hospital, and the Tanglewood Community, a 55+ manufactured housing community with approximately 1,000 home sites and an RV park.

The District's two 18-hole golf courses and Island View Restaurant are the centerpieces of Sun 'n Lake. The golf courses and restaurant are collectively known as the Sun 'n Lake Golf Club.

The District maintenance fee, billed to each property owner in November, covers services such as security, recreation, community facilities maintenance, street lighting, street repaving and maintenance, sidewalks, landscaping and beautification, drainage improvements, code enforcement and general administration.

Water and wastewater services are provided to all commercial customers and to the majority of residential properties within the District. The operation of our water plant and two wastewater treatment plants are maintained and monitored by in-house staff 24 hours a day, 7 days a week.





## ELECTED OFFICIALS & STAFF

### **Board of Supervisors**

Mark Camp, President  
Joseph Branson, Vice-President  
Mike Gilpin  
William D. Stegall  
Raymond Brooks

### **General Manager**

Tanya Cannady, CPA, CDM

### **Management Team**

Omar DeJesus, CPA, Finance Director  
Ariel Starling, Community Services Director  
Michael Hurley, Facilities & Security Director  
Cliff Easum, General Manager, Sun 'n Lake Golf Club

# BOARD OF SUPERVISORS

## **Mark Camp, President**



Popular Seat                      Appointed: June 24, 2016  
Term of Office: June 24, 2016 - January 8, 2019; January 8, 2018 - January 8, 2023

President Camp has served the residents of Sun 'n Lake as a Board member since 2016 and has served as the acting President since 2018. President Camp has served as the liaison to the Assessment Appeal Committee, as well as, the Unit 16 Zoning Project.

As an 8 year resident, he is a strong supporter for the District in the area of strategic planning. Mark conveys an extensive experience in management. Mark has been married to his wife Linda for 49 years, has 2 daughters and 2 grandchildren. Mark is a graduate of University of Southern NH with a BS in Marketing & Business and a Masters Certification in Computer Science from Boston University. Mark also served his country under the United States Air Force branch. Golfing and photography are two of his major interests.

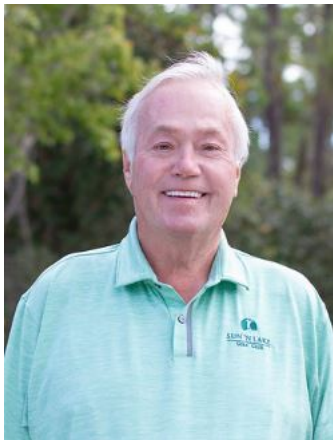
## **Joseph "Joe" Branson, Vice-President**



Popular Seat                      Appointed: August 25, 2017  
Term of Office: August 25, 2017 - January 5, 2021

Vice-President Branson has served the residents of Sun 'n Lake as a Board member since 2017 and has held the position of Vice-President since 2018. Vice-President Branson has served as the liaison for the Clubhouse/Kitchen expansion project. After 3 years as a full-time resident and 9 year property owner in the District, Joe is a strong promotor of community safety and policy enforcement. Joe's diverse experience includes management, procurement and contracting, and real estate.

## **Mike Gilpin**



Landowner Seat                      Appointed: January 22, 2016  
Term of Office: January 22, 2016 - January 24, 2020

Supervisor Gilpin has served the residents of Sun 'n Lake as a Board member since 2016 and served as the Vice-President in 2016 and President in 2017. Mike has served as the liaison on pertaining to discussion involving County owned properties due to escheatment.

He and his wife have been full-time residents since 2014 and has taken community involvement in participating in Community Committees, such as the MGA. Mike served his Country under the United States Navy branch. He offers management expertise, as well as, provides an entrepreneurial perspectives after being a long term business owner.



# BOARD OF SUPERVISORS



## William "Dan" Stegall

Landowner Seat                      Appointed: January 26, 2018  
Term of Office: January 26, 2018 - January 28, 2022

Supervisor Stegall has served the residents of Sun 'n Lake as a Board member since 2018 and currently serves as the Board Liaison to the General Employees Retirement Plan Committee.

As a long term resident, Dan remains a resilient advocate in the area of environmental oversight and control. Dan has been married to Denise for 28 years, with two children and five grandchildren. He has a BA degree in Business from UNC and attended Graduate School for Retail Bank Management. Dan worked as the President and CEO for several banks during his career. His interest include golf, gardening, and sports cars.



## Raymond "Ray" Brooks

Popular Seat                              Appointed: September 22, 2017  
Term of Office: September 22, 2017 - January 5, 2021

Supervisor Brooks has served the residents of Sun 'n Lake as a Board member since 2017 and has served as the liaison for the marketing committee and golf committee. Ray has been a full-time resident of the District since 2011 with his wife Pamela. During his short tenure, Ray has taken the initiative on several projects including District's long term capital plan and recreational amenity expansion. He holds a Bachelor's degree in Business from Indiana State University which led to a successful career in retail.







TANYA CANNADY, CPA, CDM  
GENERAL MANAGER

Tanya Cannady serves as General Manager of the Sun 'n Lake of Sebring Improvement District. Cannady has been employed with the District for eight years, first serving as the Finance Director for five years. She was then appointed as the General Manager in June 2015. Cannady has served as a Certified Public Accountant (CPA) in Florida for over 20 years and earned her Certified District Manager (CDM) Certification in 2017 through Florida State University and the Florida Association of Special Districts. She is considered a “local”, graduating from Sebring High School in 1989 and earning her Bachelor of Science Degree from the University of Central Florida with a major in Accounting.

Prior to joining the District in 2011, Cannady worked for a local firm managing and performing governmental audits. Additionally, she was employed as an internal auditor for a local government and was Vice-President for a local retail business where she managed the financial operations for many years. Cannady is a member of the Florida Association of Special Districts and Florida Government Finance Officers Association. Cannady serves as a member of the Highlands County Recreation and Parks Advisory Committee (RPAC), Insurance Committee, and Local Mitigation Strategy (LMS) Working Group.



In her personal time, Cannady’s interest include spending time with her family, traveling, playing tennis, and golfing. She is married to Sam and has 2 children, 2 step-children and a granddaughter.



# BUDGET MESSAGE

October 1, 2018

Board of Supervisors & Property Owners:

On behalf of the Sun 'n Lake Improvement District and in accordance with District Policy, it is my privilege to present for your consideration the Fiscal Year (FY) 2018-2019 Adopted Budget.

As always, this budget represents months of work by a dedicated Board of Supervisors, management team and staff who continue to develop a prudent, balanced, and fiscally sound annual budget. A continued commitment to protecting the fiscal health of the community remains vital while still meeting the needs of all the residents and business organizations. We will continue to provide essential and desired public services which enhance the lives of our residents.

Knowing where our challenges lie is a critical first step in being able to address them. A clear directive in this year's \$14 million budget has been conveyed to enhance our public services and amenities. Sun 'n Lake's tradition of sound fiscal management has served us well through the tough times of the recession, recent natural disasters, and the cost pressures that have followed. Although, this in conjunction with signs of growth in housing development are positive indicators, we understand that the District is not immune from slowing revenue growth and increasing expenses that come with enhancements and major capital improvements.

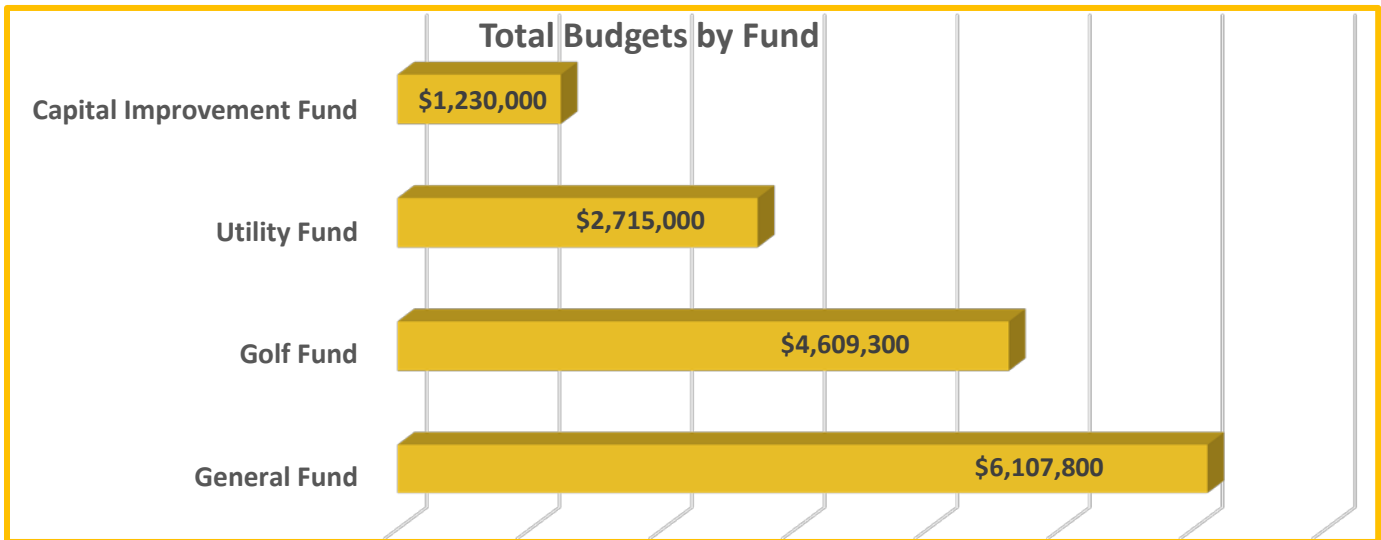
As a result, we will continue to focus on deliberate long term planning to keep us on sound financial footing and strategically position ourselves in an environment to stimulate growth and promote our community as an ideal destination. With ongoing community partnership, we will set and support major priorities in order to deliver desired service levels. This is a dynamic time bringing both challenges and opportunities to our Community. However, I am confident by working together with our Board, residents, and committed staff we will capitalize on opportunities and mitigate challenges positioning Sun 'n Lake to withstand the changes that come in the years ahead and remain a great place to Live, Work, & Play.

Respectfully submitted,

Tanya Cannady, CPA, CDM  
General Manager

# BUDGET OVERVIEW

This document includes an overall \$14,662,100 budget, comprised of the following four funds; the General Fund, Golf Fund, Utility Fund, and Capital Improvement Fund, as well as, all necessary reserve funding required to balance the budgets. The final budget covers the fiscal period of October 1, 2018 through September 30, 2019 and its primary function is to serve as the financial guide for accomplishing the daily operations and capital improvement projects. The budget incorporates and builds on the established multiyear strategic plan, while recognizing the financial challenges of prioritization of projects and improvements.



### Comparison to Fiscal Year 2018 Adopted Budget

The FY2019 adopted budget is 35% higher than the originally adopted FY2018 budget. Overall, there were several new programs and initiatives which attributed to the increase but the most significant impact was a result of the Clubhouse/Kitchen Expansion in the amount of \$1,230,000. This project has been budgeted under the Capital Improvement Fund; which is a newly added fund this year. Personnel and operating cost remained fairly consistent from year to year with no major fluctuations.

### Fund Balance/Reserves

The FY2019 budget continues to provide reserve funds for various purposes to address major capital improvements and unforeseen future events. The District reserves at the end of FY17 were \$8,391,715. Management staff have prepared forecast and trend analysis that depict an

## BUDGET OVERVIEW (CONTINUED)

overall increase in ending reserves at the end of FY18. This continues to showcase the District overall strong financial stability by its ability to maintain satisfactory reserves. The following table provides a historical depiction of the District’s reserves balance for the General Fund and Utility Fund not including any investments in capital assets:

	FY2015	FY2016	FY2017	FY2018**
<b><u>General Fund</u></b>				
Unassigned	\$3,767,908	\$4,048,037	\$4,323,079	\$4,050,000
Assigned	\$774,153	\$271,550	\$131,000	\$290,000
Nonspendable	\$3,590	\$2,461	\$0	\$0
<b>TOTAL</b>	\$4,545,651	\$4,322,048	\$4,454,079	\$4,340,000
<b><u>Utility Fund</u></b>				
Unrestricted	\$852,276	\$641,648	\$857,203	\$1,100,000
Restricted for Capital Projects	\$3,077,429	\$3,431,586	\$2,701,469	\$2,750,000
Restricted for Impact Fees	\$721,639	\$476,454	\$378,964	\$395,000
<b>TOTAL</b>	\$4,651,344	\$4,549,688	\$3,937,636	\$4,245,000
<b>Overall Total</b>	<b>\$9,196,995</b>	<b>\$8,871,736</b>	<b>\$8,391,715</b>	<b>\$8,585,000</b>

\*\*Projected Year-End Balances

### Debt

As a result of the District’s ability to maintain sufficient reserve balances, it has been able to pay for major capital expenditures with all cash and has not had to incur any debt related to capital improvement projects.

The Debt Service Fund had a deficit fund balance of \$10,182,096 which is attributed to the Series 2008 bond issue note. The note is only secured against the collections from landowners, so the District is not required to use other revenue sources or funds to meet the shortfall. The District has continued to comply and remit all collections from property owners.

### Fund Budgets

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other State and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District has three fund categories: Governmental, Enterprise, and Capital Improvement.

### Governmental Funds

**General Fund** – The General Fund is the principal fund of the District and is used to account for resources traditionally associated with government, which are not required to be accounted for in another fund. This fund includes eight departments that provide operation critical services to the residents, such as administration, security, recreation, and buildings/grounds maintenance.

## BUDGET OVERVIEW (CONTINUED)

### Revenues and Other Sources

General Fund activities are funded primarily by District assessments, licenses and permits, and charges for services and miscellaneous revenues, which include recreational amenity fees and interest earnings. General Fund budgeted revenues totaled \$6,107,800, which is a \$2,064,300 increase from last year's total of \$4,043,500.

The assessment revenue budget was decreased for the first time in eight year by \$165,000. This was a result of a new assessment review which was conducted on behalf of GAI consultants and approved by the Board of Supervisors. After eight straight years of no increases in assessment rates, the Board of Supervisors adopted a newly revised assessment methodology. The primary changes included reductions to the vacant land categories, as well as, elimination of all acreage properties. Our anticipated collection rate has been estimated at 60% of the total lots assessed.

In addition to operating revenues, an additional source of revenue is included to balance the budget. This year the necessary prior years fund balance/reserves needed to balance the budget totaled \$2,424,300 in comparison to FY2018 budgeted total of \$131,000. The large increase is a result of major capital projects; which is expected to be hedged by pending FEMA reimbursements during the upcoming year at a total obligated amount of \$349,673.

### Expenditures & Capital Outlay

The Administration department remained fairly consistent with budgeted expenses totaling \$570,950. Operational expenses increased by \$31,500 and included a new Project Manager position as part of an internal restructuring. A large portion of this increase was offset due to savings obtained in Insurance proceeds through bid solicitation. A capital expenditure totaling \$32,500 has also been included this year to an upgrade to the District's computer servers.

The Community Services department budget includes an overall decrease of \$20,950 due to a reduction in Advertising.

The Recreation Services department sustained an overall increase of 53% for budgeted expenditures. Operationally the department remained constant to prior years in terms of staffing and services. Capital Expenditures increased substantially due to a new Recreational Amenities Capital Expansion project in the amount of \$235,000 included to expand the racquet club facilities and add additional pickle ball courts and bocce ball to be funded by reserves.

The Finance department decreased by \$36,650 as a result of the internal staffing restructuring.

The Code Enforcement and Security department budgets are essentially the same. A new allocation for the Security was implemented. In FY2018, the Security was split between both department and the new budget has a full allocation only in the Security department. This budget does include a \$9,000 capital expenditure for the Security department for a new utility vehicle.



## BUDGET OVERVIEW (CONTINUED)

The Building & Grounds department incurred a \$22,625 increase overall attributed to a large allotment of repairs & maintenance expenditures based on prior year trends.

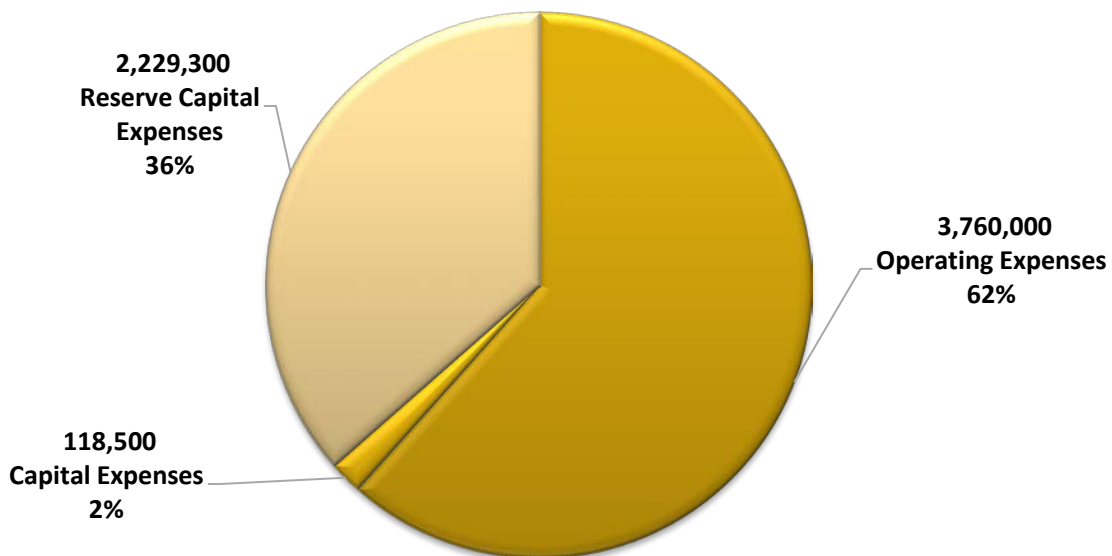
The Roads & Drainage department experienced a 22% increase from the prior year budget or \$259,325. There were no major changes to personnel or operational services, with the exception of a newly enforced road paving program established with an annual \$350,000 allotment. Capital equipment was budgeted for a total of \$67,000 which includes a new remote control mower and fork lift. This is a reduction from the prior year's total of \$134,000.

The Equipment & Vehicle Maintenance department was decreased by \$45,600 as a result of eliminating the entire repairs & maintenance line item.

The Reserve for Contingency has been set at \$35,755 which is a \$6,375 decrease from the prior year budget. This continues to satisfy the District policy requirement of a contingency greater than .5% of the total expenditures, less charge backs, debt service, inter-fund transfers and capital expenditures.

Transfer outs include the Golf Fund Operating Subsidy remaining consistent with last year at \$330,000. Golf Capital expenditures increased by \$411,800 to a total of \$764,300. The most significant expenditure is the Deer Run Irrigation upgrade project estimated at \$450,000. Large portion of General Fund reserve funding allocated as a transfer to the Capital Improvement Fund. This correlates to the Clubhouse/Kitchen expansion in the amount of \$1,230,000.

### General Fund Summary



## BUDGET OVERVIEW (CONTINUED)

**Golf Fund** – The Golf Fund is the second governmental fund and accounts for the golf operations of both courses and the Island View Restaurant. Operations continued to be managed by Billy Casper Golf, a contracted independent third party management company. The overall objective continues to emphasize a commitment to quality service levels to the members, residents and guest of the community while elevating the course conditions.

### Revenues

The Golf Fund revenues have been budgeted at \$4,609,300; which is a \$407,400 increase from the FY2018 budget. The cost of providing these services are recovered primarily through user charges.

Golf Operational revenues increased by \$143,200 largely in part to revised membership pricing. Membership revenues underwent an overall pricing review by category. Once review adopted, a 5% increase was implemented to all new pricing amounts. Estimated increase in revenue projection of \$60,000 included. The current membership count is 306 memberships while the revenue projections include a total of 310 memberships for the upcoming year.

Restaurant revenues decreased by \$147, 600 due to the assumption of a summer closure regarding the Clubhouse/Kitchen Expansion Project.

The annual General Fund subsidy has been budgeted at the same amount as last year to offset the \$330,000 operational deficit. Additional transfers are recorded to offset the Golf Capital expenditures that are paid by the District General Fun. This year's capital request totaled \$764,300; for a total District Transfer In of \$1,094,300.

### Expenditures & Capital Outlay

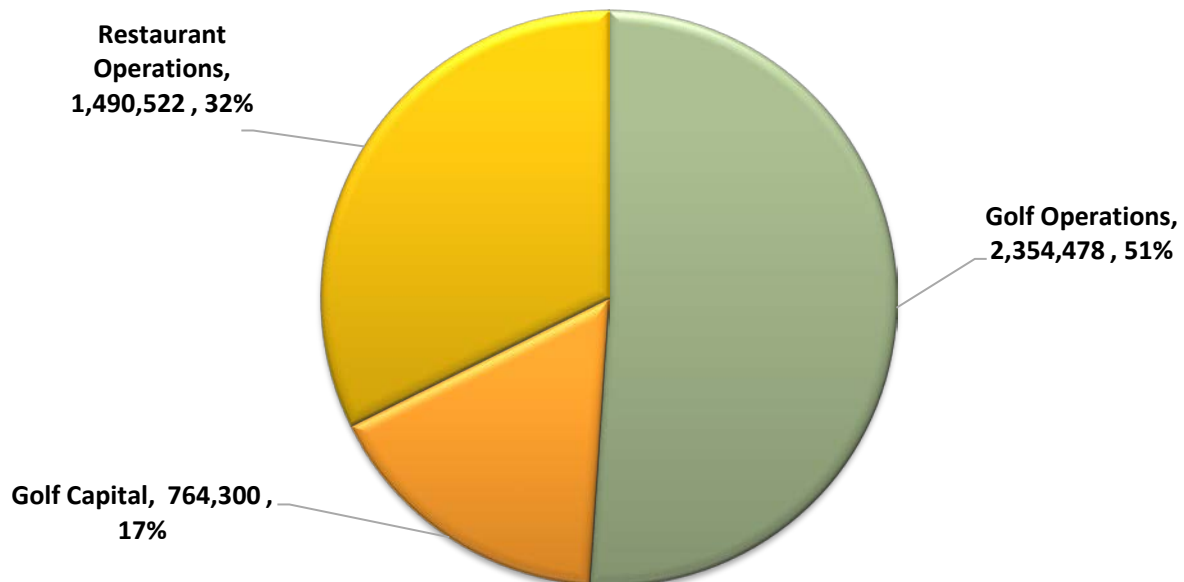
Total Operating Expenses remained constant with only a \$3,800 variance from the prior year budget. Though extremely similar budgets, additional emphasis was reflected on the following main factors:

- ❖ Emphasis on member satisfaction with increases in spending and member focused events
- ❖ Higher Expenditures on Golf Course chemicals and fertilizers
- ❖ Additional Course improvement including the continuation of tree work and pump station improvements

Golf Operational expenses increased by \$117,795 while Restaurant Operational expenses decreased by \$113,995.

Capital outlay amounted to a total of \$764,300 this year in contrast to the \$352,500 included in the FY2018 originally adopted budget. Included in this amount is the Deer Run Irrigation upgrades which accounts for \$450,000 of the total projected capital outlay. Also included is the Golf Course Equipment which proposes for the current fleet to be traded-in and a new four year lease implemented. The new lease is projected to provide savings on annual repairs and maintenance cost.

### Golf Fund Summary



#### Proprietary Fund

**Utility Fund** – The Utility Fund is the only proprietary fund, which falls under the enterprise fund sub category. An enterprise fund is used to report the same functions presented as business-type activities in the government-wide financial statements. The District uses an enterprise fund to account for the operations of the water and sewer utility services within the District.

#### Revenues

Overall utility revenues from the sale of water and sewer services are expected to increase 4% based on new construction resulting in an increased number of service connections. The overall revenues are budget at \$2,415,000 which is also a projected 4% increase or \$86,800 in contrast to the FY2018 budget. There were no proposed rate increases to either of the water or sewer base and usage rates.

In addition to operating revenues, prior year reserve funding were necessary to balance the budget. The reserve funding allotted remained the same as FY2018 in the amount of \$300,000. Included as an operating expense is a board mandated URRIF transfer in the amount of \$536,000 which offsets the reserve funding.

#### Expenses and Capital Outlay

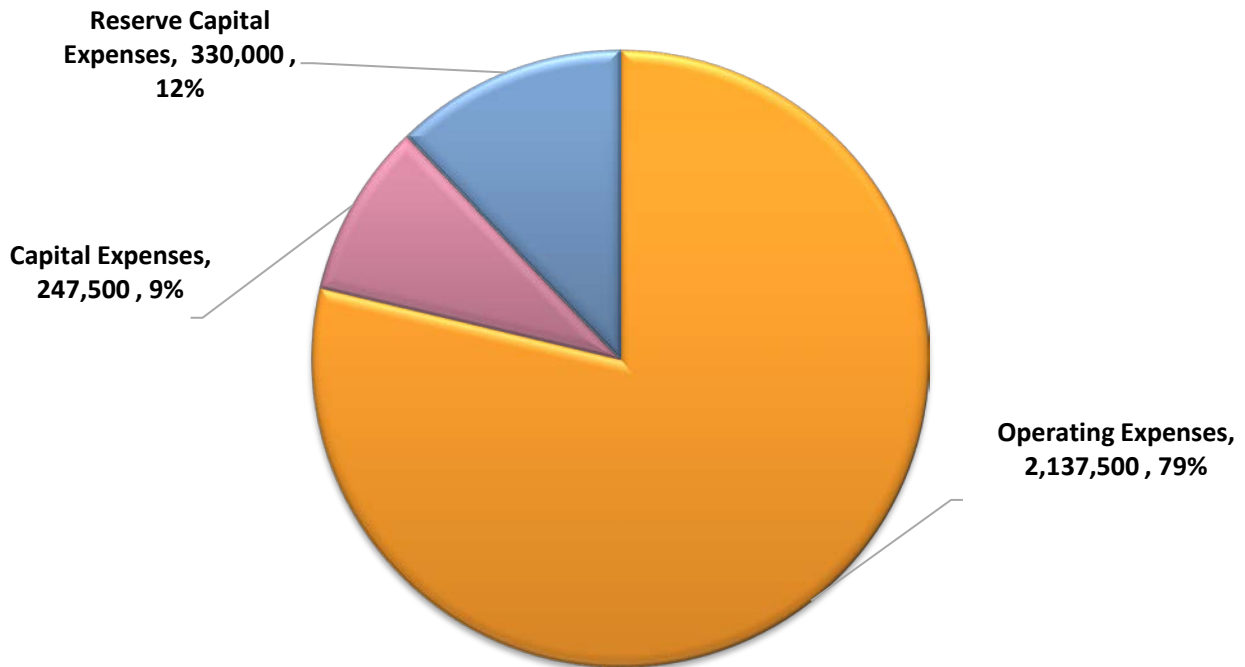
The **Customer Service department** has an increase of 15% in total expenses when compared to last year’s budget. The majority of the impact is a result of employee wage and benefit increases due to internal reorganizations, which resulted in inter-fund reallocations due certain duties being merged.

## BUDGET OVERVIEW (CONTINUED)

The only capital expenditure for this department is the server/firebox upgrade which manages all of the electronic water consumption reporting software. The total projected cost is \$12,500.

The **Utility Operations department** total expense budget increased approximately 3% from the prior year. There were no major staffing or operational changes. Several accounts were consolidated in order to make the financial statements more consistent on a year to year basis. Capital outlay for the current year included a total budget amount of \$565,000 in comparison to FY2018's budgeted total of \$440,000. Included in this amount is the SCADA upgrade project for both the Unit 23 and Unit 4 Wastewater plants, a surge tank upgrade for Unit 4, and upgraded piping for Unit 23. Not included, is the current year Water Treatment Plant Electrical Upgrade project which is expected to be carried over to this year's budget through a formal budget amendment in the amount of \$290,000.

### Utility Fund Summary



### Capital Improvement Fund

**Clubhouse/Kitchen Expansion Project** – The Capital Improvement Fund budget allocates expenses for infrastructure improvements typically funded from District reserves. This year the budget includes a \$1,230,000 clubhouse and kitchen expansion project. The sole source revenue for this fund is a General Fund reserve funded transfer. This project has been in development for two years and will provide enhanced seating capacity and a larger kitchen to provide accommodations a more diverse menu and better serve banquet bookings.

# BUDGET POLICIES

The financial policies of Sun 'n Lake of Sebring Improvement District set forth the basic framework for the overall fiscal management of the District. The Board is responsible for ensuring prudent fiscal management of the District. The budget will provide adequate funding for operations/maintenance and replacement of capital items. (Policy D-1001)

- ❖ As a local government within the State of Florida, Sun 'n Lake adopts its budget pursuant to Chapter 200, Florida Statutes, which mandates adoption of a balanced budget, that is sources of funds must equal uses of funds. District policy states that all current expenditures will be paid with current revenues and the District will avoid budgetary procedures that balance expenditures at the expense of meeting future years' expense. (Policy D-1002)
- ❖ The Finance Director, on behalf of the District Manager, is responsible for preparation of the annual budget. The Board shall hold public hearings, with required advertisements per Florida Law, on the proposed budget prior to final action. The annual maintenance assessment rates shall be established at the time of the budget adoption. (Policy D-1003)
- ❖ The annual budget is adopted by the Board of Supervisors after extensive review and evaluation of budget proposals from the various District departments to determine the funding level necessary to provide municipal services. Final adoption must be enacted by a majority vote on a formal resolution. (Policy D-1004)
- ❖ The operating budgets are adopted annually at the fund level on a modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues and other financial resources are recognized when they become available to finance expenditures of the current period. Available means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recognized when the fund liability is incurred with certain exceptions. The modified accrual basis is also used for the audited financial statements with the exception of the Utility Fund, which utilizes full accrual accounting.
- ❖ Budgetary control through the fiscal year is maintained through monitoring encumbrances of estimated purchase amounts. Encumbrances for goods or services not received by year-end lapse and must be re-budgeted in the following year. Any increase, decrease, or transfer between funds within the annual budget must be approved by a budget amendment through formal resolution.





**SUN 'N LAKE**  
OF SEBRING IMPROVEMENT  
DISTRICT

# BUDGET CALENDAR

DATE	BUDGET PHASE
March 19, 2018	Budget Kick-Off
April 20, 2018	Operating Budget Requests Due to General Manager
April 27, 2018	General Manager Meeting with Departments
May 11, 2018	1st Workshop - Golf Fund Only
May 25, 2018	Special Meeting - Golf Fund Only
June 8, 2018	1st Workshop - General & Utility Funds
June 22, 2018	2nd Workshop - All Funds
July 20, 2018	3rd Workshop - All Funds
August 10, 2018	Golf Rates Workshop
August 31, 2018	4th Workshop - All Funds Public Hearing - Assessment Rates & Golf Rates
September 14, 2018	Public Hearing - Tentative Budget Adoption
September 28, 2018	Public Hearing - Final Budget Adoption

## 2018

January							February							March							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6					1	2	3					1	2	3	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31	
April							May							June							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
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8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
29	30						27	28	29	30	31			24	25	26	27	28	29	30	
July							August							September							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
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8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29	
													30								



# SIGNIFICANT FINANCIAL POLICIES

## ACCOUNTING SYSTEM (D-1005)

The District uses a system of accounts as established by Florida Law.

## INTERIM FINANCIAL REPORTING (D-1006)

The Board of Supervisors will be provided monthly budget reports comparing actual versus budgeted revenue and expense activity. The District shall establish and maintain accounts according to standard accounting practices.

## ANNUAL AUDIT (D-1007)

The accounting system and financial practices of the District shall be audited by an independent CPA as required by Florida Law.

## PLANNING AND CAPITAL IMPROVEMENT POLICY (D-1009)

The District will develop a Five Year plan for capital improvements and update it annually. The District will coordinate development of the capital improvement budget with development of the operating budget. Future operating costs associated with the new capital improvements will be projected and include in operating budget forecasts.

## PURCHASING THRESHOLDS (D-1010, 2-1, D&E)

Purchases \$10,000 or more require Board approval unless specifically exempt herein. An item that has been approved during the budgeting process does not qualify for this exemption and still needs to be brought to the Board for purchasing approval. Purchases **estimated to cost in excess of \$25,000** must go through the competitive bid process or Request for Proposal (RFP) unless specifically exempted herein and approved by the Board of Supervisors.

## FINANCIAL RESERVE POLICY (D-1016)

On an annual basis, after the year-end audit has been completed, the staff shall produce a schedule of all fund surpluses and deficits, with projections of reserve requirements and a plan for the use of an excess surplus for the current year.

## WORKING CAPITAL (D-1017)

The General Fund unappropriated fund balance will be maintained in an amount greater than or equal to seventeen percent (17%) of the annual General Fund Budget. This amount approximates 50 days of working capital. The District shall include in the General Fund operating budget annually a contingency account equal to .5% of the General Fund total expenditures, less charge backs, debt service, inter-fund transfers and capital expenditures. This contingency will expire at the end of each fiscal year and balances will not be brought forward.



# RESOLUTION 2018-09/28-37

## RESOLUTION NO. 2018-09/28-37

**A RESOLUTION OF THE SUN 'N LAKE OF SEBRING IMPROVEMENT DISTRICT TO ESTABLISH AND ADOPT THE FINAL BUDGET FOR THE FISCAL YEAR 2019 BASED ON THE ESTIMATE OF REVENUES AND EXPENDITURES FOR THE DISTRICT'S GENERAL, UTILITY, GOLF AND CAPITAL PROJECT FUNDS; CONFIRMING THE ANNUAL OPERATION & MAINTENANCE ASSESSMENT RATES; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the Sun 'n Lake of Sebring Improvement District (hereinafter "District") was created by Ordinance Number 74-4, Highlands County, Florida, as codified at Section 9-81, *et seq.*, Code of Ordinances, Highlands County, Florida, as amended from time to time (hereinafter "Enabling Act"); and

**WHEREAS**, pursuant to Section 9-99 of the Enabling Act, the District has full authority for the establishment of District projects and finances, and the Board of Supervisors has exclusive jurisdiction and control over all the projects of the District and of the budget and finances of the District; and

**WHEREAS**, the fiscal year 2019 Operating Budget based on the requirement for expenditures and other uses of all District Operating Funds, as well as the estimate of the revenues and other sources of income, has been prepared by the General Manager of the Sun 'n Lake of Sebring Improvement District and submitted to the Board of Supervisors; and

**WHEREAS**, the Board of Supervisors initially discussed the proposed annual budget for the fiscal year 2019 at the May 11<sup>th</sup> regular scheduled meeting of the Board of Supervisors, with additional discussions being held at the regularly scheduled meetings of the Board of Supervisors on May 25<sup>th</sup>, June 22<sup>nd</sup>, and July 20<sup>th</sup>, and advertised public hearing workshops were held on June 6<sup>th</sup>, August 10<sup>th</sup>, August 31<sup>st</sup>, and September 14<sup>th</sup>; and

**WHEREAS**, a duly noticed public hearing on the tentative budget was held at the September 14, 2018 meeting of the Board of Supervisors; and

**WHEREAS**, the Board of Supervisors received and reviewed recommendations and comments by the public in the development of the 2019 tentative budget; and

**WHEREAS**, any typographical corrections from the proposed tentative budget document were printed in the adopted tentative budget; and

**WHEREAS**, resolution 2018-09/14-33 approving the tentative budget was adopted by the Board of Supervisors following the public hearing; and

**WHEREAS**, the operation and maintenance assessments for fiscal year 2019 were adopted pursuant to Resolution 2018-08/31-27 and require no revisions based on the final budget; and

**WHEREAS**, the Board of Supervisors has reviewed the final budget attached hereto as Exhibit A and determined that it is in the best interests of the District to adopt the final budget.

**NOW THEREFORE BE IT RESOLVED** by the Board of Supervisors of the Sun 'n Lake of Sebring Improvement District as follows:

1. That the "WHEREAS" clauses above are true and correct and incorporated herein by reference.

2. That the Final Fiscal Year 2019 Budgets for the General Fund, Utility Fund, Golf and Capital Project Funds of the Sun 'n Lake of Sebring Improvement District for the fiscal year beginning October 1, 2018 and ending September 30, 2019, as set forth in detail in Exhibit A attached hereto, and by this reference made a part hereof, be and the same is hereby approved, adopted and accepted as the District Final Budget for the fiscal year 2019.

3. That the sums as set forth in the attached Exhibit A will be appropriated out of the total Operating Budget to the District operating funds, departments and divisions, for fiscal year 2019.

4. That District personnel are directed to post the final adopted budget on the District's official website within 30 days as required by §189.016(4), *Florida Statutes*.

5. That the proposed operation and maintenance assessments adopted per Resolution 2018-08/31-27 at the 8/31/18 Board meeting and attached hereto as Exhibit B are hereby reaffirmed.

6. That all resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

7. That if any clause, section, other part or application of this resolution is held by any court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this resolution.

8. That this resolution shall become effective immediately upon its passage and adoption.

**[SIGNATURES ON FOLLOWING PAGES]**

**APPROVED AND ADOPTED** by the Board of Supervisors of the Sun 'n Lake of Sebring Improvement District of Highlands County, Florida, this 28<sup>th</sup> day of September, 2018.

SUN 'N LAKE OF SEBRING  
IMPROVEMENT DISTRICT

  
Mark Camp, President  
Board of Supervisors

Attest:   
Christian Hardman, Board Secretary

( S E A L )





## 2018-2019 DISTRICT ASSESSMENT RATES

Property Type	Description	Rate
Lots		
	Unimproved lot	\$140.00
	Lot with road/drainage	\$350.00
Residential Properties		
	Single family	\$700.00
	Condominium	\$700.00
	Multi-family <10 units	\$700.00
	Time share	\$700.00
	Miscellaneous	\$700.00
	Add'l Lot(s) for Unified Parcels	\$350.00
Additional for Lots on the Golf Course		\$70.00
Commercial Properties		
	Retirement Home (per room)	\$385.00
	Stores, 1 story	\$686.00
	Community shopping	\$917.00
	Office building, one story	\$791.00
	Multi-story, non-professional	\$791.00
	Professional building	\$1,281.00
	Financial institution	\$707.00
	Vehicle sales/service /rent	\$735.00
	Park lots, mobile home lots	\$518.00
	Golf courses	\$518.00
	Hotel (Per Room)	\$385.00
	Mixed Use (Per Unit)	\$385.00
	Light manufacturing	\$686.00
	*Churches	\$651.00
	Utilities	\$308.00
	Warehousing/distribution	\$903.00
	Industrial storage	\$518.00
	Private School	\$581.00
	Private Hospitals:	\$385.00
Tanglewood Special Purpose User Rate		\$818.00

\*Churches assessed at 25% of the approved rate.



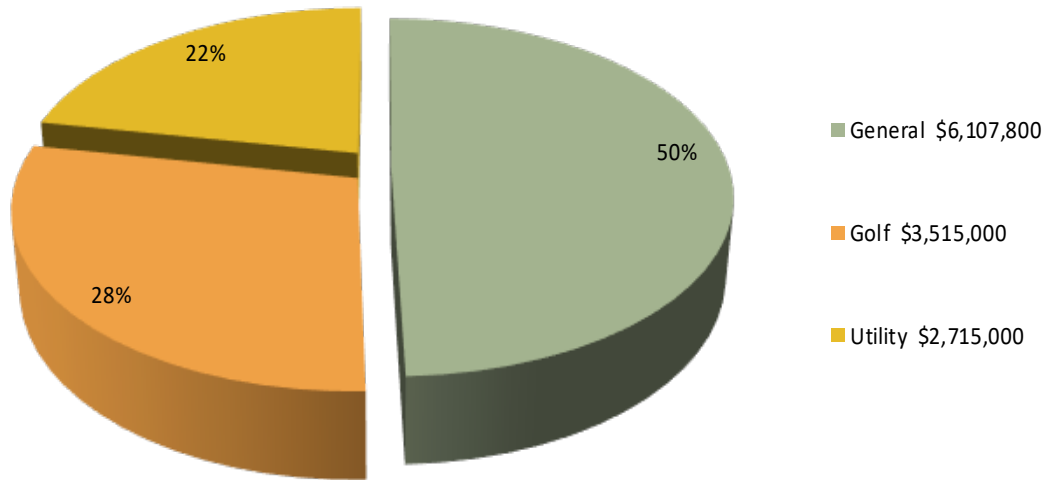
**SUN 'N LAKE**  
OF SEBRING IMPROVEMENT  
DISTRICT

## BUDGET SUMMARY - ALL FUNDS

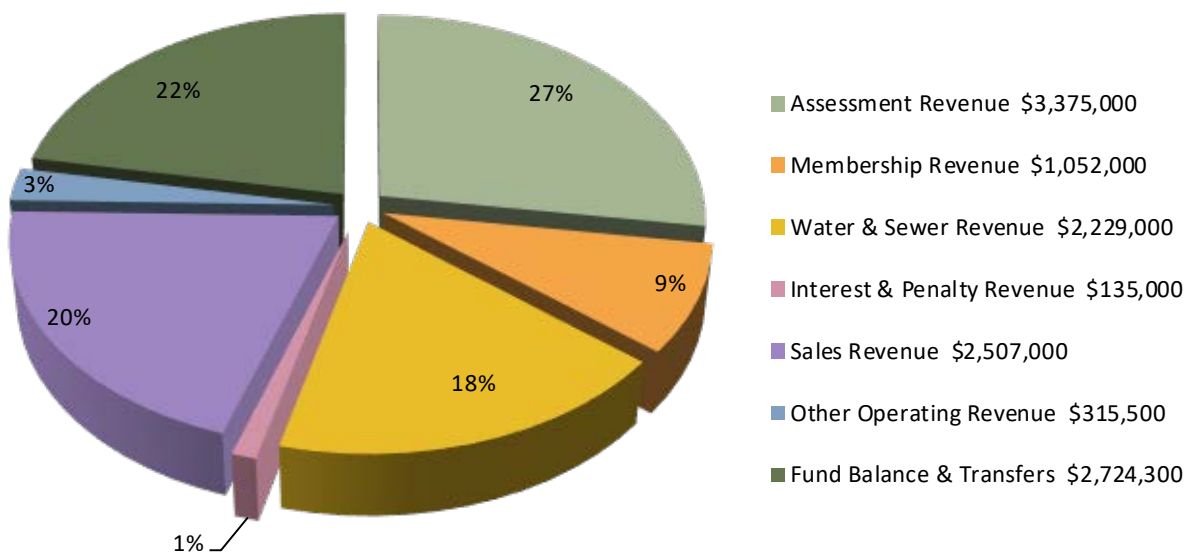
	General Fund	Utility Fund	Golf Fund	Capital Improvement Fund	Totals
<b>REVENUES AND OTHER SOURCES</b>					
Assessments	\$ 3,375,000	\$ -	\$ -	\$ -	\$ 3,375,000
Penalty on Assessments	60,000	-	-	-	60,000
Charges for Billing Services	15,500	-	-	-	15,500
Pool and Fitness Memberships	44,000	-	-	-	44,000
Investment Earnings	40,000	-	-	-	40,000
Miscellaneous General Revenues	149,000	-	-	-	149,000
Charges for Water and Sewer Services	-	2,229,000	-	-	2,229,000
Other Income	-	151,000	-	-	151,000
Investment Earnings	-	35,000	-	-	35,000
Golf Memberships and Course Fees	-	-	2,399,000	-	2,399,000
Food and Beverage	-	-	1,116,000	-	1,116,000
Funding from Reserves	2,424,300	300,000	-	-	2,724,300
Transfers	-	-	1,094,300	1,230,000	2,324,300
<b>Total Revenue and Other Sources</b>	<b>\$ 6,107,800</b>	<b>\$ 2,715,000</b>	<b>\$ 4,609,300</b>	<b>\$ 1,230,000</b>	<b>\$ 14,662,100</b>
<b>EXPENDITURES BY COST CENTER</b>					
Administration	\$ 570,950	\$ -	\$ -	\$ -	\$ 570,950
Community Services	187,295	-	-	-	187,295
Recreation	542,385	-	-	-	542,385
Finance	292,200	-	-	-	292,200
Code Enforcement	94,625	-	-	-	94,625
Security	227,965	-	-	-	227,965
Buildings and Grounds	304,975	-	-	-	304,975
Roads and Drainage	1,451,425	-	-	-	1,451,425
Equipment & Vehicle Maintenance	75,925	-	-	-	75,925
Customer Service	-	266,175	-	-	266,175
Utility Operations	-	1,868,625	-	-	1,868,625
Contingency	35,755	32,200	-	-	67,955
Reserves for URRIF/Impact Fees	-	548,000	-	-	548,000
Golf Operations	-	-	2,354,478	-	2,354,478
Golf Capital	-	-	764,300	-	764,300
Restaurant Operations	-	-	1,490,522	-	1,490,522
Clubhouse/Kitchen Expansion	-	-	-	1,230,000	1,230,000
Transfers	2,324,300	-	-	-	2,324,300
<b>Total Expenditures by Cost Center</b>	<b>\$ 6,107,800</b>	<b>\$ 2,715,000</b>	<b>\$ 4,609,300</b>	<b>\$ 1,230,000</b>	<b>\$ 14,662,100</b>

# BUDGET SUMMARY - ALL FUNDS

## Total Revenues by Fund

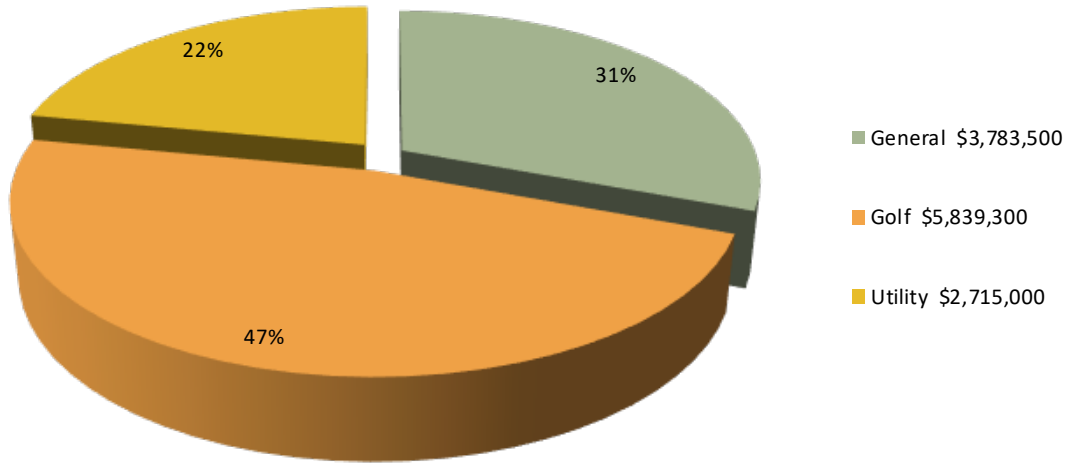


## Revenues by Category

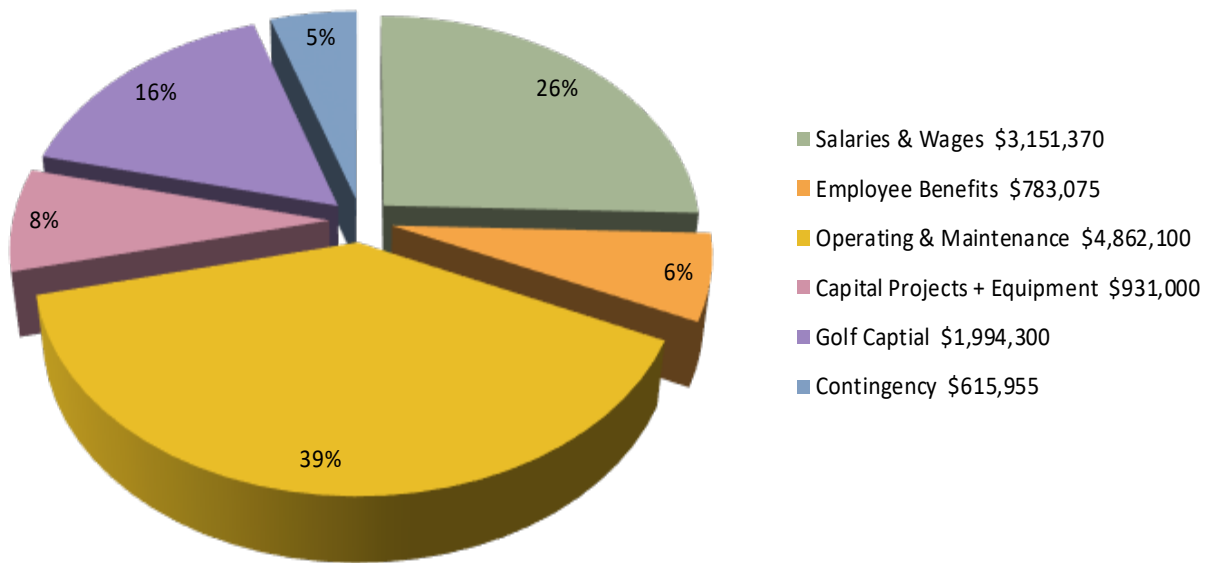


# BUDGET SUMMARY - ALL FUNDS

## Total Expenditures by Fund



## Expenditures by Category



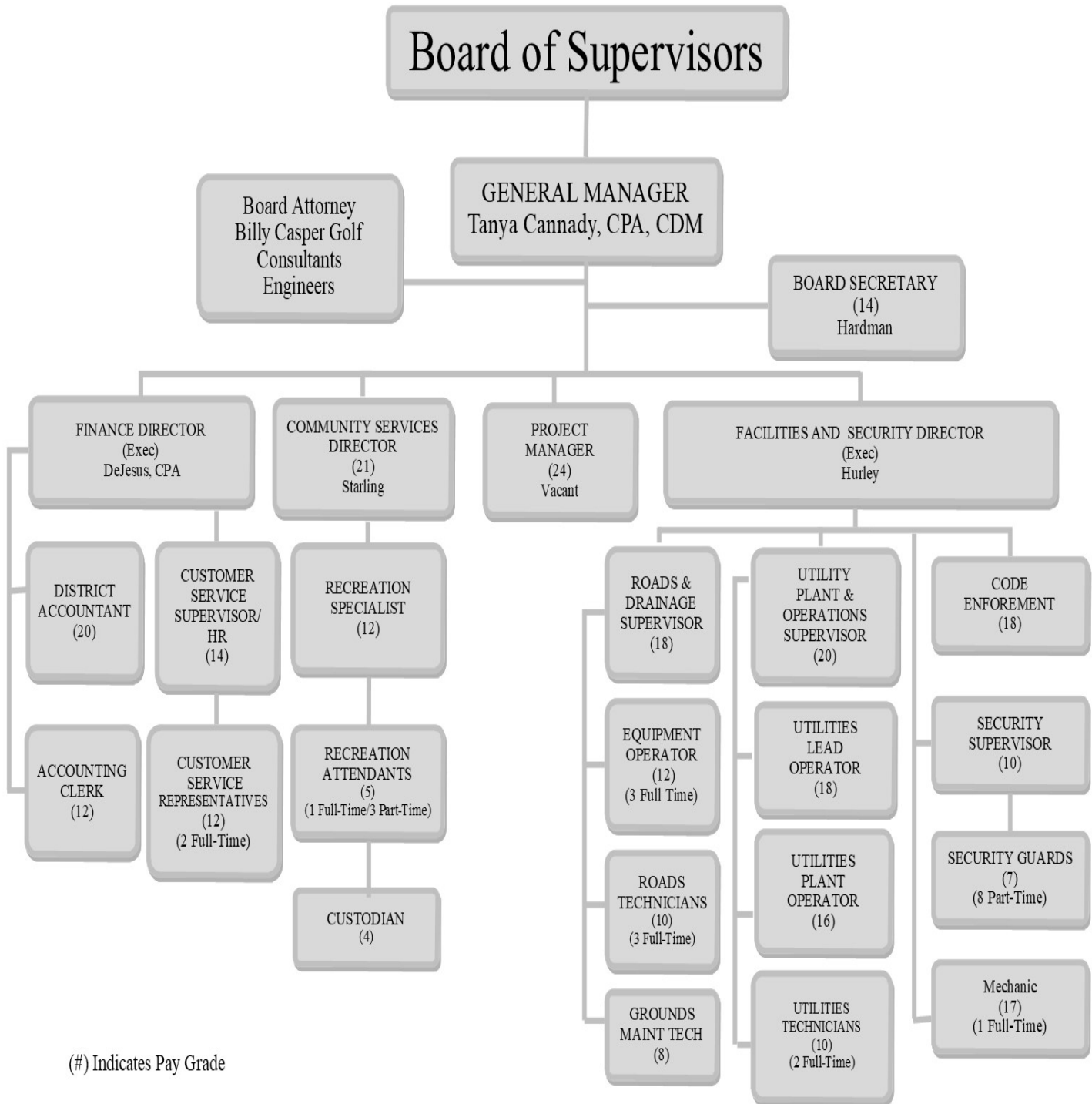


**SUN 'N LAKE**  
OF SEBRING IMPROVEMENT  
DISTRICT

## FULL AND PART-TIME BUDGETED POSITIONS FOR GENERAL AND UTILITY FUNDS

Position Title	FY 19 General Fund		FY 19 Utility Fund		FY 19	FY 18	FY 17
	Full Time	Part Time	Full Time	Part Time	Total	Total	Total
<b>Administration</b>							
General Manager	0.5		0.5		1.0	1.0	1.0
Project Manager	0.5		0.5		1.0		
Board Secretary	1.0				1.0	1.0	1.0
<b>Community Services</b>							
Community Services Director	1.0				1.0	1.0	1.0
Administrative Assistant (50%)							0.5
<b>Recreation Services</b>							
Recreation Specialist	1.0				1.0	1.0	1.0
Recreation Custodian						1.0	1.0
Recreation Attendants	1.0	4.0			5.0	4.0	4.0
Administrative Assistant (50%)							0.5
<b>Finance/UTS Customer Service</b>							
Finance Director	0.8		0.2		1.0	1.0	1.0
District Accountant	0.8		0.2		1.0	1.0	1.0
Accounting Clerk	0.8		0.2		1.0	1.0	1.0
Administrative Service Coordinator						1.0	1.0
Assessment Customer Service						1.0	1.0
Customer Service Supervisor/HR	0.2		0.8		1.0		
Customer Service Representative	0.2		0.8		1.0		
Customer Service Representative	0.2		0.8		1.0		
<b>Code Enforcement</b>							
Code Enforcement Officer	1.0				1.0	1.0	1.0
Code Enforcement/Security Officer							0.5
<b>Public Safety - Security</b>							
Facilities & Security Director	0.75		0.25		1.0	1.0	
Security Supervisor							1.0
Code Enforcement/Security Officer						1.0	0.5
Security Guards	1.0	8.0			9.0	8.0	8.0
<b>Buildings/Grounds</b>							
Custodian	1.0				1.0	1.0	
Grounds/Building Maintenance	1.0				1.0	1.0	2.0
<b>Roads &amp; Drainage</b>							
Public Works Director							1.0
Roads Supervisor	1.0				1.0	1.0	1.0
Equipment Operators	3.0				3.0	3.0	
Road Technicians	3.0				3.0	3.0	5.0
<b>Equipment &amp; Vehicle Maintenance</b>							
Mechanic	1.0				1.0	1.0	
<b>Utilities Customer Service</b>							
Utilities Customer Service Supervisor						1.0	1.0
Utilities Customer Service						1.0	1.0
<b>Conservation &amp; Resource Mgmt</b>							
Utilities Environmental Tech							1.0
<b>Utilities Operations</b>							
Operations & Plant Supervisor			1.0		1.0	1.0	
Lead Operator			1.0		1.0	1.0	
Utilities Plant Operator			2.0		2.0	2.0	2.0
Utilities Techs			2.0		2.0	2.0	4.0
<b>Total</b>					<b>43.0</b>	<b>43.0</b>	<b>44.0</b>

# ORGANIZATIONAL CHART



(#) Indicates Pay Grade





SUN 'N LAKE  
OF SEBRING IMPROVEMENT  
DISTRICT

## General Fund

Administration

Community Services

Recreation

Finance

Code Enforcement

Public Safety - Security

Buildings & Grounds Maintenance

Road & Drainage Maintenance

Equipment & Vehicle Maintenance



SUN 'N LAKE  
OF SEBRING IMPROVEMENT  
DISTRICT

## GENERAL FUND REVENUES

ACCOUNT NUMBER	DESCRIPTION	2016-2017	2017-2018	2017-2018	2018-2019
		ACTUAL	ACTUAL	AMENDED BUDGET	ADOPTED BUDGET
<b>REVENUES AND OTHER SOURCES</b>					
001-3191000	Assessments-Maint. Fees	\$ 3,458,783	\$ 3,450,000	\$3,540,000	\$3,375,000
001-3198000	Phase V Collection Fees	11,369	10,000	14,000	10,000
001-3198100	Unit 16 A&C Collection Fees	7,100	8,000	7,500	5,500
001-3200000	Licenses & Permits	2,200	3,500	1,000	2,500
001-3313000	FEMA Reimbursement	-	75,893	-	-
001-3313100	Insurance Reimbursement	18,704	114,400	88,986	-
001-3425500	Code Enforcement Violations	22,560	2,500	15,000	15,000
001-3472000	Memberships	43,477	44,000	40,000	44,000
001-3472100	Pool Admission Revenue	13,267	13,000	10,000	12,500
001-3472500	Miscellaneous Pool Revenue	1,705	500	500	500
001-3472600	Tennis Admission Revenue	1,959	1,200	2,000	2,000
001-3474000	Special Events	44,779	30,000	32,000	32,000
001-3491000	Newsletter Advertising	4,592	4,200	3,000	4,500
001-3492000	Event Sponsors	2,285	1,500	-	-
001-3495000	GPS Advertising Revenue	10,000	10,000	30,000	-
001-3610000	Interest Income	26,398	60,000	20,000	40,000
001-3621000	Community Center Fees	10,330	12,000	7,500	10,000
001-3645000	Land Sales	113,081	10,000	-	-
001-3680000	Penalty Income	71,115	55,000	50,000	60,000
001-3694000	Reimbursement for Legal Svcs	36,525	32,000	20,000	25,000
001-3699000	Miscellaneous Revenue	79,409	35,000	20,000	45,000
	<b>Total Operating Revenues</b>	<b>3,979,638</b>	<b>3,972,693</b>	<b>3,901,486</b>	<b>3,683,500</b>
001-3810000	Transfer In	1,270,351	514,855	619,842	-
001-3849000	Prior Years Fund Balance/Reserves	-	-	143,069	2,424,300
001-3899000	URRIF	-	-	-	-
<b>TOTAL REVENUES AND OTHER SOURCES</b>		<b>\$ 5,249,989</b>	<b>\$ 4,487,548</b>	<b>\$4,664,397</b>	<b>\$ 6,107,800</b>



# GENERAL FUND EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2016-2017 ACTUAL	2017-2018 ESTIMATED ACTUAL	2017-2018 AMENDED BUDGET	2018-2019 ADOPTED BUDGET
<b>ADMINISTRATION EXPENDITURES</b>					
001-512-1200	Salaries & Wages	\$ 81,097	\$ 90,000	\$ 85,750	\$ 117,525
001-512-1250	Salaries - Board Members	18,000	18,600	18,000	18,000
001-512-2100	FICA	9,053	8,850	8,000	10,375
001-512-2200	Retirement Contributions	6,362	5,500	6,700	8,450
001-512-2300	Life & Health Insurance	12,129	15,800	17,000	23,100
001-512-2400	Insurance - Workmen's Comp	2,131	1,700	2,000	2,500
001-512-2500	Unemployment Comp	-	2,500	8,000	5,000
001-512-3110	Legal Fees - General	53,711	35,000	80,000	60,000
001-512-3113	Legal Fees - Foreclosures & Liens	60,929	75,000	40,000	85,000
001-512-3114	Legal Fees - Thompson	-	-	-	-
001-512-3120	Engineering Fees	29,428	25,000	40,000	30,000
001-512-3130	IT Support	9,510	15,000	20,000	20,000
001-512-3140	Consultants Fees	26,145	45,000	61,500	50,000
001-512-3250	Contract Labor	-	-	-	-
001-512-4010	Travel & Training	2,465	3,000	5,000	5,000
001-512-4100	Telephone	6,757	6,500	7,500	7,500
001-512-4130	Postage	1,245	2,000	4,000	4,000
001-512-4300	Utilities	11,273	11,000	12,000	12,000
001-512-4400	Rentals & Leases	8,101	9,850	10,000	10,000
001-512-4500	Insurance - Property/Liab	24,861	26,000	35,000	21,000
001-512-4700	Printing & Stationery	2,382	250	2,500	2,500
001-512-4800	Legal Advertising	1,551	2,000	5,000	5,000
001-512-4810	Promotions	6,170	6,500	7,000	7,000
001-512-4900	Miscellaneous	106,512	5,000	2,500	1,000
001-512-4910	Hurricane Expenses	94,326	230,000	31,650	-
001-512-5100	Office Expense	26,045	24,000	22,000	25,000
001-512-5210	Gasoline & Oil	455	350	500	-
001-512-5220	Uniforms	-	-	-	1,500
001-512-5400	Dues & Subscriptions	5,865	5,500	7,000	7,000
001-512-6100	Land Acquisition	48,986	6,000	-	-
001-512-6400	Equipment	4,395	14,000	15,000	32,500
<b>TOTAL ADMINISTRATION</b>		<b>\$ 659,884</b>	<b>\$ 689,900</b>	<b>\$ 553,600</b>	<b>\$ 570,950</b>



# GENERAL FUND EXPENDITURES

		2016-2017	2017-2018	2017-2018	2018-2019
		ESTIMATED	AMENDED	ADOPTED	
ACCOUNT NUMBER	DESCRIPTION	ACTUAL	ACTUAL	BUDGET	BUDGET
<b>COMMUNITY SERVICES</b>					
001-513-1200	Salaries & Wages	\$ 56,127	\$ 37,000	\$ 51,000	\$ 52,520
001-513-2100	FICA	4,240	2,650	3,900	4,025
001-513-2200	Retirement Contributions	2,719	1,100	2,600	2,650
001-513-2300	Life and Health Insurance	5,564	6,500	11,000	9,600
001-513-2400	Insurance - Workmen's Comp	661	800	700	2,500
001-513-4010	Travel and Training	1,370	1,000	1,000	1,000
001-513-4100	Telephone/Communications	949	600	1,600	1,500
001-513-4130	Postage	670	100	500	500
001-513-4500	Insurance Property/Liability	747	900	1,100	3,000
001-513-4700	Printing and Stationery	16,479	20,000	25,545	22,000
001-513-4800	Advertising	18,952	40,000	69,500	50,000
001-513-4810	Promotions	35,615	28,000	35,900	33,500
001-513-5100	Office Expense	1,099	2,000	1,000	3,500
001-513-5200	Operating Supplies	1,111	500	2,300	-
001-513-5400	Dues and Subscriptions	290	600	600	1,000
<b>TOTAL COMMUNITY SERVICES</b>		<b>\$ 146,594</b>	<b>\$ 141,750</b>	<b>\$ 208,245</b>	<b>\$ 187,295</b>



# GENERAL FUND EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2016-2017	2017-2018	2017-2018	2018-2019
		ACTUAL	ESTIMATED ACTUAL	AMENDED BUDGET	ADOPTED BUDGET
<b>RECREATION SERVICES</b>					
001-515-1200	Salaries & Wages	\$ 128,022	\$ 95,000	\$ 100,750	\$ 99,910
001-515-2100	FICA	9,780	6,300	7,700	7,650
001-515-2200	Retirement Contributions	2,330	1,300	2,600	1,575
001-515-2300	Life and Health Insurance	14,910	15,000	20,500	9,250
001-515-2400	Insurance - Workman's Comp	2,131	2,500	2,200	2,500
001-515-3130	IT Support	1,761	3,750	2,000	4,500
001-515-3400	Janitorial Services	1,917	5,500	10,000	5,000
001-515-3450	Contractual Instructors	3,561	7,000	10,000	10,000
001-515-4010	Travel & Training	729	500	500	500
001-515-4100	Telephone	5,345	6,500	10,500	8,000
001-515-4130	Postage	500	550	500	500
001-515-4300	Utilities - Recreation	16,510	17,500	18,000	20,000
001-515-4350	Utilities - Community Center	10,837	10,500	13,500	12,500
001-515-4500	Insurance - Property/Liab	4,766	5,500	6,600	6,000
001-515-4630	Facilities Repair & Maint	31,168	30,000	35,000	35,000
001-515-4635	Pool Replacement Parts	2,190	6,000	9,000	2,500
001-515-4640	Landscaping Maintenance	2,645	1,500	1,500	5,000
001-515-4810	Special Events	53,066	30,000	35,000	35,000
001-515-5100	Office Expense	8,148	7,500	7,500	13,500
001-515-5200	Operating Supplies	5,524	4,000	4,000	-
001-515-5210	Chemicals	7,932	15,000	9,000	12,000
001-515-5220	Uniforms	662	450	500	500
001-515-5230	Waste Removal	4,920	5,000	5,500	5,500
001-515-5276	License & Permits	360	400	500	500
001-515-6400	Equipment	5,168	30,000	41,500	10,000
<b>TOTAL RECREATION SERVICES</b>		<b>\$ 324,881</b>	<b>\$ 307,250</b>	<b>\$ 354,350</b>	<b>\$ 307,385</b>



# GENERAL FUND EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2016-2017 ACTUAL	2017-2018 ESTIMATED ACTUAL	2017-2018 AMENDED BUDGET	2018-2019 ADOPTED BUDGET
<b>FINANCE</b>					
001-516-1200	Salaries & Wages	\$ 155,390	\$ 172,000	\$ 172,850	\$ 145,600
001-516-2100	FICA	10,604	12,900	13,450	11,150
001-516-2200	Retirement Contributions	6,664	8,700	8,800	7,300
001-516-2300	Life & Health Insurance	40,108	43,000	44,000	35,500
001-516-2400	Insurance - Workman's Comp	1,000	1,500	1,000	2,500
001-516-3130	IT Support	9,950	16,000	20,000	20,000
001-516-3200	Accounting/Auditing Fees	10,750	10,750	10,750	10,750
001-516-4010	Travel & Training	7,449	7,300	5,000	7,500
001-516-4100	Telephone	728	800	1,400	1,400
001-516-4130	Postage	4,570	4,500	6,000	6,000
001-516-4500	Insurance Property/Liability	747	950	1,100	3,000
001-516-4930	Real Estate Taxes	26,552	15,000	32,000	27,500
001-516-5100	Office Expense	11,301	11,000	11,000	12,500
001-516-5400	Dues & Subscriptions	561	1,500	1,500	1,500
<b>TOTAL FINANCE</b>		<b>\$ 286,372</b>	<b>\$ 305,900</b>	<b>\$ 328,850</b>	<b>\$ 292,200</b>





SUN 'N LAKE

OF SEBRING IMPROVEMENT  
DISTRICT

## GENERAL FUND EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2016-2017	2017-2018	2017-2018	2018-2019
		ACTUAL	ESTIMATED ACTUAL	AMENDED BUDGET	ADOPTED BUDGET
<b>CODE ENFORCEMENT</b>					
001-521-1200	Salaries & Wages	\$ 68,107	\$ 55,000	\$ 67,550	\$ 52,775
001-521-2100	FICA	4,673	4,000	5,250	4,050
001-521-2200	Retirement Contributions	2,054	2,000	3,400	2,650
001-521-2300	Life & Health Insurance	30,489	16,500	17,000	13,950
001-521-2400	Insurance - Workman's Comp	1,000	1,100	1,000	2,500
001-521-3410	Special Magistrate	4,252	2,500	8,000	5,000
001-521-4010	Travel & Training	3,063	3,000	2,000	2,000
001-521-4100	Telephone	829	400	1,200	750
001-521-4130	Postage	531	500	500	500
001-521-4500	Insurance - Property/Liab	834	1,000	1,150	3,000
001-521-4630	Repairs & Maintenance	2,357	1,500	1,000	2,500
001-521-5200	Operating Supplies	3,374	2,500	2,000	3,500
001-521-5210	Gasoline & Oil	997	1,000	1,000	1,000
001-521-5220	Uniforms	150	200	150	300
001-521-5400	Dues & Subscriptions	70	70	150	150
001-521-6400	Equipment	-	-	-	-
<b>TOTAL CODE ENFORCEMENT</b>		<b>\$ 122,779</b>	<b>\$ 91,270</b>	<b>\$ 111,350</b>	<b>\$ 94,625</b>



# GENERAL FUND EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2016-2017 ACTUAL	2017-2018 ESTIMATED ACTUAL	2017-2018 AMENDED BUDGET	2018-2019 ADOPTED BUDGET
<b>PUBLIC SAFETY - SECURITY</b>					
001-529-1200	Salaries & Wages	\$ 136,976	\$ 145,000	\$ 146,600	\$ 155,815
001-529-2100	FICA	10,535	11,000	11,200	11,925
001-529-2200	Retirement Contributions	897	1,000	1,650	2,725
001-529-2300	Life & Health Insurance	3,569	4,000	8,400	14,500
001-529-2400	Insurance - Workman's Comp	6,097	7,000	6,400	5,000
001-529-4010	Travel & Training	171	500	1,500	1,000
001-529-4100	Telephone	1,290	1,000	1,800	1,500
001-529-4500	Insurance - Property/Liab	1,835	2,200	2,600	3,000
001-529-4630	Repairs & Maintenance	5,705	10,000	10,000	5,000
001-529-5100	Office Expense	378	500	500	2,500
001-529-5200	Operating Supplies	2,107	1,400	2,500	-
001-529-5210	Gasoline & Oil	11,142	14,000	15,000	15,000
001-529-5220	Uniforms	2,260	1,100	1,500	1,000
001-529-6400	Equipment	20,762	-	-	9,000
<b>TOTAL PUBLIC SAFETY - SECURITY</b>		<b>\$ 203,723</b>	<b>\$ 198,700</b>	<b>\$ 209,650</b>	<b>\$ 227,965</b>



# GENERAL FUND EXPENDITURES

	2016-2017	2017-2018	2017-2018	2018-2019
		ESTIMATED	AMENDED	ADOPTED
ACCOUNT NUMBER	DESCRIPTION	ACTUAL	ACTUAL	BUDGET
<b>BUILDING/GROUND MAINTENANCE</b>				
001-540-1200	Salaries & Wages	\$ 86,890	\$ 70,000	\$ 74,700
001-540-2100	FICA	6,158	5,500	6,200
001-540-2200	Retirement Contributions	3,357	3,800	3,900
001-540-2300	Life & Health Insurance	33,387	19,000	25,000
001-540-2400	Insurance - Workman's Comp	4,408	5,000	4,600
001-540-3250	Contract Labor	-	33,000	35,000
001-540-4100	Telephone	488	700	1,000
001-540-4300	Utilities	6,515	11,500	9,000
001-540-4305	Grounds Expense - CC Reim	79,900	-	-
001-540-4500	Insurance - Property/Liab	3,368	3,750	4,700
001-540-4600	Repairs & Maintenance	58,172	70,000	55,000
001-540-4650	Maintenance - Landscaping	16,527	10,000	10,000
001-540-5200	Operating Supplies	18,472	12,500	12,000
001-540-5210	Gasoline & Oil	5,992	5,000	7,000
001-540-5220	Uniforms	2,159	650	750
001-540-5227	Chemicals	-	7,000	25,000
001-540-5230	Waste Removal	12,267	14,000	8,500
001-540-6200	Buildings	140,243	-	-
001-540-6300	Signage & Landscaping	22,580	-	-
001-540-6350	Power Line Enhancements	6,906	-	-
001-540-6400	Equipment	4,350	-	-
<b>TOTAL BUILDINGS/GROUND MAINT.</b>		<b>\$ 512,138</b>	<b>\$ 271,400</b>	<b>\$ 282,350</b>
		<b>\$ 304,975</b>		



**SUN 'N LAKE**  
OF SEBRING IMPROVEMENT  
DISTRICT

# GENERAL FUND EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2016-2017 ACTUAL	2017-2018 ESTIMATED ACTUAL	2017-2018 AMENDED BUDGET	2018-2019 ADOPTED BUDGET
<b>ROAD &amp; DRAINAGE MAINTENANCE</b>					
001-541-1200	Salaries & Wages	\$ 257,641	\$ 270,000	\$ 268,350	\$ 269,000
001-541-2100	FICA	18,697	21,000	21,000	20,575
001-541-2200	Retirement Contributions	7,966	11,000	13,750	13,450
001-541-2300	Life & Health Insurance	84,170	80,000	81,000	80,000
001-541-2400	Insurance - Workman's Comp	10,844	13,000	11,500	15,000
001-541-3120	Engineering Fees	37,105	60,000	40,000	50,000
001-541-4100	Telephone	2,360	5,000	2,000	4,500
001-541-4300	Utilities - Street Lights	65,003	68,000	70,000	70,000
001-541-4400	Rentals & Leases	6,329	4,500	10,000	10,000
001-541-4500	Insurance - Property/Liab	11,048	9,000	15,500	12,000
001-541-4600	Repairs & Maintenance	82,152	70,000	75,000	75,000
001-541-5200	Operating Supplies	25,609	15,000	11,000	17,500
001-541-5210	Gasoline & Oil	11,950	20,000	16,500	20,000
001-541-5220	Uniforms	1,839	2,000	2,500	2,400
001-541-5300	Road Materials & Supplies	8,953	20,000	20,000	20,000
001-541-5301	Street Light Installation	8,535	2,500	25,000	5,000
001-541-5321	Drainage Maintenance	220,204	299,125	300,000	350,000
001-541-6300	Roads & Sidewalks	6,650	75,000	75,000	350,000
001-541-6400	Equipment	90,412	128,000	134,000	67,000
<b>TOTAL ROAD &amp; DRAINAGE MAINT.</b>		<b>\$ 957,467</b>	<b>\$ 1,173,125</b>	<b>\$ 1,192,100</b>	<b>\$ 1,451,425</b>



SUN 'N LAKE  
OF SEBRING IMPROVEMENT  
DISTRICT

# GENERAL FUND EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2016-2017	2017-2018	2017-2018	2018-2019
		ACTUAL	ESTIMATED ACTUAL	AMENDED BUDGET	ADOPTED BUDGET
<b>EQUIPMENT &amp; VEHICLE MAINTENANCE</b>					
001-549-1200	Salaries & Wages	\$ -	\$ 20,000	\$ 41,600	\$ 40,450
001-549-2100	FICA	-	1,530	3,300	3,100
001-549-2200	Retirement Contributions	-	500	2,175	2,025
001-549-2300	Life & Health Insurance	-	2,500	12,500	13,550
001-549-2400	Insurance - Workman's Comp	-	2,000	700	2,500
001-549-4100	Telephone	-	50	300	300
001-549-4500	Insurance - Property/Liab	-	1,000	1,100	3,000
001-549-4600	Repairs & Maintenance	-	-	45,000	-
001-549-5200	Operating Supplies	-	10,000	13,000	10,000
001-549-5210	Gasoline & Oil	-	250	1,000	-
001-549-5220	Uniforms	-	450	850	1,000
001-549-6400	Equipment	-	-	-	-
<b>TOTAL EQUIPMENT &amp; VEHICLE MAINT.</b>		<b>\$ -</b>	<b>\$ 38,280</b>	<b>\$ 121,525</b>	<b>\$ 75,925</b>

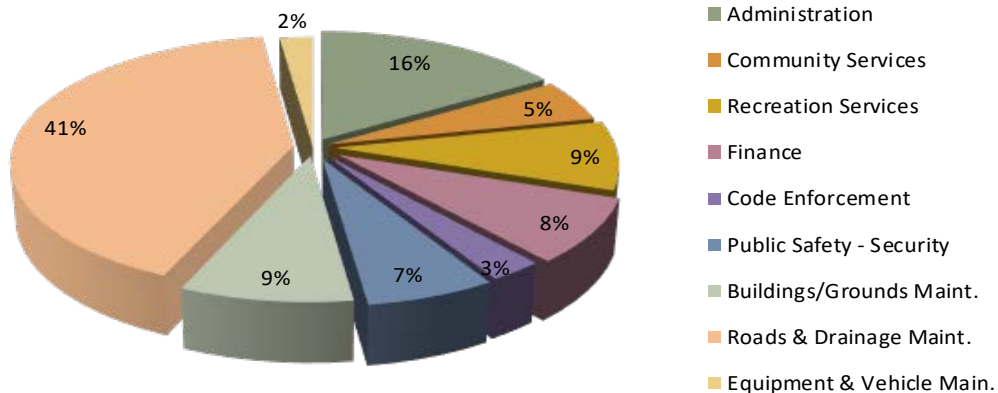


SUN 'N LAKE  
OF SEBRING IMPROVEMENT  
DISTRICT

## GENERAL FUND EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2016-2017	2017-2018	2017-2018	2018-2019
		ACTUAL	ESTIMATED ACTUAL	AMENDED BUDGET	ADOPTED BUDGET
<b>OTHER</b>					
001-589-8100	Reserve for Contingency	\$ -	\$ -	\$ 42,130	\$ 35,755
001-589-8210	Transfer Out - Golf Operating	286,894	330,000	250,000	135,000
001-589-8212	Transfer Out	5,000	-	-	-
<b>TOTAL CONTINGENCY/TRANSFERS</b>		<b>\$ 291,894</b>	<b>\$ 330,000</b>	<b>\$ 292,130</b>	<b>\$ 170,755</b>
<b>EQUIPMENT &amp; PROJECTS FUNDED FROM RESERVES/OTHER</b>					
001-589-8210	Transfer Out - Golf Operating	\$ -	\$ -	\$ 80,000	\$ 195,000
001-589-8220	Golf Capital	341,872	396,459	410,405	764,300
001-515-6400	Equip. - Shuffleboard/Pickleball E	-	-	-	235,000
001-589-9100	Transfer Out - Capital Improv Fur	1,270,351	514,855	519,842	1,230,000
<b>TOTAL RESERVE FUNDED EQUIPMENT &amp; PI</b>		<b>\$ 1,612,223</b>	<b>\$ 911,314</b>	<b>\$ 1,010,247</b>	<b>\$ 2,424,300</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 5,117,955</b>	<b>\$ 4,458,889</b>	<b>\$ 4,664,397</b>	<b>\$ 6,107,800</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>		<b>\$ 132,034</b>	<b>\$ 28,659</b>	<b>\$ -</b>	<b>\$ -</b>

### General Fund Budget by Department







SUN 'N LAKE  
OF SEBRING IMPROVEMENT  
DISTRICT

# Utility Fund

Customer Service

Water and Sewer Utility Operations



# UTILITY FUND REVENUES

	2016-2017	2017-2018	2017-2018	2018-2019
	ESTIMATED	ACTUAL	AMENDED	ADOPTED
ACCOUNT NUMBER	ACTUAL	ACTUAL	BUDGET	BUDGET
<b>REVENUES and OTHER SOURCES</b>				
402-3433000 Unmetered Sales - Water	\$ 9,254	\$ 8,750	\$ 8,000	\$ 9,000
402-3433100 Metered Sales - Water	961,957	950,000	940,000	970,000
402-3433150 Impact Fees - Water	7,600	5,500	4,000	5,000
402-3433200 Backflow Sales	5,535	14,400	7,200	14,000
402-3435000 Flat Rate - Sewer	1,257,050	1,245,000	1,250,000	1,250,000
402-3435050 Impact Fees - Sewer	16,000	14,500	8,000	11,000
402-3436000 Miscellaneous Service Rev.	61,661	60,000	40,000	60,000
402-3436100 Connection Fees	38,400	46,500	30,000	40,000
402-3436200 New Water Meter Fees	6,405	7,000	3,000	5,000
402-3610000 Interest Income	28,243	45,000	25,000	35,000
402-3695000 Late Penalty Income	18,352	17,000	12,000	15,000
402-3699000 Miscellaneous Revenues	1,721	1,500	1,000	1,000
TOTAL OPERATING REVENUES	2,412,177	2,415,150	2,328,200	2,415,000
402-3810000 Transfer In	5,000	-	-	-
402-3849000 Prior Years Reserve	-	-	300,000	300,000
402-3899000 URRIF	-	-	519,842	-
402-3899100 Impact Fees	-	-	-	-
TOTAL REVENUES AND OTHER SOURCES	\$ 2,417,177	\$ 2,415,150	\$ 3,148,042	\$ 2,715,000



# UTILITY FUND EXPENDITURES

	2016-2017	2017-2018	2017-2018	2018-2019
	ESTIMATED	ACTUAL	AMENDED	ADOPTED
ACCOUNT NUMBER	DESCRIPTION	ACTUAL	ACTUAL	BUDGET
<b>CUSTOMER SERVICE</b>				
402-536-1200	Salaries & Wages	\$ 92,089	\$ 76,000	\$ 99,750
402-536-2100	FICA	6,493	6,300	7,750
402-536-2200	Retirement Contributions	4,616	3,300	5,100
402-536-2300	Life & Health Insurance	25,252	20,300	28,500
402-536-2400	Insurance - Worker Comp	661	800	700
402-536-3130	IT Support	11,795	17,500	15,000
402-536-4100	Telephone	1,588	1,300	2,000
402-536-4130	Postage	19,677	18,500	25,000
402-536-4300	Utilities	3,349	3,000	4,000
402-536-4400	Rentals & Leases	6,854	9,500	8,000
402-536-4500	Insurance - Prop/Liab	874	1,000	1,250
402-536-4630	Repairs & Maint. - Mueller	-	6,400	5,000
402-536-4950	Bad Debts	3,723	450	1,000
402-536-5100	Office Expense	16,071	22,500	16,250
402-536-5200	Operating Supplies	1,395	-	2,500
402-536-5220	Uniforms	-	-	-
402-536-6400	Computer Equip Upgrades	-	-	10,000
<b>TOTAL CUSTOMER SERVICE</b>		<b>\$ 194,436</b>	<b>\$ 186,850</b>	<b>\$ 231,800</b>
		<b>\$ 266,175</b>		



# UTILITY FUND EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2016-2017 ACTUAL	2017-2018 ESTIMATED ACTUAL	2017-2018 AMENDED BUDGET	2018-2019 ADOPTED BUDGET
<b>OPERATIONS</b>					
402-538-1200	Salaries & Wages	\$ 373,167	\$ 400,000	\$ 390,700	\$ 408,975
402-538-2100	FICA	26,865	29,500	30,000	31,275
402-538-2200	Retirement Contributions	12,198	12,100	22,250	23,000
402-538-2300	Life & Health Insurance	75,113	75,000	82,000	79,000
402-538-2400	Insurance - Workers Comp	4,114	5,500	5,000	10,000
402-538-3120	Engineering Fees	32,896	47,000	40,000	60,000
402-538-3130	IT Support	1,707	3,800	5,000	5,000
402-538-3200	Accounting/Auditing Fees	10,750	10,750	10,750	10,750
402-538-4010	Travel & Training	1,767	8,000	10,000	10,000
402-538-4100	Telephone	9,742	9,400	10,000	10,000
402-538-4300	Utilities	-	-	-	140,000
402-538-4315	Electric/Pump/Water	61,916	50,000	65,000	-
402-538-4316	Electric/Pump/Sewer	92,896	110,000	97,000	-
402-538-4400	Equipment Rental	1,130	2,000	8,000	5,000
402-538-4500	Insurance - Property/Liab	36,630	39,000	45,000	35,625
402-538-4610	Lift Station/Manhole Repairs	5,268	11,000	10,000	10,000
402-538-4620	Valve Replacements	-	-	10,000	-
402-538-4630	Repairs & Maint.- Water	31,497	40,000	50,000	110,000
402-538-4635	Repairs & Maint.- Sewer	89,676	90,000	95,000	130,000
402-538-4650	Repairs & Maint.-Water Mains	33,031	55,000	60,000	-
402-538-4652	Repairs & Maint.-Sewer Mains	21,537	25,000	26,000	-
402-538-5100	Office Expense	4,802	5,000	4,000	5,000
402-538-5210	Gasoline & Oil	14,727	15,000	20,000	15,000
402-538-5215	Operating Supplies - Water	19,542	20,000	15,000	20,000
402-538-5216	Operating Supplies - Sewer	12,907	20,000	20,000	20,000
402-538-5218	Testing - Water	2,992	5,500	6,500	7,500

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# UTILITY FUND EXPENDITURES

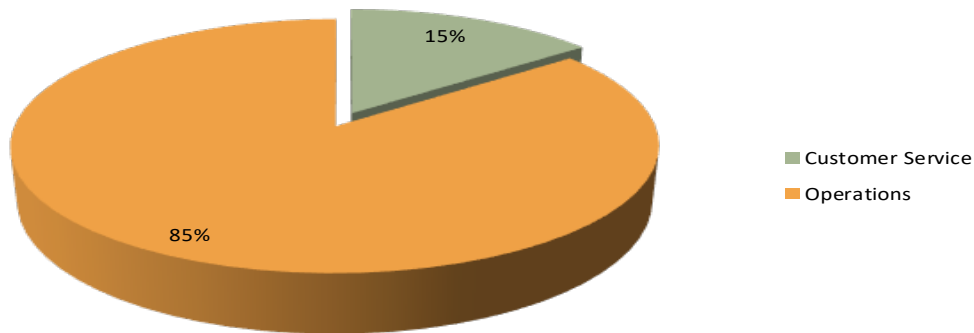
ACCOUNT NUMBER	DESCRIPTION	2016-2017 ACTUAL	2017-2018 ESTIMATED ACTUAL	2017-2018 AMENDED BUDGET	2018-2019 ADOPTED BUDGET
<b>OPERATIONS - Continued</b>					
402-538-5219	Testing - Sewer	29,320	23,000	25,000	25,000
402-538-5220	Uniforms	4,790	4,500	3,500	4,000
402-538-5225	Chemicals - Water	28,028	25,000	32,000	30,000
402-538-5226	Chemicals - Sewer	45,631	55,000	30,000	55,000
402-538-5230	Waste Removal	6,601	6,000	6,000	7,500
402-538-5251	Sludge Hauling	30,359	25,000	30,000	30,000
402-538-5276	Licenses & Permits	4,525	4,000	6,000	5,000
402-538-5400	Dues & Subscriptions	1,760	360	2,000	1,000
402-538-6308	Unit 23 Piping	-	-	50,000	60,000
402-538-6312	Unit 4 Surge Tank Upgrades	-	-	-	175,000
402-538-6310	Pond Percolation	-	-	25,000	-
402-538-6311	Lift Station Grinders	-	-	75,000	-
<b>TOTAL OPERATIONS</b>		<b>\$ 1,127,886</b>	<b>\$ 1,231,410</b>	<b>\$ 1,421,700</b>	<b>\$ 1,538,625</b>



# UTILITY FUND EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2016-2017 ACTUAL	2017-2018 ESTIMATED ACTUAL	2017-2018 AMENDED BUDGET	2018-2019 ADOPTED BUDGET
<b>CONTINGENCY, NON-OPERATING</b>					
402-589-8100	Reserve For Contingency	\$ -	\$ -	\$ 36,700	\$ 32,200
402-589-8110	Reserve For URRIF	-	-	536,000	536,000
402-589-8120	Reserve For Impact Fees	-	-	12,000	12,000
402-589-8200	Transfers Out - URRIF	1,270,351	514,000	519,842	-
402-589-8210	Transfer Out	-	-	100,000	-
<b>TOTAL CONTINGENCY, NON-OPERATING</b>		<b>\$ 1,270,351</b>	<b>\$ 514,000</b>	<b>\$ 1,204,542</b>	<b>\$ 580,200</b>
<b>EQUIPMENT &amp; PROJECTS FUNDED FROM RESERVES/OTHER</b>					
402-538-6300	Water Plant Wiring Upgrades	48,012	65,000	250,000	-
402-538-6303	Improv - SCADA Unit 4 & 23	-	-	40,000	330,000
<b>TOTAL EQUIPMENT &amp; PROJECTS</b>		<b>\$ 48,012</b>	<b>\$ 65,000</b>	<b>\$ 290,000</b>	<b>\$ 330,000</b>
<b>TOTAL UTILITY FUND EXPENDITURES</b>		<b>\$ 2,640,686</b>	<b>\$ 1,997,260</b>	<b>\$ 3,148,042</b>	<b>\$ 2,715,000</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>		<b>\$ (223,509)</b>	<b>\$ 417,890</b>	<b>\$ -</b>	<b>\$ -</b>

**Utility Fund Budget by Department**







SUN 'N LAKE  
OF SEBRING IMPROVEMENT  
DISTRICT

Golf Fund





# GOLF FUND REVENUES

ACCOUNT NUMBER	DESCRIPTION	2016-2017 ACTUAL	2017-2018 ESTIMATED ACTUAL	2017-2018 AMENDED BUDGET	2018-2019 ADOPTED BUDGET
<b>Membership Revenue</b>					
650-002-10-420005	Dues	\$ 569,285	\$ 615,000	\$ 560,000	\$ 673,000
2004-50-000	Cart Fees - Trail	340,575	325,000	315,000	335,000
<b>Total Membership Revenue</b>		<b>909,860</b>	<b>940,000</b>	<b>875,000</b>	<b>1,008,000</b>
<b>Golf Revenue</b>					
<b>Greens Fees</b>					
2001-50-000	Green Fees	1,050,559	965,000	1,015,000	1,005,000
<b>Total Greens Fees</b>		<b>1,050,559</b>	<b>965,000</b>	<b>1,015,000</b>	<b>1,005,000</b>
<b>Merchandise Revenue</b>					
2200-50-000	Merchandise Sales	294,911	300,000	300,000	311,000
<b>Total Merchandise Revenue</b>		<b>294,911</b>	<b>300,000</b>	<b>300,000</b>	<b>311,000</b>
<b>Driving Range Revenue</b>					
2007-50-000	Driving Range Income	61,554	62,000	55,800	62,000
<b>Total Driving Range Revenue</b>		<b>61,554</b>	<b>62,000</b>	<b>55,800</b>	<b>62,000</b>
<b>Other Golf Revenue:</b>					
	Cart Storage/HCP/Rental Clubs	16,216	18,000	10,000	13,000
<b>Total Other Golf Revenue</b>		<b>16,216</b>	<b>18,000</b>	<b>10,000</b>	<b>13,000</b>
<b>Total Membership and Golf Revenue</b>		<b>\$ 2,333,100</b>	<b>\$ 2,285,000</b>	<b>\$ 2,255,800</b>	<b>\$ 2,399,000</b>



# GOLF FUND REVENUES

		2016-2017	2017-2018	2017-2018	2018-2019
			ESTIMATED	AMENDED	ADOPTED
ACCOUNT NUMBER	DESCRIPTION	ACTUAL	ACTUAL	BUDGET	BUDGET
<b>Food &amp; Beverage Revenue</b>					
3001-80-000	Food Sales- On Course	\$ 7,904	\$ 10,000	\$ 14,400	\$ 10,000
3003-80-000	Food Sales-Banquets	346,011	318,500	345,250	284,000
3004-80-000	Food Sales-Restaurants	524,823	525,000	522,350	465,000
3101-80-000	Beverage (non-alcoholic) On Course	13,629	9,000	15,000	9,000
3103-80-000	Beverage (non-alcoholic) Banquets	144	-	-	-
3104-80-000	Beverage (non-alcoholic) Restaurant	28,847	30,000	30,000	20,000
<b>Food &amp; Soft Drinks Revenue</b>		921,358	892,500	927,000	788,000
3201-80-000	Alc Sales (Beer)-On Course	25,651	24,500	12,000	22,000
3203-80-000	Alc Sales (Beer)-Banquets	8,619	7,500	13,850	6,500
3204-80-000	Alc Sales (Beer)-Restaurants	96,171	92,000	100,000	90,000
3208-80-000	Alc Sales (Wine)-Banquets	9,811	7,500	14,000	7,500
3209-80-000	Alc Sales (Wine)-Restaurant	50,651	55,000	55,000	50,000
3211-80-000	Alc Sales (Liquor)-On Course	11,560	9,500	6,750	9,000
3213-80-000	Alc Sales (Liquor)-Banquet	40,572	40,000	27,000	35,000
3214-80-000	Alc Sales (Liquor)-Restaurant	82,076	95,000	88,000	90,000
<b>Beverages (Alcohol)</b>		325,111	331,000	316,600	310,000
Other F&B Revenue	Gratuities & Room Charges	26,538	18,000	20,000	18,000
<b>Total Food &amp; Beverage Revenue</b>		<b>\$ 1,273,007</b>	<b>\$ 1,241,500</b>	<b>\$ 1,263,600</b>	<b>\$ 1,116,000</b>



# GOLF FUND REVENUES & COST OF SALES

ACCOUNT NUMBER	DESCRIPTION	2016-2017 ACTUAL	2017-2018 ESTIMATED ACTUAL	2017-2018 AMENDED BUDGET	2018-2019 ADOPTED BUDGET
<b>Non-Operating Revenue</b>					
650-002-90-420850	Assessment Recreation	\$ 286,894	\$ 330,000	\$ 330,000	\$ 330,000
650-002-90-420851	Capital & Capital Equipment	341,872	408,955	410,405	764,300
<b>Total Non-Operating Revenue</b>		<b>628,766</b>	<b>738,955</b>	<b>740,405</b>	<b>1,094,300</b>
<b>TOTAL REVENUES</b>		<b>\$ 4,234,873</b>	<b>\$ 4,265,455</b>	<b>\$ 4,259,805</b>	<b>\$ 4,609,300</b>
<b>Cost of Sales:</b>					
650-002-20-542300	COS - Merchandise	\$ 201,947	\$ 220,000	\$ 210,000	\$ 215,000
<b>Total COS Merch</b>		<b>201,947</b>	<b>220,000</b>	<b>210,000</b>	<b>215,000</b>
650-002-50-542410	COS - Food & Beverage	304,913	315,000	323,750	270,000
650-002-50-542545	COS - Alcohol Beverages	124,193	125,000	126,500	120,000
<b>Total COS F&amp;B</b>		<b>429,106</b>	<b>440,000</b>	<b>450,250</b>	<b>390,000</b>
<b>Total Cost of Sales</b>		<b>\$ 631,053</b>	<b>\$ 660,000</b>	<b>\$ 660,250</b>	<b>\$ 605,000</b>
<b>Total Gross Margin</b>		<b>\$ 3,603,820</b>	<b>\$ 3,605,455</b>	<b>\$ 3,599,555</b>	<b>\$ 4,004,300</b>



# GOLF FUND EXPENDITURES

	2016-2017	2017-2018	2017-2018	2018-2019
		ESTIMATED	AMENDED	ADOPTED
ACCOUNT NUMBER	DESCRIPTION	ACTUAL	ACTUAL	BUDGET
<b>Operating Labor:</b>				
	Golf Operations Labor	\$ 217,338	\$ 217,500	\$ 222,500 \$ 232,000
	General and Administrative Labor	177,969	115,000	175,000 190,000
	Golf Course Maintenance Labor	657,118	625,000	615,000 640,000
	Food and Beverage Labor	502,152	500,000	525,000 485,000
	Sales & Marketing Labor	52,502	50,000	53,000 53,000
<b>Total Operating Labor</b>		<b>\$ 1,607,079</b>	<b>\$ 1,507,500</b>	<b>\$ 1,590,500 \$ 1,600,000</b>
<b>Payroll Costs:</b>				
	Total Payroll Taxes	\$ 135,041	\$ 140,000	\$ 160,000 \$ 150,000
	Total Medical/Health Benefits	76,353	81,000	80,000 80,000
	Insurance - Workers Comp	30,592	23,500	29,600 30,000
<b>Total Payroll Costs</b>		<b>\$ 241,986</b>	<b>\$ 244,500</b>	<b>\$ 269,600 \$ 260,000</b>



# GOLF FUND EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2016-2017 ACTUAL	2017-2018 ESTIMATED ACTUAL	2017-2018 AMENDED BUDGET	2018-2019 ADOPTED BUDGET
<b>OTHER OPERATIONAL EXPENSES</b>					
<b>Golf Operations Expense:</b>					
6001-50-000	Utilities-Electric	\$ 11,809	\$ 11,000	\$ 15,000	\$ 11,000
6004-50-000	Phone-Cell	1,148	1,300	1,200	1,800
6101-50-000	Supplies	17,065	11,500	14,250	14,250
6204-50-000	Cart Repairs	3,142	2,200	2,600	2,400
6409-50-000	Linen/Laundry	-	-	250	-
6603-50-000	Employee Testing-Hiring	875	-	50	-
6606-50-000	Travel/Education	-	2,000	3,400	2,600
6607-50-000	Uniforms	2,756	2,500	3,400	3,500
6802-50-000	Golf Cart Rental	1,900	1,250	2,700	1,650
8012-50-000	Chamber / Organization Dues	452	2,000	1,500	2,000
8110-50-000	Subscriptions	15,035	10,500	13,750	-
9000-50-000	Miscellaneous	17,426	1,000	3,200	2,000
9001-50-000	Driving Range Supplies (Balls)	8,226	2,400	4,500	4,500
9002-50-000	Handicap	5,105	6,000	5,200	6,500
<b>Total Golf Operating Expenses</b>		<b>\$ 84,939</b>	<b>\$ 53,650</b>	<b>\$ 71,000</b>	<b>\$ 52,200</b>



# GOLF FUND EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2016-2017 ACTUAL	2017-2018 ESTIMATED ACTUAL	2017-2018 AMENDED BUDGET	2018-2019 ADOPTED BUDGET
<b>General &amp; Administrative Expense:</b>					
6001-70-000	Utilities-Electric	\$ 37,137	\$ 36,500	\$ 33,500	\$ 39,000
6002-70-000	Utilities-Gas/Propane	10,554	8,750	10,800	10,250
6004-70-000	Phone - Cell	1,682	1,100	1,800	1,200
6005-70-000	Phone - Telco	4,766	3,600	4,500	4,000
6101-70-000	Supplies	5,956	150	4,900	800
6103-70-000	Supplies-Office	16,749	14,500	12,000	16,500
6201-70-000	Building Maint and Repair	50,493	24,500	28,000	24,000
6202-70-000	Equip Maint/Repair-Fix	14,894	8,250	9,300	10,000
6203-70-000	Equip Maint/Repair-Prevent	2,000	2,400	2,400	3,500
6303-70-000	Bank Fees	3,934	2,900	2,500	4,000
6305-70-000	Credit Card Fees	42,907	43,000	41,500	45,000
6307-70-000	Legal/Accounting/Professional	5,072	4,300	3,500	4,500
6313-70-000	BCG Management	119,000	110,000	120,000	120,000
6314-70-000	Payroll Processing	28,115	24,000	20,000	30,000
6404-70-000	Clubhouse Cleaning Service	25,085	24,500	22,850	25,000
6405-70-000	Garbage Removal	5,715	13,000	5,500	13,000
6406-70-000	Pest Control	2,045	1,500	2,400	1,500
6407-70-000	Security	1,589	375	2,000	1,000
6501-70-000	IT Support	14,220	10,250	10,000	14,000
6504-70-000	Internet Access/VPN	5,520	6,000	6,000	6,000
6506-70-000	POS System Hardware	7,496	8,000	10,500	10,500
6601-70-000	Education	1,101	3,325	2,500	1,000
6603-70-000	Employee Testing-Hiring	1,177	1,600	750	750
6606-70-000	Travel/Education	2,449	575	3,000	1,850
6608-70-000	Vehicle Mileage Expense	-	1,000	500	500
6610-70-000	Management Travel-Corp Staff	4,827	6,000	3,000	4,500
7404-70-000	Taxes-Personal Property	19,398	2,800	5,000	3,000
9000-70-000	Miscellaneous	1,072	1,100	2,700	1,500
9008-70-000	Copier Fax/Lease	3,434	3,500	2,500	3,500
9009-70-000	Postage	2,693	2,200	4,500	3,000
<b>Total G&amp;A Expenses</b>		<b>\$ 441,080</b>	<b>\$ 369,675</b>	<b>\$ 378,400</b>	<b>\$ 403,350</b>



# GOLF FUND EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2016-2017	2017-2018	2017-2018	2018-2019
		ACTUAL	ESTIMATED ACTUAL	AMENDED BUDGET	ADOPTED BUDGET
<b>Golf Course Maintenance Expense:</b>					
6001-60-000	Utilities-Electric	\$ 53,270	\$ 45,200	\$ 56,400	\$ 54,000
6004-60-000	Phone - Cell	149	500	1,800	1,500
6005-60-000	Phone - Telco	2,633	-	-	-
6102-60-000	Office Supplies	-	1,500	600	1,000
6106-60-000	Supplies-Landscape	4,127	29,275	10,000	23,000
6107-60-000	Supplies-Course	4,014	7,000	15,000	15,000
6108-60-000	Supplies-Shop	18,892	14,250	15,000	14,000
6201-60-000	Building Maint and Repair	(4,486)	2,000	600	1,000
6202-60-000	Equip Maint/Repair-Fix	45,392	40,000	44,500	25,000
6205-60-000	Irrigation Repairs	25,862	23,000	17,000	15,000
6402-60-000	Outside Services	34,788	15,000	10,000	35,000
6405-60-000	Garbage Removal	2,587	-	6,500	3,500
6605-60-000	Training/Staff Development	1,675	-	2,400	1,500
6607-60-000	Uniforms	12,290	13,500	7,500	13,500
6608-60-000	Vehicle Mileage Expense	-	-	500	500
6801-60-000	Equipment Rental	5,973	4,250	12,000	6,750
7001-60-000	Chemicals-Fungicides	32,173	90,000	25,000	29,000
7002-60-000	Chemicals-Herbicides	29,243	10,150	25,000	28,000
7003-60-000	Chemicals-Insecticides	50,545	3,000	40,000	33,000
7004-60-000	Chemicals-Growth Regulators	5,510	2,100	3,500	10,000
7005-60-000	Chemicals-Wetting Agents	2,316	4,500	4,000	16,000
7008-60-000	Fertilizers-Fairways / Roughs	98,809	45,000	90,000	90,000
7009-60-000	Fertilizers-Greens	73,465	71,500	30,000	40,000
7010-60-000	Fertilizers-Tees	11,443	2,700	10,000	15,000
7012-60-000	Pre-Emergents	14,780	11,250	10,000	30,000
7102-60-000	Sand-Top Dressing greens/tees	17,532	23,250	22,500	22,500
7103-60-000	Seed	27,570	17,250	17,500	12,000
7104-60-000	Sod/Sprigs	75,563	3,000	2,500	3,500
7105-60-000	Water/Soil Testing	-	-	2,000	1,000
7106-60-000	Bahia Grass	-	-	2,500	2,500
7205-60-000	Gas Diesel	40,668	37,000	38,000	40,000
8012-60-000	Organizational Dues	1,438	-	1,500	1,500
9000-60-000	Miscellaneous	27,299	13,750	12,000	15,000
9007-60-000	Small Equipment/Hand Tools	5,715	8,000	3,500	5,000
<b>Maintenance Total Expenses</b>		<b>\$ 721,235</b>	<b>\$ 537,925</b>	<b>\$ 539,300</b>	<b>\$ 604,250</b>

# GOLF FUND EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2016-2017 ACTUAL	2017-2018 ESTIMATED ACTUAL	2017-2018 AMENDED BUDGET	2018-2019 ADOPTED BUDGET
<b>Food and Beverage Expense:</b>					
6004-80-000	Phone - Cell	\$ 1,443	\$ 1,200	\$ 1,200	\$ 2,400
6112-80-000	Supplies-Kitchen	75,251	46,000	60,000	46,000
6202-80-000	Equip Maint/Repair-Fix	22,079	20,000	20,000	15,000
6301-80-000	Licenses, Fees, and Permits	2,618	2,500	2,800	2,500
6409-80-000	Linen/Laundry	31,583	25,000	31,000	23,000
6601-80-000	Education	95	1,550	1,500	1,500
6602-80-000	Employee Meals	5,845	4,500	7,500	4,000
6605-80-000	Training/Staff Development	3,677	1,000	3,000	3,000
6607-80-000	Uniforms	2,858	3,500	3,500	3,500
6801-80-000	Equipment Rental	-	3,500	5,000	4,000
9000-80-000	Miscellaneous	-	2,500	5,000	-
9013-80-000	Entertainment-Outside	9,892	14,000	8,500	18,000
9014-80-000	Glassware/China/Silver	2,200	4,600	3,900	2,500
<b>Total Food &amp; Beverage Expenses</b>		<b>\$ 157,541</b>	<b>\$ 129,850</b>	<b>\$ 152,900</b>	<b>\$ 125,400</b>



# GOLF FUND EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2016-2017 ACTUAL	2017-2018 ESTIMATED ACTUAL	2017-2018 AMENDED BUDGET	2018-2019 ADOPTED BUDGET
<b>Sales and Marketing Expense:</b>					
6004-75-000	Phone - Cell	\$ 200	\$ -	\$ 600	\$ 600
6605-75-000	Training/Staff Development	306	-	800	800
8001-75-000	Advertising (Print)	45,994	44,000	44,000	35,000
8002-75-000	SEO/Online Reputation Mgmt	636	-	900	-
8006-75-000	Broadcast E-mail	200	-	800	-
8007-75-000	Web Site	3,816	1,350	5,600	2,500
8008-75-000	Graphic Design	4,040	5,500	4,000	5,500
8009-75-000	Collateral Materials	2,880	3,250	4,500	2,000
8013-75-000	Special Promotions / Events	9,660	21,000	9,000	34,000
8014-75-000	Membership Programs	26,245	26,500	30,000	40,000
8015-75-000	Sales Management	2,061	2,400	1,800	1,500
8018-75-000	CX Evaluations-Mystery Shops	1,538	1,000	2,400	2,400
8020-75-000	CX Initiatives	-	-	1,100	-
<b>Total Marketing &amp; Sales</b>		<b>\$ 97,576</b>	<b>\$ 105,000</b>	<b>\$ 105,500</b>	<b>\$ 124,300</b>
<b>Leases &amp; Other Expenses</b>					
7304-80-000	FF&E and Other Equipment Leases	\$ 9,016	\$ 8,800	\$ 10,000	\$ 9,000
7405-70-000	Insurance - P and C	20,595	20,000	23,000	23,000
7401-70-000	Taxes - Real Estate	41,101	30,000	40,750	38,500
<b>Total Leases &amp; Other Expenses</b>		<b>\$ 70,712</b>	<b>\$ 58,800</b>	<b>\$ 73,750</b>	<b>\$ 70,500</b>
<b>Total Operating Expenses</b>		<b>\$ 3,422,148</b>	<b>\$ 3,006,900</b>	<b>\$ 3,180,950</b>	<b>\$ 3,240,000</b>



# GOLF FUND EXPENDITURES

		2016-2017	2017-2018	2017-2018	2018-2019
		ESTIMATED	AMENDED	ADOPTED	
ACCOUNT NUMBER	DESCRIPTION	ACTUAL	ACTUAL	BUDGET	BUDGET
<b>Capital Expenses</b>		\$ 341,872	\$ 408,955	\$ 410,405	\$ 764,300
<b>Equipment:</b>	182,500				
Patio Furniture	15,000				
Beverage Cart	15,000				
<b>Building &amp; Golf:</b>					
Network/Security Upgrade	8,500				
Kitchen - Ice Machine	12,500				
Kitchen - Mixer	7,800				
100 Golf Cart Lease	73,000				
Deer Run Irrigation	450,000				
<b>Contingency</b>		\$ 6,609	\$ 10,000	\$ 8,200	\$ -
<b>Total Operating &amp; Non Operating Expenses</b>		<b>\$ 3,770,629</b>	<b>\$ 3,425,855</b>	<b>\$ 3,599,555</b>	<b>\$ 4,004,300</b>
<b>Net Income</b>		<b>\$ (166,809)</b>	<b>\$ 179,600</b>	<b>\$ -</b>	<b>\$ -</b>



SUN 'N LAKE  
OF SEBRING IMPROVEMENT  
DISTRICT

Capital Improvement  
Fund



# CAPITAL IMPROVEMENT FUND REVENUES & EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	2016-2017 ACTUAL	2017-2018 ESTIMATED ACTUAL	2017-2018 AMENDED BUDGET	2018-2019 ADOPTED BUDGET
<b>REVENUES AND OTHER SOURCES</b>					
320-361-0000	Interest Income	\$ -	\$ -	\$ -	\$ -
320-319-0000	Revenue Assessment	-	-	-	-
320-381-0000	Transfer In	1,270,351	514,431	519,842	1,230,000
320-381-9000	Fund Balance - Prior Years Equity	-	-	-	-
<b>TOTAL REVENUES AND OTHER SOURCES</b>		<b>\$ 1,270,351</b>	<b>\$ 514,431</b>	<b>\$ 519,842</b>	<b>\$ 1,230,000</b>
<b>ADMINISTRATION EXPENDITURES</b>					
320-559-3120	Engineering Fees	\$ 21,526	\$ 14,000	\$ 6,000	\$ 5,000
320-559-3140	Consultants Fee	-	-	-	68,400
320-559-6400	Capital Project Expenditures				
320-559-6401	Contractor Payments	1,130,306	464,758	471,842	750,000
320-559-6402	Relocation	66,772	1,781	2,000	-
320-559-6403	Buildings	140,580	-	-	-
320-559-6404	Concrete	95,347	-	-	-
320-559-6405	Contingency (10%)	14,981	33,892	40,000	71,600
320-559-6406	Equipment	-	-	-	335,000
320-559-7200	Interest	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,469,512</b>	<b>\$ 514,431</b>	<b>\$ 519,842</b>	<b>\$ 1,230,000</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>		<b>\$ (199,161)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



SUN 'N LAKE  
OF SEBRING IMPROVEMENT  
DISTRICT

# Five-Year Equipment & Maintenance Plan

General Fund

Utility Fund

Golf Fund





## GENERAL FUND 5-YEAR EQUIPMENT & MAINTENANCE PLAN

	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
<b><u>Administration</u></b>					
512-6400					
Server & Firebox Upgrade	32,500	15,000	-	-	15,000
Workstation & Printer Upgrades	-	30,000	7,500	40,000	10,000
<b>Total Administration</b>	<b>32,500</b>	<b>45,000</b>	<b>7,500</b>	<b>40,000</b>	<b>25,000</b>
<b><u>Recreation</u></b>					
515-6400					
Gym Equipment	10,000	-	7,500	-	-
Bleachers for Racquet Club	-	12,000	-	-	-
Dog Park Obstacles	-	12,000	-	-	-
Recreational Amenities Expansion	235,000	95,000	125,000	-	-
New Pool Complex	-	-	-	1,500,000	-
Community Center/Fitness Renovations	-	-	-	-	1,000,000
<b>Total Recreation</b>	<b>245,000</b>	<b>119,000</b>	<b>132,500</b>	<b>1,500,000</b>	<b>1,000,000</b>
<b><u>Code Enforcement</u></b>					
521-6400					
Truck	-	-	35,000	-	-
<b>Total Code Enforcement</b>	<b>-</b>	<b>-</b>	<b>35,000</b>	<b>-</b>	<b>-</b>
<b><u>Security</u></b>					
529-6400					
Equipment/Vehicle	9,000	-	35,000	9,500	-
<b>Total Security</b>	<b>9,000</b>	<b>-</b>	<b>35,000</b>	<b>9,500</b>	<b>-</b>
<b><u>Buildings &amp; Grounds</u></b>					
<i>CIP</i>					
District Office Renovations	-	-	-	-	1,500,000
<i>CIP</i>					
Golf Clubhouse Renovations	1,230,000	-	-	-	-
<b>Total Buildings &amp; Grounds</b>	<b>\$ 1,230,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>
<b><u>Roads &amp; Sidewalks</u></b>					
541-6400					
Equipment	67,000	150,000	150,000	200,000	150,000
<b>Total Roads &amp; Sidewalks</b>	<b>67,000</b>	<b>150,000</b>	<b>150,000</b>	<b>200,000</b>	<b>150,000</b>
<b>Total General Fund</b>	<b>\$ 1,583,500</b>	<b>\$ 314,000</b>	<b>\$ 360,000</b>	<b>\$ 1,749,500</b>	<b>\$ 2,675,000</b>



## UTILITY FUND 5-YEAR EQUIPMENT & MAINTENANCE PLAN

	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
<b><u>Customer Service</u></b>					
536-6400					
Server & Firebox Upgrades	\$ 12,500	\$ -	\$ -	\$ 25,000	\$ -
<b>Total Customer Service</b>	<b>12,500</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>-</b>
<b><u>Water &amp; Sewer Operations</u></b>					
538-6300/6400					
SCADA Upgrades - Unit 23 & 4	330,000	-	-	-	-
Unit 23 Piping	60,000	50,000	-	-	-
Unit 4 Surge Tank Upgrades	175,000	-	-	-	-
Infiltration Study	-	400,000	-	-	-
Force Main Redirection	-	-	150,000	-	-
High Service Pumps	-	-	350,000	-	-
WWTP Interconnect	-	-	-	-	400,000
Utility Truck	-	40,000	35,000	-	-
<b>Total Water &amp; Sewer Operations</b>	<b>565,000</b>	<b>490,000</b>	<b>535,000</b>	<b>-</b>	<b>400,000</b>
<b>Total Utility Fund</b>	<b>\$ 577,500</b>	<b>\$ 490,000</b>	<b>\$ 535,000</b>	<b>\$ 25,000</b>	<b>\$ 400,000</b>



## GOLF FUND 5-YEAR EQUIPMENT & MAINTENANCE PLAN

	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
<b><u>Golf &amp; Restaurant</u></b>					
Equipment Replacements	\$ 182,500	\$ 182,500	\$ 182,500	\$ 182,500	\$ 185,000
Irrigation Upgrades	450,000	-	1,250,000	-	-
Patio Furniture	15,000	-	-	-	-
Network/Security System Upgrade	8,500	-	-	-	-
Beverage Cart	15,000	-	-	-	-
Kitchen - Mixer	7,800	-	-	-	-
Kitchen - Ice Machine	12,500	-	-	-	-
Tablets - Point of Sale System	-	12,000	-	-	-
New Desktops	-	10,000	-	-	-
4 Seater Golf Cart	-	8,500	-	-	-
Turtle Run Restrooms	-	60,000	-	-	-
Dining/Banquet Furniture	-	-	8,000	7,500	-
Carryall Range Picker	-	-	-	-	11,750
100 Golf Cart Lease (w/ Trade In)	73,000	73,000	80,000	80,000	80,000
<b>Total Golf &amp; Restaurant</b>	<b>\$ 764,300</b>	<b>\$ 346,000</b>	<b>\$ 1,520,500</b>	<b>\$ 270,000</b>	<b>\$ 276,750</b>



# GLOSSARY

**Accrual** - Revenues are recognized when earned and expenses are recognized when they are incurred.

**Adopted Budget** - Financial plan of revenues and expenditures for a fiscal year as approved by the Board of Supervisors.

**Amendment** – Changes to the adopted budget increasing total appropriations, which requires the approval of the Board of Supervisors. The transfer of appropriations between Departments, or across Funds, withdrawal from reserves, the creation/deletion of positions or a change that effects the level of service or programs maintained by a Department.

**Appropriation** - Funds authorized by the Board of Supervisors to spend public funds for a specific purpose.

**Assessment** – A charge levied in a specifically defined geographical area of property owners which have been identified as having received a direct benefit from an improvement or maintenance

**Balanced Budget** – A budget in which total estimated revenues and balances brought forward equal total expenditures and reserves.

**Bond** - Written promise to pay a sum of money on a specific date at a specific interest rate as detailed in a bond ordinance.

**Budget** - An annual plan adopted by the Board of Supervisors, which grants authority for expenditures and projects revenues in the current year.

**Budget Deficit** - A budget in which expenditures exceed the planned or projected funds available.

**Budget Document** - Official written statement of the annual fiscal year financial plan.



# GLOSSARY

**Budget Hearing** - Public Hearing conducted to consider and adopt the annual budget.

**Capital Assets** - Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations, cost more than \$5,000 and have useful lives extending beyond a single reporting period

**Capital Improvement Budget** - The adopted capital improvement plan for the upcoming fiscal year.

**Capital Improvement Plan (CIP)** – A CIP is a systematic plan for providing infrastructure improvements within a prioritized framework over a fixed period of time. The District’s CIP is based on a five year period of time.

**Charges for Service** - User charges for services provided by the District to those specifically benefiting from those services.

**Debt Service** – Expense incurred related to repayment of debt obligations such as principal and interest.

**Debt Service Requirement** - Amount of money required to pay on outstanding debt and required contribution to accumulate money for future retirement of bonds.

**Department** – A major unit of the District with responsibility for a service or an operation or for a group of related operations.

**Encumbrance** - The amount of money committed for the payment of goods and services not yet received or paid for.

**Enterprise Fund** - A fund designated for activities that is primarily supported by user charges. The Utility Fund is an example.



# GLOSSARY

**Expenditure** - The total amount of funds paid out by a government to acquire various goods and services.

**Fiscal Year** - The twelve-month period which applies to the Annual Budget (October 1st to September 30th).

**Full-Time Position** - Position that qualifies for full District benefits and regularly scheduled for 40 hours per week.

**Fund** - A set of interrelated accounts to record assets, liabilities, revenues, and expenditures associated with a specific purpose, or with a common revenue source.

**Fund Balance** - A term used to express the equity (assets minus liabilities) of governmental fund types and trust funds.

**GAAP** - Generally Accepted Accounting Principles as determined through common practice or as promulgated by the Government Accounting Standards Board, Financial Accounting Standards Board or various other accounting standard setting bodies.

**General Fund** - A fund used to account for all general-purpose activities of the District supported by assessments and other non-dedicated revenues such as license and permit fees. Unless there is a legal, contractual or managerial requirement for separate accounting, all activities of the unit are recorded in the General Fund.

**Goal** - Statement that describes the purpose toward which an endeavor is directed.

**Impact fee** - An estimated cost of providing needed improvement, or additions to public infrastructure systems depleted by development.

# GLOSSARY

**Modified Accrual** - Revenues are recognized when they become measurable and available. Expenditures are generally recognized when the related fund liability is incurred. An exception to this general rule is principal and interest on general long-term debt, which is recognized when due except for the accrual of certain principal and interest in the Debt Service Funds for which financial resources have been provided during the current year for payment due early in the following year.

**Objective** - A simply stated, readily measurable statement of aim or expected accomplishment within the fiscal year. A good statement of objectives should simply be a specific standard of performance for a given program:

1. An operational objective focuses on service delivery.
2. A managerial objective focuses on those aspects of management that help staff achieve operational objectives; i.e., staff training, work plan development, etc.

**Operating Expenditures** – Expenditures for goods and services, which primarily benefit the current period and are not defined as personal services or capital outlay. Some examples include contractual services, supplies, utilities, etc.

**Ordinance** - A formal legislative enactment by the governing board of a municipality.

**Other Expenditures** - Expenditures that are not personnel, operating or capital related, such as transfers or debt service.

**Part-Time Position** – Position, which is regularly scheduled less than 40 hours per week. Benefits are pro-rated - sick and vacation time only.

**Personal Services** - All costs directly associated with employees - salaries, fringe benefits, etc.



# GLOSSARY

**Prior Year Surplus** – Revenues in excess of expenditures in previous year that are available for appropriation in the current year. Can also be defined as current assets less current liabilities at fiscal year-end.

**Proprietary Funds** – Funds operated like a private business and charges user fees, includes Enterprise.

**Purchase Order** - A document that authorizes the delivery of specified merchandise or the rendering of certain services, establishes their cost, and creates a commitment on both the provider and receiver of the product or service.

**Recurring Expenditure** – A good or service that is expected to continue again in the next fiscal year or on a continuing annual basis, such as personnel salaries, utility payments, office space rentals, etc.

**Requisition** - A document generated by individual District Departments requesting goods or services.

**Reserves** – An accumulation of a fund’s revenues in excess of expenditures over time. This is similar to retained earnings as used for corporations.

**Reserve for Encumbrances** - A reserve account that represents open encumbered contracts and purchase orders.

**Resolution** - An expression of a governing body concerning matters of administration, an expression of temporary character, or a provision for the disposition of a particular item of the administrative business of the governing body.

**Revenue** - Money that a government receives as income.

**Revenue Reserves** – Amount that reduces total revenues estimated that is set aside as a safe guard in the event that the revenues are not collected as planned.



# GLOSSARY

**Special District** - A local unit of special purpose, as opposed to general purpose, government within a limited boundary created by general law, special act, local ordinance, or by rule of the Governor and Cabinet. The special purpose or purposes of special districts are implemented by specialized functions and related prescribed powers. “Dependent Special District” means a special district that meets at least one of the following criteria:

- (a) The membership of its governing body is identical to that of the governing body of a single county or a single municipality.
- (b) The governing body of a single county or a single municipality appoints all members of its governing body.
- (c) During their unexpired terms, members of the special district’s governing body are subject to removal at will by the governing body of a single county or a single municipality.
- (d) The district has a budget that requires approval through an affirmative vote or can be vetoed by the governing body of a single county or a single municipality.

“Independent Special District” means a special district that is not a dependent special district defined above.

**Statute** - A written law enacted by a duly organized and constituted legislative body.

**Surplus** - Excess of projected revenues over planned expenditures.

**Tangible Personal Property** - All assets used in a business that are subject to an ad valorem assessment, i.e. furniture, tools, machinery, equipment - whatever is used to generate income.

**User Charges** - The payment of a fee for direct receipt of a public service by the party benefiting from the service.



SUN 'N LAKE  
OF SEBRING IMPROVEMENT  
DISTRICT

# GEOGRAPHICAL LOCATION

